

# Welcome to Official page of Punjab RTI Certification website



**Rajiv Gandhi National  
University of Law, Punjab**



ਸੂਚਨਾ ਦਾ  
ਅਧਿਕਾਰ  
**Right to  
Information**



ਪੰਜਾਬ ਰਾਜ ਸੂਚਨਾ ਕਮਿਸ਼ਨ  
**Punjab State  
Information Commission**

**LEARN ABOUT RTI AND BECOME A RTI CERTIFIED**

(A JOINT INITIATIVE OF PUNJAB STATE INFORMATION COMMISSION AND RAJIV GANDHI NATIONAL UNIVERSITY OF LAW)

## **This Tutorial is about how to become A RTI CERTIFIED**

# RTI Course General Instructions

## The Course Consists three different Levels in total

- You may attempt the online Certification through Laptop/Desktop/Smart phone.
- You have to select the suitable option from the Multiple choices to answer the question.
- There will be **no negative marking**.
- If you leave any test in between, then, you will have to login again and the same level will be resumed.
- There is time-limit to complete the course. Clock will be shown during the test only.
- You will get a certificate issued by **PSIC** and **RGNUL** after successful completion of the course.
- It is mandatory to go through all the chapters included in study material before appearing for the test.
- You need to get minimum 60% marks in each level to clear the Levels.
- Next level will be unlocked only if previous level is completed successfully.
- Overall Grading will be calculated as an average score achieved in each level.

Detailed Grading Scale:

| Grade | Marks Range |
|-------|-------------|
| A+    | 90-100      |
| A     | 80-89       |
| B     | 70-79       |
| C     | 60-69       |

# Flow Chart to Become RTI Certified

## Beginning of “RTI Learning Course”

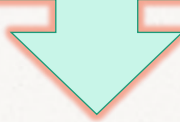
**Step 1**

Sign up and create your profile at  
[www.punjabrticertification.com](http://www.punjabrticertification.com)



**Step 2**

Sign In with your mobile and  
password




**Step 3**

Start Your Course from Level 1

# Flow Chart to Become RTI Certified

## Step 1

Sign Up with your details and set password for your profile

 Sign Up/Registration

|   |   |
|---|---|
| <input type="text" value="FULL NAME"/>                                  | <input type="password" value="....."/>          |
| <input data-bbox="772 682 1192 718" type="text" value="Select Gender"/> | <input type="text" value="RE-TYPE PASSWORD"/>   |
| <input type="text" value="FATHER NAME"/>                                | <input type="text" value="ADDRESS"/>            |
| <input type="text" value="MOTHER NAME"/>                                |   |
| <input type="text" value="MOBILE NO"/>                                  |   |
| <input type="text" value="EMAIL"/>                                      |   |
| <input type="text" value="Date of Birth"/>                              |   |
| <input type="text" value="MM/DD/YYYY"/>                                 | <input type="text" value="Preferred Language"/> |
| <input type="text" value="ADHAAR NO"/>                                  | <input type="text" value="CAPTCHA"/>            |
| <input type="text" value="HQT29R"/>                                     |   |

☒ Sign Up

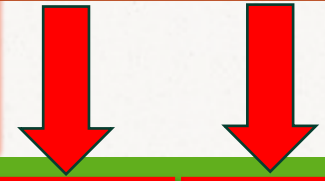
Already Registered? [Sign In](#)



# Flow Chart to Become RTI Certified

## Step 2

Read User Manual and Sign In to your profile with your login details Mobile Number, Password and Captcha Required



User Manual

Sign up



Rajiv Gandhi National  
University of Law, Punjab



ਪੰਜਾਬ ਰਾਜ ਸੂਚਨਾ ਕਮਿਸ਼ਨ  
Punjab State  
Information Commission

### LEARN ABOUT RTI AND BECOME A RTI CERTIFIED

(A JOINT INITIATIVE OF PUNJAB STATE INFORMATION COMMISSION AND RAJIV GANDHI NATIONAL UNIVERSITY OF LAW)



Sign in

9988553047

.....

Captcha

Y10E2P

Sign in

# Flow Chart to Become RTI Certified

Step 3

Student Dashboard

All course information shown here

Select Language

Translate

User Name

User Name

STUDENT

Dashboard

General Instructions

CERTIFICATION PROGRESS 0%

## Student Dashboard

You have to clear **all the Levels** to get the Certificate. **Marks & Grades System**

1

Level One

Right to Information Act 2005

- 4 Chapters
- 20 Questions

Study Completion

100%

Study Material

Re-Attempt

2

Level Two

Right to Information Act 2005

- 4 Chapters
- 20 Questions

LOCKED

0%

Study Material

Take Test

3

Level Three

Right to Information Act 2005

- 4 Chapters
- 10 Questions

LOCKED

0%

Study Material

Take Test

Overall Progress

Right to Information Act 2005

0%

# Flow Chart to Become RTI Certified

General Instructions about Quiz

All course information shown here

The screenshot shows the Punjab RTI Certification website interface. At the top, there is a blue header bar with a 'Select Language' dropdown and a 'User Name' field. Below the header, the main content area is titled 'General Instructions to Students'. A sidebar on the left contains a 'STUDENT' section with 'Dashboard' and 'General Instructions' links. A green arrow points from a 'General Instructions' box at the bottom left to the 'General Instructions' link in the sidebar. The main content area lists 11 instructions for students.

← → ↻ 🔒 punjabrticertification.com/student-general-Instructions.php

Select Language ▼

User Name

User Name

STUDENT

Dashboard

General Instructions

## General Instructions to Students

Please Go through Followings Instructions Before attempting tests

1. You may attempt the online Certification through Laptop/Desktop/Smart phone.
2. You have to select the suitable option from the Multiple choices to answer the question.
3. There will be **no negative marking.**
4. If you leave any test in between, then, you have to login again and same level will be resumed.
5. There is time-limit to complete the course. Clock will be shown during the test.
6. You will get a certificate issued by PSIC after successful completion of Course.
7. You need to get minimum 60% marks in each level to clear the Levels.
8. You can edit your preferred language of questions from the Edit Account menu.
9. You have to go through all the Chapters of the study material for the respective Level, to avail the test of that respective Level.
10. Once you clear all the levels, your certificate will be available to view, download, print and emailed and to be shared on verious social media accounts.
11. Each level carries 33% completion rate; completing all levels make 100% completion and your are eligible to get certified.



# Flow Chart to Become RTI Certified

Marks & Grades System

General Instructions for MCQs

Select Language

Google Translate

User Name

User Name

STUDENT

Dashboard

General Instructions

CERTIFICATION PROGRESS 0%

## Student Dashboard

You have to clear **all the Levels** to get the Certificate

Marks & Grades System

1

Level One

ACTIVE

Right to Information Act 2005

- 4 Chapters
- 20 Questions

Study Completion

100%

Study Material

Re-Attempt

2

Level Two

LOCKED

Right to Information Act 2005

- 4 Chapters
- 20 Questions

LOCKED

0%

Study Material

Take Test

3

Level Three

LOCKED

Right to Information Act 2005

- 4 Chapters
- 10 Questions

LOCKED

0%

Study Material

Take Test

### Overall Progress

Right to Information Act 2005

0%



# Flow Chart to Become RTI Certified

## Marks & Grades System

## General Instructions for MCQs

The screenshot shows a 'Student Dashboard' for a user named 'kamal'. The dashboard includes a sidebar with 'Dashboard' and 'General Instructions', and a main area with 'Level One' and 'Level Three' sections. A modal window titled 'General Instructions for MCQs' is open, displaying two tables: '1. Time Allocation & Passing Percentage' and '2. Final Grades will be calculated on average basis for each level'. The background shows 'Level One' with 4 chapters and 20 questions, and 'Level Three' which is locked and has 4 chapters and 10 questions.

Select Language ▼

K kamal

### Student Dashboard

STUDENT

- Dashboard
- General Instructions

CERTIFICATION PROGRESS 0%

1

Level One

Right to Information Act 2005

- 4 Chapters
- 20 Questions

Study Completion

100%

Study Material

3

Level Three

Right to Information Act 2005

- 4 Chapters
- 10 Questions

LOCKED

0%

Study Material

Take Test

General Instructions for MCQs

1. Time Allocation & Passing Percentage

| Level | Duration   | Passing % |
|-------|------------|-----------|
| 1     | 40 Minutes | 60%       |
| 2     | 40 Minutes | 60%       |
| 3     | 20 Minutes | 60%       |

2. Final Grades will be calculated on average basis for each level

| Grade | Percentage  |
|-------|-------------|
| A+    | 90% to 100% |
| A     | 80% to 89%  |
| B     | 70% to 79%  |
| C     | 60% to 69%  |

Close Proceed

# Flow Chart to Become RTI Certified

Edit Account

You can change the preferred language of the Test or and set new password any time from Edit Account option

Select Language ▼  
Google Translate

User Name

User Name

STUDENT

Dashboard

## Edit Account

Basic Information

FIRST NAME

LAST NAME

FATHER'S NAME

MOTHER'S NAME

SELECT GENDER

D.O.B

MOBILE

EMAIL ID

AADHAR NO

SELECT LANGUAGE

OLD PASSWORD

NEW PASSWORD

CONFIRM PASSWORD

Save

User Name

Edit Account

Logout

FIRST NAME

kamal

FATHER'S NAME

ml

SELECT GENDER

Male

MOBILE

8299624990

AADHAR NO

11111

LAST NAME

Last name

MOTHER'S NAME

pr

D.O.B

02/21/2022

EMAIL ID

test@gmail.com

SELECT LANGUAGE

PUNJABI

ENGLISH

PUNJABI

HINDI

OLD PASSWORD

Old password

NEW PASSWORD

....

The new password must not be empty.

CONFIRM PASSWORD

Confirm password

# Flow Chart to Become RTI Certified

Study  
Material

In First Step only Level One is unlocked and you have to complete it successfully to reach 2<sup>nd</sup> Level

Click the button to read all chapters given in study material

Select Language

User Name

User Name

STUDENT

Dashboard

General Instructions

CERTIFICATION PROGRESS 0%

## Student Dashboard

You have to clear **all the Levels** to get the Certificate. **Marks & Grades System**

1

Level One

Right to Information Act 2005

- 4 Chapters
- 20 Questions

Study Completion

100%

Study Material

Re-Attempt

2

Level Two

Right to Information Act 2005

- 4 Chapters
- 20 Questions

LOCKED

0%

Study Material

Take Test

3

Level Three

Right to Information Act 2005

- 4 Chapters
- 10 Questions

LOCKED

0%

Study Material

Take Test

Overall Progress

Right to Information Act 2005

0%

# RTI Course Outline

Complete All the Chapters I given in the study material before taking the test

Press Take Test Button to Start the Test

## Getting Started with this Level 1

**Course Description**

Right to Information Act Policy and Governance -1

1-50 | 1 / 44 | 74% | [Icons]

ਰਾਈਟ ਟੂ  
ਇਨਫਰਮੇਸ਼ਨ

**Course Lessons**

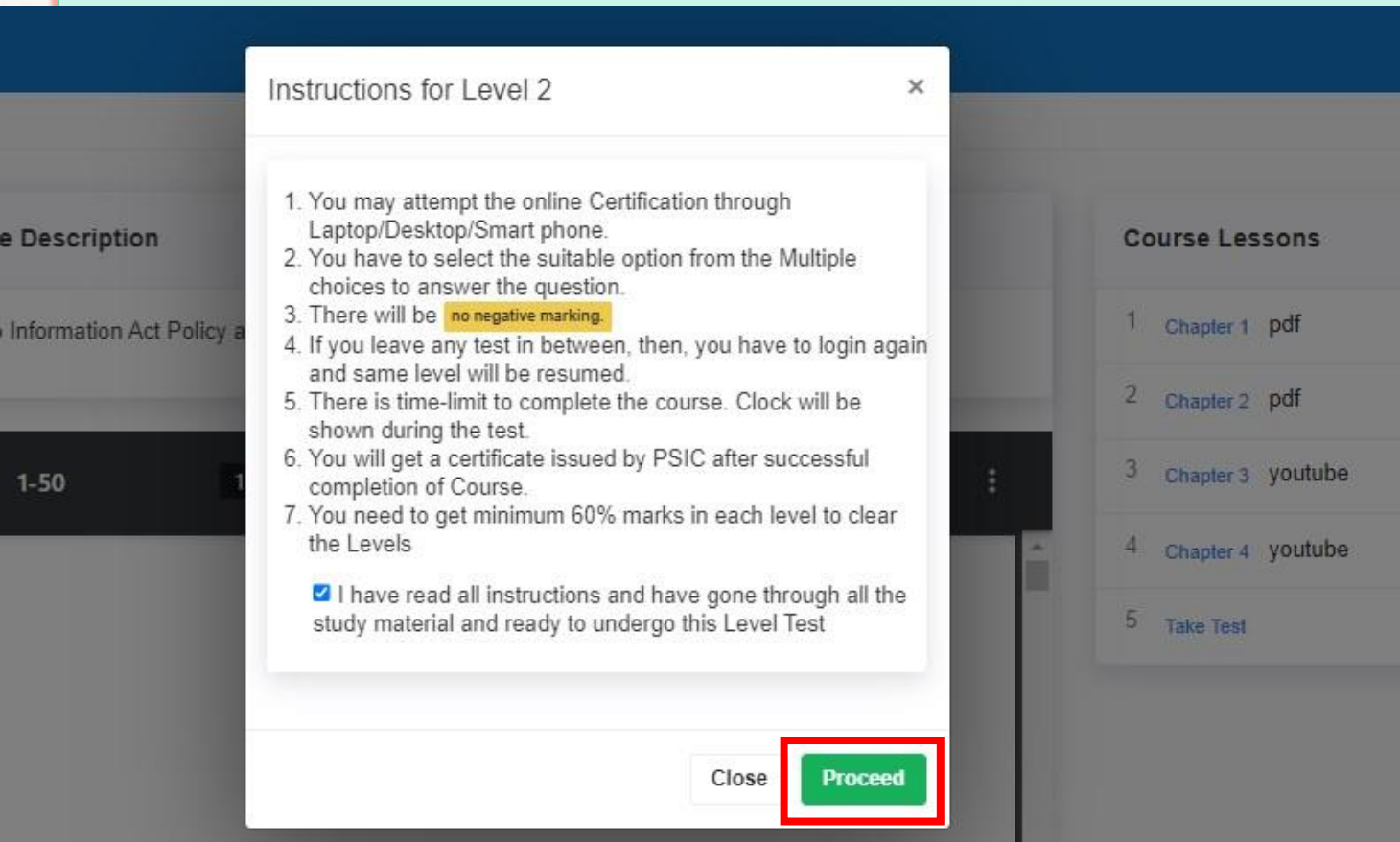
- 1 Chapter 1 PDF Reading
- 2 Chapter 2 PDF Reading
- 3 Chapter 3 Youtube Video
- 4 Chapter 4 Youtube Video
- 5 [Take Test](#)

Take Test Button



# RTI Course Outline

**Read all the instructions and tick the I have read all instruction checkbox and Proceed for Test or you can directly take test from Take Test option given in the student dashboard**

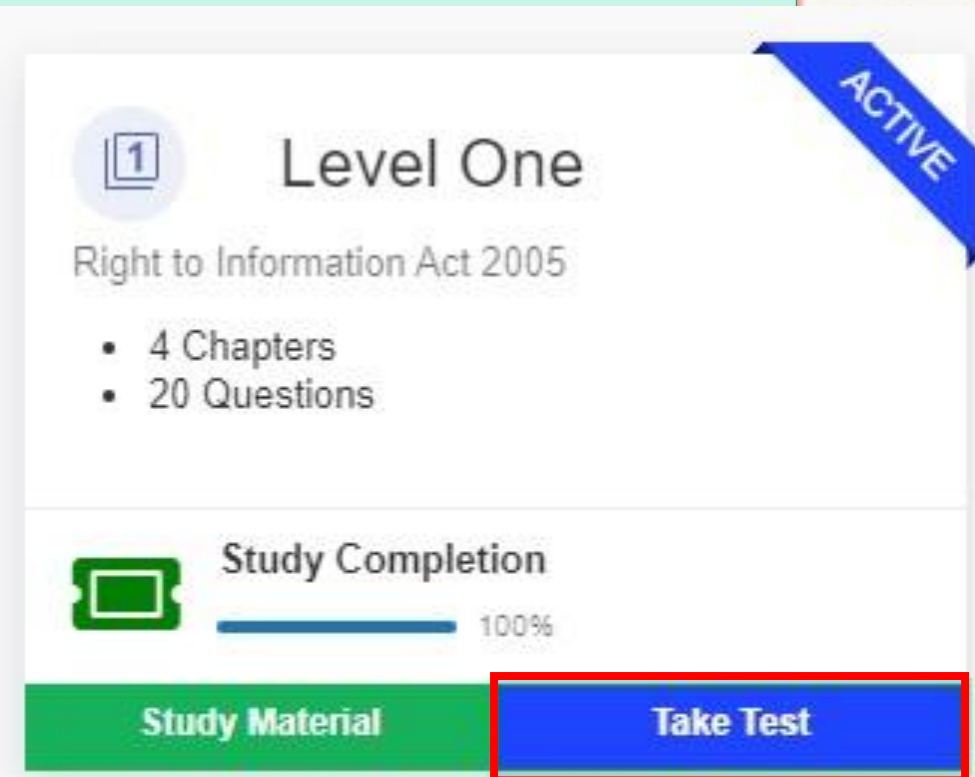


Instructions for Level 2

1. You may attempt the online Certification through Laptop/Desktop/Smart phone.
2. You have to select the suitable option from the Multiple choices to answer the question.
3. There will be **no negative marking.**
4. If you leave any test in between, then, you have to login again and same level will be resumed.
5. There is time-limit to complete the course. Clock will be shown during the test.
6. You will get a certificate issued by PSIC after successful completion of Course.
7. You need to get minimum 60% marks in each level to clear the Levels

☒ I have read all instructions and have gone through all the study material and ready to undergo this Level Test

Close **Proceed**



**1** Level One

Right to Information Act 2005

- 4 Chapters
- 20 Questions

**Study Completion**

100%

**Study Material** **Take Test**

# RTI Course Outline

This is the actual Test window  
Total 40 minutes are allotted for the test and  
clock shows the remaining time

Total Remaining shown in the top of the window



**Green Marked Questions:** Attempted



**Red Marked Questions:** Not Attempted



**Blue Marked Questions:** Active

Time Remaining:  
25 minutes and 15 seconds



Not Attempted



Attempted



Active

# Question

8 RTI (ਸੂਚਨਾ ਦਾ ਅਧਿਕਾਰ) ਐਕਟ, 2005

- ☐ A.
- ☐ B.
- ☐ C.
- ☐ D.

< Prev

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

20

Next >

# RTI Course Outline

After attempting all the questions press next button to proceed further

Select Language

Translate

User Name

User Name

STUDENT

Dashboard

General Instructions

Time Remaining:  
30 minutes and 33 seconds

| #  | Question |
|----|----------|
| 20 |          |

< Prev

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18


19

20

Next >

# RTI Course Outline


**Submit your Answers**


Select Language ▼  


User Name

⋮

STUDENT

 Dashboard

 General Instructions

## Level 1 Quiz

🎓 Getting Started with RTI

Time Remaining:  
29 minutes and 26 seconds

#

Question


Submit Answer



# RTI Course Outline

Test Result of current level and quiz summary will be shown after submitting the test.

## Test Results

 You have to clear all the Levels to get the Certification

### Level 1 Result

A+

Total Questions Attempted 20 / 20

Congratulations!! Level "2 Unlocked"

### QUIZ SUMMARY

|                            |    |
|----------------------------|----|
| Total Number of Questions  | 20 |
| Number of Answers you Tick | 20 |
| Total Number of Attempts   | 2  |

Next Level will be unlocked after you score required grades

# RTI Course Outline

Level Two is unlocked now and go through the study material of Level Two before taking the test

Course Progression is also raised after you successfully complete the level

User Name

STUDENT

Dashboard

General Instructions

CERTIFICATION PROGRESS 33%

## Student Dashboard

You have to clear all the Levels to get the Certificate. Marks & Grades System

1

Level One

Right to Information Act 2005

- 4 Chapters
- 20 Questions

LOCKED

Study Material

Done

2

Level Two

Right to Information Act 2005

- 4 Chapters
- 20 Questions

Study Completion

Study Material

Take Test

3

Level Three

Right to Information Act 2005

- 4 Chapters
- 10 Questions

LOCKED

Study Material

Take Test

### Overall Progress

Right to Information Act 2005

Course Progress

# RTI Course Outline

After successfully completing all the levels Course Progress reached to 100%

You can now a RTI Certified and can download your Certificate by clicking the **CERTIFICATE** button

User Name

STUDENT

Dashboard

General Instructions

CERTIFICATION PROGRESS 100%

Congratulations!!

CERTIFICATE

## Student Dashboard

You have to clear all the Levels to get the Certificate. Marks & Grades System

1

Level One

Right to Information Act 2005

- 4 Chapters
- 20 Questions

LOCKED

0%

Study Material

Done

2

Level Two

Right to Information Act 2005

- 4 Chapters
- 20 Questions

LOCKED

0%

Study Material

Done

3

Level Three

Right to Information Act 2005

- 4 Chapters
- 10 Questions

LOCKED

0%

Study Material

Done

### Overall Progress

Right to Information Act 2005

100%

**Thank You**