

**RAJASTHAN STATE
CENTRALIZED COUNSELLING
FOR
MASTER OF COMPUTER APPLICATION (RMCAAT-2015)
Information Booklet**



Chairperson	:	Shri Parmeshwar Lal Joint Secretary, Technical Education, Govt. of Rajasthan, Jaipur
Coordinator	:	Dr. Vishnu Goyal Director, Centre for Electronic Governance, Jaipur

Contact details

**State Coordinator, RMCAAT-2015
Centre for Electronic Governance(CEG)**

(Established by Govt. of Rajasthan)

Govt. R.C. Khaitan Polytechnic College Campus, Near RTO Jhalana Doongri, Jaipur-302004

Phone : 0141-2702344, 2701006

Website: www.rmcaatonline.com

Email-rmcaatraj2015@gmail.com

IMPORTANT INFORMATION AT A GLANCE

Tentative schedule of activities/events for online counselling likely to be

Events	Action to be taken by the Candidate	Date
Online institutes Registration		27th May to 4th June

Admission on the basis of NIMCET

Events	Action to be taken by the Candidate	Date
First round of Online Counselling		
Online application, filling up the choices (mock counselling) and registration fee deposit for Candidates	Get login and password, register and bank deposit slip/challan	5th June, 2015 to 18th June, 2015
Merit display		20th June 2015
Objection filed in merit	Contact to coordinator RMCAAT through Email	22nd June 2015
Allotment of institute		23rd June 2015
Reporting at allotted institute	Report to the allotted institute	27th June 2015
Reporting from College to RMCAAT office		29th June 2015 up to 5.00 P.M.
Upward movement consent (online)	Apply for upward movement if required	30th June 2015
II nd Allotment after Upward movement		2nd July 2015
Reporting at allotted institute	Report to the allotted institute	6th July 2015
Reporting from College to RMCAAT office		7th July 2015 up to 5.00 P.M.
Display of vacant Seat Matrix Position		8th July 2015

Admission on the basis of graduation

Events	Action to be taken by the Candidate	Date
Online application, filling up the choices (mock counselling) and registration fee deposit for Candidates	Get login and password, register and bank deposit slip/challan	5th June, 2015 to 30th June 2015
Merit display		6th July 2015
Objection filed in merit	Contact to coordinator RMCAAT through e-mail	8th July 2015
Allotment of institute		9th July 2015
Reporting at allotted institute	Report to the allotted institute	18th July 2015
Reporting from College to RMCAAT office		20th July, 2015
Upward Movement consent (Online)	Apply for upward movement if required	22nd July 2015
IInd Allotment after Upward movement		24th July 2015
Reporting to allotted institute	Report to the allotted institute	29th July 2015
Reporting from College to RMCAAT Office		30th July 2015
Commencement of Classes		01st August 2015
DIRECT ADMISSION: As per guideline issued by Government of Rajasthan		

Seat to be filled by management quota

Events	Action to be taken by the Candidate	Date
Last date to be filled by Management Quota		3rd July 2015

In case of any legal dispute, the jurisdiction will be limited to the Jaipur Courts only (Lower and District court) and High Court, Rajasthan. It will not be subject to any other court (Except Supreme Court) outside Rajasthan.

CENTRALIZED COUNSELLING FOR ADMISSION IN MCA COURSE
FOR THE ACADEMIC SESSION 2015-16
(RMCAAT -2015)

INSTRUCTIONS FOR THE CANDIDATES

1. ONLINE REGISTRATION FOR COUNSELLING:

The RMCAAT-2015 Application Form is to be submitted online by way of following the instructions provided in this Information booklet and our web portal. The candidate must fill, carefully, all details as required in the Online Application Format.

The candidate has to follow the following process for filling Online Application Form:

- A. Only Online Application will be accepted, which can be filled up through e-Mitra Kiosk or CSC authorized by state Govt. The candidate should pay a sum of Rs. 25/- in addition to registration cum counseling fee i.e. Rs. 11000/- (Eleven Thousand) only. **Candidate can fill up his application form at his own level on www.rmcaatonline.com, after depositing counseling fee at e-Mitra Kiosk or CSC . *There is no other way or agency for the submission of this fee.* This amount deposited for RMCAAT-2015 is neither refundable nor transferable nor adjustable for future RMCAAT.**
- B. At e-Mitra centre the candidate has to submit his/her name, date of birth and Father's name, then he/she will get a receipt in which a Token Number will be given ,which is essential for filling Online Application Form.
- C. The candidate must assure that his/her name, Date of birth and father's name submitted at e-Mitra centre is correct and strictly as per their 10th **Mark sheet/ Certificate**. Once the receipt will generated, any change will not be acceptable and he/she has to resubmit the detail with depositing the same amount again, i.e. 11,000/- for the corrections and RMCAAT will not responsible in such cases. So the candidates are advised to bring his/her 10th mark sheet /certificate at e-Mitra Centers.
- D. After getting the Token Number the candidate can fill the online Application Form from anywhere having Internet facility.
- E. Duration of submission of the online application form will be from

5.06.2015 to 18.06.2015 upto midnight for the candidates a having valid **NIMCET-2015** score **and**

5.06.2015 to 30.06.2015 upto midnight for the candidates a having graduation. Click for detailed schedule annexure III.

- F. Candidate is required to upload his/her recent passport size photograph and signature as per the facility provided on the web portal of the online application form. Ensure that the image size of photograph should not exceed **100 KB** (Maximum) in the JPEG Format and the image size of signature should, also, not exceed **50 KB** (maximum) in the JPEG Format.
- G. The candidate has to fill his/her details as required in the online application form. He/she can edit the details entered by him/her until he/she clicks the "SUBMIT" Button for final submission of Application Form. **Once the candidate clicks the "SUBMIT" Button, he/she will not be able to edit the entered data.** Therefore, the candidate are advised to click "SUBMIT" Button only and only if he/she is sure that the data entered in the Online Application Form is correct and no further editing is required.
- H. The RMCAAT-2015 will not be responsible for any consequence arising out of non-acceptance of any correction/addition/deletion of any data of the Application Form after clicking the "SUBMIT" Button.
- I. Subsequent to final submission of online application form, a printout of Application Form with a unique Form Number will generated from web portal. The candidate is required to take the printout of Application Form. It is advised that the candidate must retain a photocopy of this form for future references.
- J. Deposition of Fee: RMCAAT-2015 Counselling fees is Rs. 11,000/- including the registration fees of 1,000/-. Candidates will contact any e-Mitra /CSC kiosk center authorized by the Government of Rajasthan and deposit a sum of Rs. 11,025/- including e-Mitra service charges. Candidates may also deposit their fee by registering them self on e-Mitra portal for detailed procedure and operation of e-Mitra portal. Go to www.eMitra.gov.in and click on register now (guideline) Tab. **(Candidates/ e-Mitra/CSC kiosk owners are requested to enter candidates name and candidates father's name carefully in Capital Letter. Once 16-digit token number is generated No change/alteration/correction can be made in candidates name and candidates father's name).** Amount of registration fee is neither refundable/transferrable nor adjustable for future RMCAAT. After deposition of fee the e-Mitra/CSC kiosk/ e-Mitra portal will generate a 16-digit Token number for the candidate using e-Mitra portal and issue a receipt containing this Token number. Candidates are advised to keep this receipt safely with them for further use. In order to activate the online registration and counselling and for entering the required details, the candidate must enter his/her token number in the appropriate column of the online registration and counselling form. Online registration form will not accept entries without filling token number.
- K. Entries made at e-Mitra /CSC kiosk/online e-Mitra portal will be kept freeze daily online registration. So candidates are advised to ensure that their entries are correctly filled up at e-Mitra /CSC kiosk/online e-Mitra portal.

2. ELIGIBILITY FOR ADMISSION:

2.1 ELIGIBILITY CRITERIA FOR ADMISSION

The Candidates having mathematics in 12th at school level with Graduation Degree in any subject from recognized University

OR

Graduation in any subject with mathematics as one subject from recognised university

OR

B.C.A./ B.Sc. (IT)/ B.Sc. (Computer science) degree from recognised university

With at least 50 % marks in aggregate (45 % in case of SC/ST and Non creamy layer OBC/SBC) without any approximation in the graduate exam.

However the candidate appearing for the final year of graduation examination will also be permitted to appear in the counselling but their admission will be provisional, subjected to furnishing the mark sheet /degree of qualifying examination with the prescribed eligibility by 31st, July 2015 or as decided by Govt. Of Rajasthan from time to time. They will be required to submit all the necessary documents at the allotted institute.

RMCAAT-2015 is open to the candidates of India but preference will be given to the candidates of Rajasthan state domicile.

2.2 PRIORITY FOR ADMISSION:

The admission of the student in the state of MCA institutions in Rajasthan will be made by considering following priorities:

Part-A : Admission through NIMCET-2015 score

- a. The candidates having valid NIMCET-2015 score and belong to Rajasthan State Domicile.
- b. The candidates having valid NIMCET-2015 score and belong to outside Rajasthan state.

Part-B : Admission on the basis of percentage of marks obtained in Graduation (for seats lying vacant in Part-A)

- c. Eligible Candidates who have passed in Graduation and having Rajasthan State Domicile.
- d. Eligible Candidates who have passed in Graduation and belongs to outside Rajasthan state.

2.3 DOMICILE CRITERIA:

The domicile status will be ascertained as per any one of the following criteria.

Domicile Category - A

The candidate himself / herself or any of his / her natural parents (father / mother) is a bonafide resident of Rajasthan. [Refer Certificate No. 1 (i)] Download from web site www.rmcaatonline.com

OR

Domicile Category - B

Candidate has studied continuously as a regular student in recognized educational institutions in Rajasthan for the preceding five years up to and including the year in which he/she has passed

the qualifying examination. [Refer Certificate No. 1 (ii)] Download from web site www.rmcaatonline.com.

Domicile Category - C

Candidate is a son/daughter of either a serving employee or a retired employee of any of the following: [Refer Certificate No. 1 (iii)] Download from web site www.rmcaatonline.com.

- (i) Government of Rajasthan (including officers of All India Service borne on the State cadre of Rajasthan).
- (ii) Undertakings/ Corporations/ Improvement Trusts/ Municipal Boards/Panchayat Samities / Cooperative Bodies duly constituted by the Government of Rajasthan.
- (iii) Statutory Bodies and Corporations formed under Indian Companies Act incorporated in Rajasthan.

OR

Domicile Category - C

Candidate is a son/daughter of an employee of the Universities in Rajasthan or Board of Secondary Education, Rajasthan or Government aided Engineering Colleges of Rajasthan who has put in at least three years service on the date of submission of application in any of the above bodies. [Refer Certificate No. 1 (iv)] Download from web site www.rmcaatonline.com

OR

Domicile Category - C

Candidate is a son/daughter of an employee of Central Government or Institutions of the Central Government including Public Sector Undertakings or Corporations and who is on the regular rolls and is serving in the State of Rajasthan on the date of application. [Refer Certificate No. 1 (v)] Download from web site www.rmcaatonline.com

OR

Domicile Category - C

Candidate is a son/daughter of an employee of Rajasthan origin, serving in Defence/Central Government services/Public Sector undertakings/National Institutes of Government of India, who has put in at least three years service on the last date for submission of application irrespective of his/her place of posting provided a certificate is submitted by the employee from the employer to this effect stating the State of origin and the home town as given by him/her at the time of his/her entry into service. [Refer Certificate No. 1 (vi)] Download from web site www.rmcaatonline.com

Note:

1. Ex-Servicemen (Ex-S) and the Defense Killed (DK) persons should be of Rajasthan origin for eligibility of their children in these categories. The State of origin and home town as entered

in the discharge certificate shall only be accepted as proof in respect of the above. A copy of discharge certificate and PPO must necessarily be enclosed to seek reservation/relaxation in this category. The discharge certificate and PPO must be produced in original at the time of Counselling.

For the wards of defense personnel from other State but serving in the State of Rajasthan, the domicile condition is waved off to enable them to appear in the counselling and be selected in general quota. However, they would not be eligible for Ex-S/DK category.

2. Sons/daughters of the persons displaced from Jammu & Kashmir (**KM**) shall be eligible for admission through RMCAAT-2015. The candidate has to submit a certificate from the competent authority as a proof of being son/daughter of a person displaced from Jammu & Kashmir.

3. RESERVATION OF SEATS:

The reservation of seats shall be as per the directions of the Government of Rajasthan. As prescribed by the Government of Rajasthan (except in case of Private unaided Institutions and 50% seats in the self finance course of the aided institutions) the reservation of seats will be made subject to the prevalent statutory provisions of the State of Rajasthan viz. 16% for SC candidates, 12% for ST candidates, 21% for candidates belonging to non-creamy layer OBC and 1% for non-creamy layer SBC candidates.

Provision will also be made for horizontal reservation of 3% for candidates belonging to Physically handicap (PH), 25% for women category and 3% for dependants of Defence Killed/Ex-servicemen / Gallantry award winners.

Priority for Category of Defense Persons will be as follows :

	Category
EXS1	Killed in action
EXS2	Disabled in action and boarded out from service/Died while in service with death attributable to military service/Disabled in service and boarded out with disability attributable to military service
EXS3	Gallantry award winners
EXS4	Ex-servicemen

Reservation of girls in this category: 50% of the reserved seats in this category are earmarked for the girls.

Kashmiri Migrant (KM) Category:

5% of total intake capacity over and above the sanctioned strength in each of the institutions will be reserved for Kashmiri migrants. Sons/daughters of the displaced persons from Jammu & Kashmir shall be eligible for admission through RMCAAT-2015. The candidate has to submit a certificate from the competent authority as a proof of being son/daughter of displaced person from Jammu & Kashmir as well as on Graduation percentage basis.

Acronyms of various categories are as follow:

Category-I	Category-II
GEN – General	Ex-S - Ex Serviceman
SC - Scheduled Caste	DK- Defence Killed
ST - Scheduled Tribe	PH - Physically Handicapped
OBC - Non creamy layer Other Backward Classes	KM - Kashmiri Migrants
SBC – Non creamy layer Special Backward Category	

Definition of SC / ST / Non creamy layer OBC/ Non creamy layer SBC Category: The benefit of reservation under SC / ST / Non creamy layer OBC/Non creamy layer SBC category shall be available only to the candidates of the castes as notified under Presidential order for the State of Rajasthan, for which, the certificate should be issued by the competent authority as mentioned in Certificate No. 2 in this booklet. However, for claiming the benefit under non creamy layer OBC category and Non creamy layer SBC category , the candidate will also have to furnish an undertaking in the prescribed Performa as given in Certificate No. 2. Download from web site www.rmcaatonline.com .

It is further clarified that the candidates belonging to creamy layer OBC and creamy layer SBC category are not entitled for reservation benefits and shall be treated in General category, therefore, creamy layer OBC and creamy layer SBC candidates should fill General category in their ONLINE application form. The candidates are advised to visit the website www.rmcaatonline.com as well as web site www.ncbc.nic.in of National Commission for Backward Class (NCBC) for criteria laid down by the Government for creamy layer. Exact number of seats (Seat Matrix) will be notified through web site before counselling.

As per the state government order no. F1(6)/Tech.Edu./1999 Jaipur Dated 15-09-2011, the 45% seats of prescribed 12% ST quota will be reserved for TSP in all institutions where ST reservation is available. The candidates who belong to notified areas of five districts namely Banswara, Dungarpur, Pratapgarh, Udaipur and Sirohi (i.e. districts in tribal region), and come under ST reservation will be eligible under this quota.

Note: For seeking the benefit of reservation in any category, sufficient documentary proof must be submitted along with the Online Application Form (the formats of certificates for various reservation categories are download from web site www.rmcaatonline.com . Category once indicated at the time of submission of application form along with documentary proof will not be changed afterwards in any case.

4. REGISTRATION FEE FOR ONLINE COUNSELLING OF RMCAAT-2015:

A candidate will have to deposit a sum of Rs. 11000/-. The description of this fee is as under :

- a. Rs. 1,000/- against application cum option form fees (Non Refundable).
- b. Rs. 10000/- to be adjusted against admission fees.

Candidates will have to contact any e-Mitra / CSC kiosk center authorized by the Government of Rajasthan and deposit a sum of Rs.11, 000 and e-Mitra service charges (Rs. 25/- extra). Candidates may also deposit their fee by registering them self on e-Mitra portal for detailed procedure and operation of e-Mitra portal. Go to www.eMitra.gov.in and click on register now (guideline) Tab .

5. ENCLOSURES TO BE SUBMITTED AT REPORTING INSTITUTE:

- 5.1 An self attested copy of Graduation level exam.
- 5.2 An self attested copy of NIMCET-2015 exam (If they are applying through NIMCET score).
- 5.3 An self attested copy of Certificate / Mark-sheet of High School / Secondary or equivalent bearing Date of Birth of the candidate.
- 5.4 Certificate of TSP area from competent authority (Only for ST candidate belongs to TSP area).
- 5.5 An attested copy of Certificate / Marksheet of 10+2 Counseling or equivalent.
- 5.6 An attested copy of Marksheet of Graduation (10+2+3) Counseling or equivalent, as a proof of having passed the qualifying counseling. (If you have already passed the qualifying counseling). However, the candidates appearing for the qualifying counseling (Graduate Degree) in 2015, will also be permitted to participate in counselling but their admission will be provisional subject to furnishing the mark sheet before 31st July, 2015 .
- 5.7 An attested copy of the relevant domicile certificate whichever is applicable [Refer Certificate No. 1(i) to 1(vi)] Download from web site www.rmcaatonline.com
- 5.8 An attested copy of relevant certificate necessary for claiming reservation. (Refer Certificate No. 2 to 5 as applicable) Download from web site www.rmcaatonline.com .

Note :- To avail benefit of domicile / reservation etc., the candidate will have to produce the requisite certificate (s). For the convenience of candidates formats of such certificates are available on web site www.rmcaatonline.com. The candidates can reproduce the format of the certificate(s) by typing / photocopying etc. for the purpose of certification from appropriate authority.

6. FEE STRUCTURE:

Pursuant to the judgment of Hon'ble Supreme Court in the case titled Islamic Academy of Education V/s State of Karnataka dated 14.08.2003, the state government has constituted a "State Level Fee Committee"(SLFC) for determination of fee structure for various technical courses including MCA. As per the directions of the SLFC and Order of Govt. Of Rajasthan, Technical Education Department dated 05/07/2013 the interim fee structure for MCA course for the session 2013-14 was as under:

S. No.	Institutions	Total fee per annum(Tuition fee + Development fee)	Caution Money	Total Fee
1.	Aided seats in government aided institutions /Universities	Rs. 30000/-	Rs. 5000/-	Rs.35,000/-
2.	Self-financed Courses in government aided institutions /Universities	Rs. 55000/-	Rs. 7500/-	Rs.62,500/-
3.	Private un-aided institutions	Rs. 55000/-	Rs. 7500/-	Rs.62,500/-

Further, it may be noted that the fee structure for the session 2015-16 will be finalized by the state level fee committee. The candidates are required to pay as prescribed by the committee of the Govt. of Rajasthan. The RMCAAT-2015 will not be responsible for the change in the fee structure by the State Govt. if any.

7. ADMISSION PROCEDURE:

The admission will be performed in accordance with the guidelines provided by the Government of Rajasthan. The admissions will be done through on-line counselling on on **basis of NIMCET-2015 score and if seats are remain vacant then on the basis of marks obtained in Graduation.**

Part-A : Admission through NIMCET-2015 score

- a. The candidates having valid NIMCET-2015 score and belong to Rajasthan State Domicile.
- b. The candidates having valid NIMCET-2015 score and belong to outside Rajasthan state.

Part-B : Admission on the basis of % of marks obtained in Graduation (for seats lying vacant in Part-A)

- c. Eligible Candidates who have passed in Graduation and having Rajasthan State Domicile.
- d. Eligible Candidates who have passed in Graduation and belongs to outside Rajasthan state.

8 VALIDITY OF ADMISSION:

- A. Admission of the candidate will be provisional till the concerned University enroll the candidate.
- B. If for reasons to be recorded in writing, the Coordination Committee suspects that a particular candidate has obtained a certificate by misrepresenting the facts, the matter will be referred to the competent authority (ies). On receipt of the report, the Coordination Committee would take the final decision regarding the admission of the candidate. His/Her admission will be treated as provisional during this period.
- C. **Permission to register for RMCAAT-2015 counselling shall not guarantee for fulfilling eligibility criteria for admission. Only the eligible candidates will be considered for counselling and subsequent admission as per norms.**

9 DEPOSITION OF FEES AND ORIGINAL DOCUMENTS:

At the time of reporting in the allotted institute, the candidates will have to deposit all original documents, certificates and a specified amount towards fee. The allotted institute would check/ match the documents and other required certificates with originals. If the admission is granted, the amount would be refunded as per AICTE, New Delhi public notice no. AICTE/Legal/04(01)/2007. The original documents will be returned by the respective College after the University enrolment has been completed.

10 HOSTEL ACCOMMODATION AND COMMENCEMENT OF SESSION:

Information regarding hostel facilities can be obtained from the allotted institute. Classes will commence from 01st August 2015 in the allotted institute.

11 OTHER INFORMATION:

Please ensure that you have filled all information in the RMCAAT-2015 online application form in all respects. Incomplete forms are liable to be rejected without any notice. All legal matters will be subjected to Jaipur city Jurisdiction only.

RMCAAT-2015 coordinator will not be responsible for postal delays. All the necessary information would be made available on the RMCAAT-2015 web site www.rmcaatonline.com.

12 INSTRUCTIONS FOR FILLING RMCAAT-2015 ONLINE REGISTRATION FORM:

Guidelines for filling in the online registration form -

- A. **Name of the Candidate:** Fill in your name, as recorded in the High School (10th Standard) Certificate issued by the Board/University/ Institution in CAPITAL LETTERS. This will be used in all the correspondence. Any change in the name/surname at any stage has to be duly supported by a certificate issued by competent authority. Write your surname in the space provided. Leave one and only one blank space between any two parts of the name.
- B. **Father's/Mother's name:** Fill your Father's/ Mother's Name in the space provided for.
- C. **Date of Birth:** Enter you date of birth as given in your High School (Class X) certificate in the boxes provided for this purpose. Fill in as Date Month Year format (DD/MM/YYYY) .
- D. **Sex:** Fill up your Gender Male or female.
- E. **Address for correspondence:** Fill in your address for correspondence at the space provided for. Address should be limited to the space provided. You can shorten the length of address. Do not write your or your father's name with the address here.
- F. **Permanent Address:** Fill in your address for correspondence in the space provided for. Address should be limited to the space provided. You can shorten the length of address. Do not write your or your father's name with the address here.
- G. **Category:** Fill in the appropriate category GEN/SC/ST/ Non Creamy Layer OBC/ Non Creamy Layer SBC.
- H. **Reservation Category-I:** Fill in the appropriate category.
- I. **Reservation Category-II:** Fill in the appropriate category horizontal reservation.
- J. **Physical Handicapped:** Fill in the entry.
- K. **If candidate belongs to TSP category then select appropriate district and block of TSP area.**
- L. **Whether domiciled in Kashmir Division of the State of J&K during the period 1-1-1980 to 31-12-1989?:** Fill in Yes or No.
- M. **Domicile Status:** Fill in the appropriate status.
- N. **Domicile Category:** There are 6 categories for domicile given in section 2.2 of information brochure. Fill in the category which is applicable.
- O. **Nationality:** Fill in which is applicable.
- P. **Contact Details:** such as Mobile Number or phone number along with area code.
- Q. **E-mail ID:** Confirm/valid E-mail ID.

R. Qualification Details: Fill up details of your qualification a following-

- a) Year of Passing/ Appearing :Fill in your passing year
- b) Percentage of Marks: Fill in the marks obtained in qualifying degree rounded down to two decimal places.
- c) Course in which mathematics studied (12th or Graduation).
- d) Where grading/rating system is adopted grades must be converted correctly/carefully in percentage.

1. Photograph: upload your recent colored photograph in required size.

2. Signature: upload your recent signature in required size.

3. Declaration by the Candidate: You must read and agree with the declaration to authenticate the information provided by you, Failure to do so will lead to rejection of the application.

4. It is Mandatory requirement to enter/fill in either Email ID or mobile number.

5. It is advisable to enter/fill in Email ID and mobile number both.

13. TENTATIVE LIST OF SEATS

For tentative list of colleges for MCA course in Rajasthan state, candidates are advise to see the following link : www.rmcaatonline.com .

PROCEDURE OF ONLINE COUNSELING

The admission will be performed in accordance with the guidelines provided by the Government of Rajasthan. The admissions will be done through on-line counselling.

A First round of counselling

- 1. Eligibility:** All the candidates having valid NIMCET-2015 result (i.e., whose merit is declared by NIIT Agartala requisite Counselling Registration Fee and form as per **NIMCET-2015** guidelines).
- 2. Registration:** To participate in online counselling, it is mandatory for a candidate to register himself/herself on www.rmcaatonline.com according to counselling schedule. Candidates can register themselves from anywhere through Internet. Candidates will contact any e-Mitra/CSC kiosk centre authorized by the Government of Rajasthan and deposit a sum of Rs. 11000/- plus the e-Mitra service charges Rs 25/- extra. The candidates may also deposit their fee by registering themselves on e-Mitra portal. For detail procedure and operation of e-Mitra portal, go to <http://www.emitra.gov.in> & click on register now (Guidelines) tab. The kiosk will generate a 16-digit Token number for the candidate using e-Mitra portal and issue a computer generated receipt containing 16-digit Token number. Candidates\ eMitra\CSC Kiosk owners are requested to enter candidate name and candidates father's name carefully in capital letters. Once 16 digits token number is generated no change alteration/correction can be made in candidate name and candidate father's name. Candidates are advised to keep this receipt safely with them for further use. In order to activate the online registration and counselling the candidate must enter his/her token number as well as Date of Birth in the appropriate columns of the online registration and counselling form. Online registration form will not accept entries without filling token number and date of birth.

Thereafter Candidate have to create a password. This password will be sent to the candidate through SMS on registered mobile number and valid email ID. Candidates are advised, in their own interest, to keep above data confidential to avoid misuse by any other person, for which Coordinator RMCAAT-2015 shall not be responsible.

- 3. Login ID and Password:** To register for online counselling, a candidate will be required to login on website www.rmcaatonline.com by using 16 digit token number generated at e-Mitra/CSC Kiosk and password created by candidate and already sent to his/her registered mobile number and valid email ID. After successful login/registration a confirmation message will be displayed. In case a candidate does not get the confirmation message, then he/she will have to login/ register again. Candidates are advised, in their own interest, to remember their Password and keep it highly

confidential, to avoid any misuse by any other person, for which Coordinator RMCAAT-2015 shall not be responsible.

4. **Choice Filling:** After successful registration the candidate will be allowed to fill the online option form/choices of institutes through login as mentioned earlier on the website. The detailed instructions will be provided for the same on the website www.rmcaatonline.com only. The candidates can modify/delete/add the choices any number of time within the specified duration of counselling schedule.
5. **Choice Saving:** During the choice filling process, candidate has to save his/her choices at the end of each fill/modify session, through the "**Save**" option. The candidate can modify the saved choices any number of time during the scheduled choice filling period. Candidate should ensure saving his/her filled/modified choices before leaving the computer system or logging out the session. Candidates have been instructed **not to forget to logout** the session once the choice filling process is completed and before leaving the system.
6. **Choice Locking:** After filling up of choices and making all modifications, candidate should finally lock the filled choices through "**Final Lock**" option. It should be done only when candidate is confident about the choices, he has filled. "Final Lock" will ensure that the choices cannot be modified further. Once the choice filling period is over, choice filled by the candidate (either Saved or Locked) shall be considered as final and no change will be permitted. "Final Lock" will be executed automatically once the choice filling period is over or the candidate has not put a "Final Lock" by himself/herself. No query in this regard shall be entertained
7. **Seat Matrix:** Latest seat matrix will be made available on the website during choice filling period. The list of institutes and seat matrix may change. Any addition/deletion/ modification in the Institutes list as well as seat matrix will be updated on the website only. No queries in this regard will be entertained.
8. **Allotment:** After the choice filling period is over, all choices filled in the Options Form of all registered candidates will be considered for allotment of seats as per NIMCET-2015 merit (Rank) and Graduation percentage basis category of the candidates and the availability of seats on a "**Higher-Merit-Allotted-First**" basis.
9. **Allotment Letter:** The result of allotment of seats will be published on the website only. The allotment will be purely provisional and subject to verification of original documents/credentials at the time of reporting at allotted institution. Candidates are advised to print the allotment letter through website. The allotment letter will not be sent by post.

10. **Reporting:** For confirmation of admission to MCA, candidates are required to report at the allotted institute within the specified reporting period (as per the counselling schedule or as notified through website) along with all original documents, proof of deposition of counselling registration fee (candidate copy of bank challan), two sets of attested photocopies of all above documents/ testimonials/certificates, allotment letter and balance fee.
11. On reporting for admission, the candidates will be issued a **provisional admission letter from the reporting institute duly signed and sealed by the competent authority of the institute**. The candidates are instructed to obtain the same. It shall be mandatory for the colleges/institutes to issue the same to the candidates after ensuring candidate's eligibility.
12. If a candidate does not report within the specified reporting period, his/her allotted seat will be cancelled and the candidate will not have any claim on the vacant seat whatsoever. Such vacant seats will be available for Upward-movement after first counselling.

B Upward-Movement after First Counselling:

1. **Eligibility for upward-movement/up-gradation after first Counselling:** The candidate shall be eligible for upward-movement/Up gradation if
 - a) Candidate has participated in the first round of counselling and has reported to the College/Institute allotted to him/her in first counselling. Such a candidate is required to give his/her consent/willingness for participation in upward movement at the time of reporting or after reporting as per the counselling schedule notified by the coordinator RMCAAT-2015. In absence of his/her willingness, he/she will not be considered for upward movement/upgradation.

OR

 - b) Candidate has participated in the first round of counselling and could not get allotment of seat in the first counselling. Such a candidate is not required to give his/her willingness to participate in upward-movement/up-gradation.
2. **Allotment of New Seat:** If a new institute is allotted through Upward-movement, the earlier allotted seat will automatically become vacant. Candidate's admission on the seat allotted earlier will stand cancelled and the vacated seat would be allotted automatically to other candidate.
3. **Reporting:** The candidates will have to report to the institute/college allotted to them after upward-movement.

Reporting process shall remain same as prescribed for first round of counselling. However, the candidates are not required to deposit/pay balance amount of course fee they have already deposited/paid. In case a candidate has not deposited/paid balance amount of course fee, he/she shall has to deposit/pay the same as mentioned in reporting process for first round of counselling.

If a candidate does not report to the allotted institute within the specified reporting period, his/her allotted seat will be cancelled and the candidate will not have any claim against this on the vacant seat whatsoever. Such vacant seats will be available for second round of counselling.

C If seats remained vacant, the same procedure of counselling will be adopted for seat allotment on the basis percentages of marks obtained in Graduation or equivalent examination only.

D Refund for Dropout Seat:

1. If a candidate wants to drop (don't want to retain) his seat after reporting to the institute allotted to him/her in 1st counselling or in upward-movement, he/she shall be allowed to do so. For this purpose, the candidate has to apply to the college/institute he/she has been admitted. The application shall be submitted only to the Principal/Director of the College/Institute by the candidate himself/herself and College/institute will have to refund the fee as per **AICTE public notice no. AICTE/ Legal/04(01)/2007 or any other policy declared by Government of India / or any authority mandated for this.**

2. In such a case the registration fee/course fee shall be refunded to the candidate after deduction of processing fee of Rs.1000/-. However, this refund shall be processed only after closure of admission process of RMCAAT-2015.

3. Rules regarding refund of sum of Rs. 10000/- taken against fees.

S. No.	Case	Processing fee to be deducted	Permissible Refund
1	Candidate does not get seat allotment	Rs.200/-	Rs. 9800/-
2	Candidate who has dropped his/ her seat after allotment/reporting	Rs.1000/-	Rs.9000/-
3	No refund will be made to the candidates who have produced false certificate, etc. in claim of their candidature and later found ineligible for admission.		

TENTATIVE PROCESS FOR SEAT ALLOTMENT THROUGH ONLINE COUNSELLING

1. The candidates will fill their choices of the Colleges, in order of preference on the www.rmcaatonline.com . A candidate will be able get a print of the option form filled by him/her with all the preferences.
2. The highest preferred / choice seat will be given to the candidate at top priority. As the total seats are divided into various quotas, and seats may remain vacant in one quota, candidates standing higher in merit will be re-considered for these seats before allotting these to the candidates standing lower in the merit. This requires multiple iterations of allotment and an allotment cannot be declared as final allotment till all the possibilities have been explored.
3. The allotment will be carried out on the basis of merit of NIMCET-2015 score and further on the basis of marks obtained at graduation level or equivalent examination. The general merit will be used for allotment of seat.
 - 3.1. A candidate belonging to reserved category will get a seat from general quota if he/she secures higher rank.
 - 3.2. A candidate belonging to reserved category will be allotted seat from reserved quota if he/she does not get higher preferences out of the general quota.
 - 3.3. A candidate belonging to reserved quota getting a lower preference will be allotted seat in first iterations temporarily. The allotment will be confirmed only after the next step related to conversion of seats under one quota to another quota as per details below:

S.No	Quota	Will be converted to
1	SC - F	SC-Open if no candidate belonging to SC-F category is available.
2	SC	ST-Open if no candidate belonging to SC is available
3	ST- F	ST- Open if no candidate belonging to ST-F category is available.
4	ST	SC- Open if no candidate belonging to ST is available
5	All seats under SC and ST will be combined and candidates belonging to SC/ST category will be allotted seats out of this quota. Any seat left vacant after these conversions will be converted to general quota female.	
6	In case seats for Females in the general category remain unfilled then, the same will be shifted to General quota and may be allotted to the male candidates as well.	

- 3.4 A candidate belonging to reserved category getting lower preference in his quota will be given a final chance on the basis of his overall merit.
- 3.5. Since the reservation for the candidates belonging to the special category-II [PH (3% of total), EX-S-I, II, III and IV (3% of total seats)] is horizontal, they will be allotted seats of their

choices by removing the last candidates who has been allotted the seat in the desired college provided that the quota of seats for this category is not already filled.

- 3.6. Seats for the KM category over and above the normal seats in the colleges. The candidates belonging to this category will be allotted seats maximum up to 5% of the total seats over and above the allocated seats in each of colleges. The private institutions will also be covered under this reservation criterion.
4. Candidates belonging to general category will be allotted seat by performing multiple iterations.
5. All the candidates will be required to report at the allotted institute within a prescribed time.
6. The next step is moving the candidates upward in their preferences by shifting of candidates on the seats falling vacant due to non-reporting by the candidates on allotted seats.
7. Online consent will be obtained from the candidates for participation in the upward movement process. Only the preferences above the preference of earlier allotted institute will be considered for shifting. The shifting will also be on the basis of merit cum availability. List of students getting into and leaving out of each college will be available on the web-site.
8. A final list of candidates admitted to each college will be available on the web site.

ANNEXURE V

RESERVATION OF SEATS

As prescribed by the Government of Rajasthan (except in case of Private unaided Institutions and 50% seats in the self finance course of the aided institutions) the reservation of seats will be made subject to the prevalent statutory provisions of the State of Rajasthan viz. 16% for SC candidates, 12% for ST candidates and 21% for candidates belonging to non-creamy layer OBC category and 1% for non-creamy layer SBC candidates. Provision will also be made for horizontal reservation of 3% for candidates belonging to physically handicap, 25% for women category and 3% for dependants of Defense Killed/Ex-servicemen/Gallantry award winners.

Priority of the defense person/Ex-S is as follows:

Code	Category
EXS1	Killed in action.
EXS2	Disabled in action and boarded out from service/ Died while in service with death attributed to military service/Disabled in service and boarded out with disability attributed to military service while in boarded service with death out with disability.
EXS3	Gallantry award winners.
EXS4	Ex-servicemen

Reservation of girls in this category: 50% of the reserved seats in this category are earmarked for the girls.

KM Category:

5% of total intake capacity over and above the sanctioned strength in each of the institutions will be reserved for Kashmiri migrants. Sons/daughters of the persons displaced from Jammu & Kashmir shall be eligible for admission through RMCAAT-2015. The candidate has to submit a certificate from the competent authority as a proof to being son/daughter of person displaced from Jammu & Kashmir.

As per the state government order no. F1(6)/Tech.Edu./1999 Jaipur Dated 15-09-2011, the 45% seats of prescribed 12% ST quota will be reserved for TSP in all institutions where ST reservation is available. The candidates who belong to notified areas of five districts namely Banswara, Dungarpur, Pratapgarh, Udaipur and Sirohi (i.e. districts in tribal region), and come under ST reservation will be eligible under this quota

Acronyms of various categories are as follow:

Category-I	Category-II
GEN – General	Ex-S - Ex Serviceman
SC - Scheduled Caste	DK- Defence Killed
ST - Scheduled Tribe	PH - Physically Handicapped
OBC - Non creamy layer Other Backward Classes	KM - Kashmiri Migrants
SBC – Non creamy layer Special Backward Category	

Rules for Admission under Management Quota

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eSustev dks/k ds idsk LFkkuka ij xj vuqkfur futh rdudh f'k{k.k I LFkkuka }kjk vi uk; h tk jgh idsk ifdz k ea ikjnf'krk I fuf'pr fd; s tkus grq CACC }kjk fu; e xBr fd; s x; s gA

- 1- izU/kdh; dks/k dh I hvS Hkjus grq de l s de , d jkT; Lrjh; v[kckjka ea foKflr tkjh djuh gkschA
- 2- vH; konu iklr djus ds fy, vfire frffk dk fu/kkZ.k rFkk idsk I Ecu/kh dk; de dh I puk grqi ; klr I e; vH; kFkZ; ks dks inku djrs gq s I puk foKflr esnuh gkschA
- 3- I eLr ; kx; vH; kFkZ; ka dh I ph esjV vuqde ea r\$ kj djuh gksch , oa iklr vkonuka dh I ph I LFkkuka dh osl kbV , oa I LFkkuka ds ukSVI ckMZ ij miyC/k djokuh gkschA
- 4- I LFkkuka }kjk iklr vkonuka dh Applied , oa Admitted dh I ph cuk dj if'kr djuh gkschA
- 5- I LFkkuka }kjk eSustev dks/k ds idsk LFkkuka ij fnukad 30-06-2015 rd idsk dk dk; l ij k dj fy; k tkodA

S. NO.	Name of Student	Father's Name	Mother's Name	Date of Birth	Graduation%	Rmcaat-2015 Roll No.	Rmcaat 2015 Rank	Name of other All India Entrance Test	Rank
1	2	3	4	5	6	7	8	9	10

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