

**RAJASTHAN STATE
CENTRALIZED COUNSELLING
FOR
MASTER OF COMPUTER APPLICATION (MCA)
FIRST YEAR and SECOND YEAR LATERAL ENTRY
(RMCAAP 2018)
Information Booklet**



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TENTATIVE SCHEDULE OF ACTIVITIES/EVENTS FOR 2nd YEAR MCA (Lateral Entry)

S No	Activity	Date
1	Starting date of online registration for college/institute	31.05.18
2	Last date for online registration for college/institute	09.06.18
3	Commencement of filling of online application forms for candidates	14.06.18
4	Last date for Online application cum registration fee deposition	15.07.18
5	Last date for filling online application form	16.07.18
6	Declaration of tentative merit list	17.07.18
7	Last date for calling objection in tentative merit list (Online)	18.07.18
8	Declaration of final merit list & allotment list	19.07.18
9	Last date for reporting in the allotted institute by candidates	24.07.18
10	Last date for submission of online report by institutes to RMCAAP 2018 office	24.07.18
11	Last date of online acceptance for upward movement	25.07.18
12	Declaration of the list of candidates applied for upward movement	26.07.18
13	Declaration of allotment list after upward movement	27.07.18
14	Last date for reporting by candidates to the institutes after upward movement	31.07.18
15	Last date for online submission of report by institutes to RMCAAP 2018 office	31.07.18
Special round will be carried out at institute level		
Separate registration is required to participate in Special Round		
16	Declaration of vacant seats for Special round on RMCAAP 2018 portal	04.08.18
17	Starting date of registration for Special round	05.08.18
18	Last date for registration for Special Round	10.08.18
19	Declaration of final merit of Special Round	11.08.18
20	Allotment list for Special Round	12.08.18
21	Last date for reporting by candidates to the allotted institutes for Special Round	14.08.18
22	Date of reporting by institutes to RMCAAP 2018 office (In Person)	21.08.18
Classes for 2nd year will commence from 01st August 2018		

TENTATIVE SCHEDULE OF ACTIVITIES/EVENTS FOR 1st YEAR MCA

S No	Activity	Date
1	Starting date of online registration for college/institute	31.05.18
2	Last date for online registration for college/institute	09.06.18
3	Commencement of filling of online application forms for candidates	14.06.18
4	Last date for Online application cum registration fee deposition	21.07.18
5	Last date for filling online application form	22.07.18
6	Declaration of tentative merit list	23.07.18
7	Last date for calling objection in tentative merit list (Online)	24.07.18
8	Declaration of final merit list & allotment list	25.07.18
9	Last date for reporting in the allotted institute by candidates	28.07.18
10	Last date for submission of online report by institutes to RMCAAP 2018 office	28.07.18
11	Last date of online acceptance for upward movement	29.07.18
12	Declaration of the list of candidates applied for upward movement	30.07.18
13	Declaration of allotment list after upward movement	31.07.18
14	Last date for reporting by candidates to the institutes after upward movement	03.08.18
15	Last date for online submission of report by institutes to RMCAAP 2018 office	03.08.18
Special round will be carried out at institute level		
Separate registration is required to participate in Special Round		
16	Declaration of vacant seats for Special round on RMCAAP 2018 portal	04.08.18
17	Starting of registration for Special round	05.08.18
18	Last date of registration for Special round	10.08.18
19	Declaration of final merit of Special Round	11.08.18
20	Allotment list for Special Round	12.08.18
21	Last date for reporting by candidates to the allotted institutes after Special Round	14.08.18
22	Last date of management quota admission	14.08.18
23	Date of reporting by institutes to RMCAAP 2018 office (In Person)	21.08.18
Classes for 1st year will commence from 01st August 2018		

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 Jaipur.

RMCAAP 2018
ADMISSION IN MCA (MCA I year and MCA II year, Lateral Entry) COURSES FOR THE ACADEMIC SESSION 2018-19
INSTRUCTIONS FOR THE CANDIDATES

1. ONLINE PROCEDURE FOR COUNSELLING:

NOTE: Separate registration is required for MCA 1st and MCA 2nd year.

1. Only online application will be accepted.
2. The candidate has to follow the given process for filling online application form.
3. The RMCAAP 2018 application form is to be submitted online by following the instructions provided in this Information booklet and web portal of RMCAAP 2018. The candidate must fill carefully, all details as required in the online application form.
4. Candidate has to register himself/ herself by entering his/ her Name, Father's Name and DOB, Email ID, Mobile Number, and set password (confidentially) on RMCAAP-2018 website **www.rmcaap2018.com**. After registration he/she have to pay Application cum registration fees of Rs. 1200/- (One Thousand Two Hundred only) only.
5. There are two ways of deposition of application cum registration fees and online submission of form as given in table below:

	E-Mitra kiosk Mode	Self - Mode (on web portal)
Form Filling Process	The complete process of Application cum Registration form filling including fees payment and documents uploading is to be done by E-Mitra kiosk.	The complete process of Application cum Registration form filling including fees payment and documents uploading is to be done by candidate himself either using cyber café or any other resource.
Fees Payment	Candidate may deposit cash payment to E-mitra kiosk.	Candidate have to deposit payment using E-payment i.e. credit card, debit card or net banking. Cash payment facility is not available.
Charges	Rs. 26/- will be extra charged by E_Mitra kiosk holder (Excluding 1200/- for application cum registration Fee) for complete form filling including fees payment, form filling and documents uploading.	Only transactional charges will be charged as per norms. Such charges must be borne by candidates.

*** College choice form filling is an integrated part of application form.**

6. After payment of Application cum Registration fee, he/she will get a payment receipt. Candidates are advice to take a printout of the print receipt for future use.

7. The application fee deposited for RMCAAP 2018 is neither refundable nor transferable or adjustable for future RMCAAP or any other counseling.
8. The candidate must assure that his/her name, date of birth and father's name is filled in correctly and strictly as per their 10th *Mark sheet/ Certificate*. Once the payment had done no change will possible. RMCAAP-2018 will not responsible in such cases. Thus the candidates are advised to keep his/her 10th mark sheet /certificate at the time of filling the application cum registration form.
9. The Form/ Challan number is the default User ID, and it will be used for login at web portal in future. Candidates are also advised not to disclose the **User ID and password** to any person. RMCAAP-2018 will not be responsible for misuse of User ID-Password by other person.
10. Date of submission of the fee for online application and registration form :-
 - A. **MCA I Year**: Starting from **14.06.2018** to upto midnight of **21.07.2018**.
 - B. **MCA II Year (Lateral Entry)**: Starting from **14.06.2018** to upto midnight of **15.07.2018**.
11. After depositing the Application cum registration fee, Application form will automatically activate for filling required details. Candidate may open Application form using his User ID, and password on our website www.rmcaap2018.com.
12. Candidate is required to upload his/her recent passport size photograph and signature as per the facility provided on the web portal for the online application form. Ensure that the image size of photograph should not exceed **100 kb** (Maximum) in the **JPG Format** and the image size of signature should also not exceed **50 kb** (maximum) in the **JPG Format**.
13. The candidate has to fill his/her details as required in the online application form. He/she can edit the details before 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 candidates 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, complete in all respect and no further editing is required.**
14. The RMCAAP 2018 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.
15. After successfully submission of application form, **College choice form** will become active to fill the preference of colleges opted by candidate. **Note that without filling the college choice the form filling process is incomplete therefore it is not possible to allot any college. In such cases incomplete forms automatically stands will be rejected.**
16. Subsequent to final submission of online application cum college choice form, the candidate is required to take the printout of application cum college choice form. It is advised that the candidate must retain a copy of this form for future references
17. **Special Round both for MCA 1st and MCA 2nd year will be held at institute level against the seats remains vacant after earlier/ previous rounds as per schedule of activity/ events for special round.**

18. The special round fee would be Rs.1200/- (Rupees One Thousand Two Hundred Only) year for the candidate applying for special round of counselling. **Candidates have to apply afresh at respective college/ institute where they want to seek admission against vacant seats which would be made available on portal in vacant seat matrix.** The amount of special round fee deposited by the candidates will neither be refundable nor transferable/adjustable against any other counselling including RMCAAP in future.
19. All candidates except those candidates who have already taken admission in earlier rounds shall be eligible.

All eligible candidates (out of Rajasthan and Rajasthan state) would have to apply at respective college/ institute where they want to seek admission against vacant seats which would be made available on portal in vacant seat matrix by paying special round fee.

The following would be the priority sequence for the merit list for the eligible candidates who participate/registered in the special round:

For MCA I Year:-

S.N.	Basis	Priority
1	Eligible candidate having valid NIMCET-2018 score	1 st
2	Eligible candidates who have passed in graduation and having Rajasthan state domicile.	2 nd
3	Eligible candidate who have passed in graduation and belongs to outside Rajasthan state.	3 rd

For MCA II Year Lateral Entry:-

S.N.	Basis	Priority
1	Eligible candidates who have passed in BCA/ BSc (IT/CS) degree and having Rajasthan state domicile.	1 st
2	Eligible candidate who have passed in BCA/ BSc (IT/CS) degree and belongs to outside Rajasthan state.	2 nd

20. Steps of filling the application form:

- A. First visit our website i.e. www.rmcaap2018.com and registered for online application by filling required details in **“Application Cum Registration Form”**
- B. A payment dialog box will be displayed. Select payment mode Debit card/ Credit card/Net banking and make payment. Payment receipt will be generated take a print out of payment receipt.
- C. After making payment **“Application Form”** will become active, fill the complete application form by filling the required details. If “Application form” had not activated automatically then select the **“Application Form”** tab in candidate panel.
- D. After filling application Form **“College Choice Form”** will become active, fill the college choice as per your preference. If “College Choice Form” had not activated select the **“College Choice Form”** tab in candidate panel and fill all required details.

- E. Check again all entries you have filled, if all required entries has been filled **then only** click on “**Submit**” button for submitting application form and take a printout for future use.
- F. If you have not submitted explicitly your form as final submission, it will be automatically submitted at midnight of last date of submission and no changes can be made in the form afterwards.
- G. Take a print out of Application cum Registration and college choice form generated by web portal after final submission.

NOTE: Separate registration is required for MCA 1st and MCA 2nd year.

2. ELIGIBILITY CRITERIA :

For admission in first year of MCA:

The candidate having recognized Bachelor’s Degree of minimum 3 years duration with **Mathematics** at 10+2 or at Graduate level with at least 50 % marks in aggregate from recognized University. (45 % in case of reserve category of Rajasthan domicile)

Candidates having degree of BCA/ B.Sc. (IT/ Computer Science) are exempted from having Mathematics subject in class 12th or graduation as per the Govt. letter No. 20(1)T.E./2011 dated May 10th 2018.

For admission in second year of MCA through Lateral Entry:

The Candidate having recognized Bachelor’s Degree of minimum 3 years duration in BCA/ B.Sc. (IT/ Computer Science) with Mathematics as a subject at 10+2 or at Graduation level with at least 50 % marks in aggregate (45 % in case of reserve category of Rajasthan domicile) without any approximation from recognised university.

RMCAAP 2018 is open to all Indian citizens but preference will be given to the candidates of Rajasthan state domicile.

3. PRIORITY FOR ADMISSION:

For I Year:-

S.N.	Basis	Priority
1	Eligible candidate having valid NIMCET-2018 score.	1 st
2	Eligible candidates who have passed in graduation and having Rajasthan state domicile.	2 nd
3	Eligible candidate who have passed in graduation and belongs to outside Rajasthan state.	3 rd

For II Year Lateral Entry:-

S.N.	Basis	Priority
1	Eligible candidates who have passed in BCA/ BSc (IT/CS) degree and having Rajasthan state domicile.	1 st
2	Eligible candidate who have passed in BCA/ BSc (IT/CS) degree and belongs to outside Rajasthan state.	2 nd

4. 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.rmcaap2018.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.rmcaap2018.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)] Down load from web site www.rmcaap2018.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

Candidate is a son/daughter of an employee of the Universities established by Govt. of 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.rmcaap2018.com .

OR

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.rmcaap2018.com .

OR

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.rmcaap2018.com .

Note:

1. Ex-Servicemen (Ex-S) and the Defence 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 defence 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 RMCAAP 2018. 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.

5. 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 candidates belonging to non-creamy layer MBC.

Provision will also be made for horizontal reservation of 5% for candidates belonging to Person with Disability (PwD), 25% for women category and 3% for dependants of Defence Killed/Ex-servicemen / Gallantry award winners.

Code	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 while in boarded
EXS3	Gallantry award winners
EXS4	Ex-servicemen

Priority for Category of Defense Persons will be as follows :

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. son/ daughter of the displaced persons from Jammu & Kashmir shall be eligible for admission through RMCAAP 2018. The candidate has to submit a certificate from the competent authority as a proof of being son/daughter of displaced person from Jammu & Kashmir.

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	PwD – Person with Disability
OBC - Non creamy layer Other Backward Classes	KM - Kashmiri Migrants
MBC – Non creamy layer Most Backward Category	

Definition of SC / ST / Non creamy layer OBC category: The benefit of reservation under SC / ST / Non creamy layer OBC/MBC 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, the candidate will also have to furnish an undertaking in the prescribed performa as given in Certificate No. 2. Download from web site www.rmcaap2018.com .

It is further clarified that the candidates belonging to creamy layer OBC/MBC category are not entitled for reservation benefits and shall be treated in General category, therefore, creamy layer OBC candidates should fill General category in their ONLINE application form. The candidates are advised to visit the website www.rmcaap2018.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.

As per the state government order no. F1(6)/Tech.Edu./1999 Jaipur dated 15-09-2011, 45% seats of prescribed 12% ST quota will be reserved for TSP in all institutions situated in ST area 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 Non creamy layer OBC/MBC candidates, the income certificate must not be older than one year.

- 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.rmcaap2018.com. Category once indicated at the time of submission of application form along with documentary proof will not be changed afterwards in any case.

6. APPLICATION FEE FOR ONLINE COUNSELLING OF RMCAAP 2018:

Fees:-A candidate will have to deposit a sum of Rs. 1200/-against application form fees (Non Refundable) separately for MCA 1st year and MCA 2nd year. Candidates will have to contact any e-Mitra / CSC kiosk center authorized by the Government of Rajasthan and deposit a sum of Rs. 1200/- e-Mitra service charges (Rs. 26/- extra). Candidates may also deposit their fee by using Net banking/ Debit Card/ Credit card.

7. ENCLOSURES TO BE SUBMITTED AT REPORTING INSTITUTE:

- 7.1 A self attested copy of NIMCET-2018 score card (If they are applying through NIMCET score).
- 7.2 A self attested copy of certificate / mark-sheet of High School / Secondary or equivalent bearing Date of Birth of the candidate.
- 7.3 Certificate of TSP area from competent authority (Only for ST candidate belongs to TSP area).
- 7.4 A self attested copy of mark sheet bearing mathematics as a subject at 10+2 or at graduation level (**mathematics is must in class 12th or in Graduation for applying for MCA 2nd year**).
- 7.5 A self attested copy of mark sheet of qualifying exam (graduation in any discipline For MCA Ist year and BCA/ BSc (IT/CS) for MCA IInd year) as a proof of passed the qualifying exam.
- 7.6 A self attested copy of the relevant domicile certificate whichever is applicable [*Refer Certificate No. 1(i) to 1(vi)*] Download from web site www.rmcaap2018.com .
- 7.7 A self attested copy of relevant certificate necessary for claiming reservation. (*Refer Certificate No. 2 to 5 as applicable*) Download from web site www.rmcaap2018.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.rmcaap2018.com . The candidates can reproduce the format of the certificate(s) by typing / photocopying etc. for the purpose of certification from appropriate authority.

8. 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 MBA.

The fee committee has yet not decided final fee structure for academic year 2018-2019. Further, it may be noted that the State Level Fee Committee, in near future, may finalize the fee structure for the session 2018-19. The candidates are required to pay the fee as prescribed by the Committee. The fee once deposited by the candidate for admission at the institute will be subject to the refund rules/directives given by AICTE, New Delhi

9. 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.

The admission of the student for MCA institutions in Rajasthan will be made as per Govt. of Rajasthan norms considering following priorities:

For I Year:-

S.N.	Basis	Priority
1	Eligible candidate having valid NIMCET-2018 score.	1 st
2	Eligible candidates who have passed in graduation and having Rajasthan state domicile.	2 nd
3	Eligible candidate who have passed in graduation and belongs to outside Rajasthan state.	3 rd

For II Year Lateral Entry:-

S.N.	Basis	Priority
1	Eligible candidates who have passed in BCA/ BSc (IT/CS) degree and having Rajasthan state domicile.	1 st
2	Eligible candidate who have passed in BCA/ BSc (IT/CS) degree and belongs to outside Rajasthan state.	2 nd

10. VALIDITY OF ADMISSION:

- A. Admission of the candidate will be provisional till the concerned University enrolled the candidate.
- B. If for reasons to be recorded in writing, the State Level Committee (SLC) suspects that a particular candidate has obtained a certificate by misrepresenting the facts, the matter will be referred to the competent authority. On receipt of the report, the state level 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 RMCAAP 2018 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.
- D. If at any stage any wrong/ misleading information found, his/ her admission may cancel.

11. 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. The original documents will be returned by the respective college after the University enrolment has been completed.

12. HOSTEL ACCOMMODATION:

Information regarding hostel facilities can be obtained from the institute itself.

13. OTHER INFORMATION:

- 1. Please ensure that you have filled all information in the RMCAAP 2018 online

application form in all respects. Incomplete forms are liable to be rejected without any notice.

2. All legal matters will be subjected to Jaipur city Jurisdiction only.
3. RMCAAP 2018 Convenor will not be responsible for postal delays. All the necessary information would be made available only on the RMCAAP 2018 web site www.rmcaap2018.com.

14. INSTRUCTIONS FOR FILLING RMCAAP 2018 ONLINE APPLICATION FORM:

Guidelines for filling in the online application form -

1. **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.
2. **Father's/Mother's name:** Fill your Father's/ Mother's name in the space provided for.
3. **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).
4. **Sex:** Fill up your Gender Male or female.
5. **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.
6. **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.
7. **Category:** Fill in the appropriate category GEN/SC/ST/ Non Creamy Layer OBC.
8. **Reservation Category-I:** Fill in the appropriate category.
9. **Reservation Category-II:** Fill in the appropriate category horizontal reservation.
10. **Physical Handicapped:** Fill in the entry.
11. **If candidate belongs to TSP category then select appropriate district and block of TSP area.**
12. **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.
13. **Domicile Status:** Fill in the appropriate status.
14. **Domicile Category:** There are 6 categories for domicile given in section 2.2 of information brochure. Fill in the category which is applicable.
15. **Nationality:** Fill in which is applicable.
16. **Contact Details:** such as mobile number or phone number along with area code.
17. **E-mail ID:** Confirm/valid E-mail ID.
18. **Qualification Details:** Fill up details of your qualification a following-
 - a) Year of Passing/ Appearing: Fill in your passing/ appearing 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.
19. **Photograph:** Upload your recent colour photograph in required size (maximum 100 KB JPEG Format).

20. **Signature:** upload your recent signature in required size (maximum 50 KB JPEG Format)..
21. **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.
22. **In form the field marked as * are mandatory to be filled.**

15. TENTATIVE LIST OF SEATS AS PER SESSION 2018-19

For tentative list of colleges for MCA course in Rajasthan state, candidates are advise to see the following link : <http://www.rmcaap2018.com>

FORMATS OF VARIOUS CERTIFICATES

CERTIFICATE – 1

Certificate for Domicile of Rajasthan

(any one relevant certificate out of the following six must be given)

Domicile Category - A	CERTIFICATE - 1 (i)	RMCAAP - 2018
(To be given if father/mother of the candidate or candidate is a bonafide resident of Rajasthan)		
<p>It is certified that Shri/Smt _____ natural Father/Mother of Shri/ Kumari _____ is a _____ (Name of the candidate) bonafide resident of Rajasthan.</p>		
<i>OR</i>		
(To be given if, the candidate is a bonafide resident of Rajasthan)		
<p>It is certified that Shri/ Kumari _____ Son/Daughter of _____ (Name of the candidate) Shri/Smt _____ is a bonafide resident of Rajasthan</p>		
Date :	Court Seal	Signature of the District Magistrate/Executive Magistrate/ Addl. District Magistrate / S.D.M.
<i>OR</i>		
<i>If the above certificate, issued by competent authority, is already available, then attach the attested photocopy of that certificate</i>		

OR

Domicile Category - B

RMCAAP - 2018

CERTIFICATE - 1 (ii)

(To be given if the candidate has studied continuously for preceding five years up to and including the year of passing qualifying examination as a regular student in recognized educational institutions of Rajasthan)

I certify that Shri/Kumari _____ son/daughter of
(Name of the candidate)

Shri/Smt _____

has studied continuously in school(s)/ college in Rajasthan as a regular student during sessions _____ to _____ in classes _____ to _____. The school(s)/ college is/are recognized.

Date :

Signature of the Head Master/Principal of School /College
last attended with official seal

****If a candidate has studied in more than one school / college, then attach this certificate in the above format for each school / college.***

Domicile Category - C

RMCAAP - 2018

CERTIFICATE - 1 (iii)

(To be given if the candidate's father/mother is a serving / retired employee of Government of Rajasthan / Government of Rajasthan Undertakings)

Certified that Shri/ Smt _____ Father / Mother of
Shri/Kumari _____ is a serving employee

(Name of the candidate)

(write designation _____) / retired employee (write designation held at the time of retirement _____) of

- (i) Government of Rajasthan including officer of All India Service borne on the State Cadre of Rajasthan (specify _____) or
- (ii) The Undertaking/ Corporation / Improvement Trust/ Municipal Board /Panchayat Samiti/ Co- operative body duly constituted by the Government of Rajasthan (Specify _____) or
- (iii) Statutory body or Corporation formed under the Indian Companies Act incorporated in Rajasthan (Specify _____).

Date :

Signature of the Employer/Head of Department
with Designation and official seal

OR

Domicile Category - C**RMCAAP - 2018****CERTIFICATE - 1 (iv)**

(To be given if the candidate's father/ mother is a serving employee of University, Board of Secondary Education or Govt. Aided Engineering College in Rajasthan)

Certified that Shri/ Smt _____ Father / Mother of

Shri/Kumari _____ is a serving employee (write

(Name of the candidate)

designation _____ of _____ in Rajasthan or Board of

(Name of University)

Secondary Education, Rajasthan or Govt. Aided Engineering College _____

and has put in at least three years service on the date of submission of RMCAAP 2018 Form.

Date :

Signature of the Employer/Head of the Department
with Designation and official seal

OR

Domicile Category - C

RMCAAP - 2018

CERTIFICATE - 1 (v)

(To be given if the candidate's father/ mother is a Central Government / Public Sector Undertaking employee serving in the State of Rajasthan)

Certified that Shri/ Smt _____ Father / Mother of

Shri/Kumari _____ is an employee of central

(Name of the candidate)

government or Institute of the Central Government including Public Sector Undertaking or Corporation and he/she is on the regular rolls and he/she is service at _____ (Write name of city)

in the State of Rajasthan on the date of application as _____ (Write designation)

Date :

Signature of the Employer/Head of the Department with Designation and official seal

OR

Domicile Category - C

RMCAAP - 2018

CERTIFICATE - 1 (vi)

(To be given if the candidate's father/ mother is an employee of Rajasthan Origin, serving in Central Government / Public Sector Undertaking/defense/National institutes of government of India in states other than Rajasthan)

I Certify that Shri/Kumari _____ is the

(Name of the candidate)

natural son/ daughter of Shri/Smt _____ and his/her father/mother is serving and has put in at least three years of Service on the last date of submission of application form in Indian Defense Service/Central Government Service/ Institution of the Central Government including Public Sector Undertaking as _____,

(Write designation & name of origination)

and he/she is employee of Rajasthan origin irrespective of his/her place of posting. The State of origin and the home town as given by him/her at the time of his/her entry into service

is _____

_____.

Signature of the Employer/Head of the Department with
Designation and official seal

Date :

Note: Strike out the portion which is not applicable.

Category – I Certificate: SC/ST/*Non creamy layer OBC / Non creamy layer MBC

RMCAAP- 2018

CERTIFICATE - 2

CERTIFICATE REGARDING SCHEDULED CASTE/SCHEDULED TRIBE/ *NON CREAMY LAYER OTHER BACKWARD CLASSES/*NON CREAMY MOST BACKWARD CLASSES

(This certificate must be signed by District Magistrate/Executive Magistrate/Additional District Magistrate/Sub Divisional Magistrate/Tehsildar of the District /Place of which the candidate is a resident.)

I, _____ certify that Shri/Kumari _____ (Name of the District Magistrate/Executive Magistrate /S.D.M. / Tehsildar)

is the natural born (not adopted) son/daughter of

Shri _____

and belongs to Scheduled Caste/Scheduled Tribe/ Non Creamy Layer Other Backward Classes

_____ (Name of the caste)

by birth as notified under Presidential Order for the State of Rajasthan in _____ District _____

(Village / Tehsil)

Signature of the District Magistrate / Executive Magistrate

Adl. District Magistrate / S.D.M. /Tehsildar

OR

Date : _____ Court Seal _____

If the above certificate, issued by competent authority, is already available then attach the attested photocopy of that certificate.

* (a) For non creamy layer OBC candidates, the above certificate should be issued by the competent authority and should not be older than one year. (b) Non creamy layer OBC candidates will have to furnish an undertaking in the following format along with the above certificate. **UNDERTAKING BY NON CREAMY LAYER OBC CANDIDATES**

I, _____ son / daughter of Shri _____ resident of village / town / city _____ district _____ Rajasthan State, hereby, undertakes that I belong to the community which is recognised as a backward class by the Government of Rajasthan for the purpose of reservation for admission in the State of Rajasthan. **It is also declared that I do not belong to persons / sections (Creamy Layer)** mentioned in column 3 of the orders contained in the Notification No. F9(8)DOP/A-V/90 Dated 28th September, 1993 (as amended from time to time) issued by the Department of Personnel, Government of Rajasthan.

I declare that status / income of my parents / guardian is below the prescribed limits for creamy layer as on financial year ending on March 31, 2018.

That in the event of declaration being found false, misleading or incorrect during or after MCA programme, I will not have any objection whatsoever against the action taken in the matter, which I understand, shall not be less than termination of the programme and if the degree of programme has been awarded, the same shall be cancelled forthwith.

Place and date :Signature and name of the Candidate

Category – II Certificate: EXS1/ EXS2

RMCAAP - 2018

CERTIFICATE – 3

CERTIFICATE FOR CHILDREN OF DEFENCE PERSONNEL KILLED OR SEVERELY DISABLED

(TO BE SUBMITTED BY THE CHILDREN OF DEFENCE PERSONNEL * PARA-MILITARY FORCES** KILLED OR SEVERELY DISABLED*** IN ACTION DURING HOSTILITIES/WARS OR ON DUTY DURING PEACE TIME)

(This certificate must be signed by the Commandant or OIC Records to which the Soldier/JCO belongs. In case of officers of Army, Navy & Air-Force, this certificate must be signed by the Service HQ of respective branch)

I, _____
(Service No., Rank of certifying officer)

certify that _____
(Service No., Rank and Name of defence personnel- disabled or deceased)

Natural Father of _____
(Name of applicant)

EXS1 was killed or

EXS2 was severely disabled during the hostilities/wars or on active duty during peace time in Unit and has been discharged/retired from defence/ Para-military services
(Tick whichever is applicable) because of this disability.

(Mention severe disability and its percentage as per medical board)

His particulars are:

1. Service No., Rank & Name of the person _____
2. Name of the Unit last served _____
3. Date of enrolment _____ Date of death/discharge/retirement _____
4. Home town in Rajasthan as given by him at the time of his entry into service is _____
5. His Registration/Identity Card No. is _____ dated _____ and P.P.O. No. is _____

Signature _____

Date: Seal of Office Name _____

- * Defense personnel will mean Commissioned Officers, Junior Commissioned Officers, other ranks, non- Commissioned (enrolled) and their equivalent ranks in Navy and Air-Force of Rajasthan origin only.
- ** Para Military forces consist of Border Security Force, Central Reserve Police, Assam Rifles and Indo-Tibetan Border Police. Applicable to personnel of Rajasthan origin only.
- *** As per GOI Ministry of Home Affairs, Department of Personnel and Administrative Reforms, Order No. 14024/6/77 Estt.(D), dated 31-12-1979, severely disabled means with over 50 percent disability and unfit for employment but disability attributable to military service.

OR

If the above certificate, issued by competent authority, is already available then attach the attested photocopy of that certificate.

Category – II Certificate: EXS4

RMCAAP-2018

CERTIFICATE – 4

CERTIFICATE TO BE SUBMITTED BY CHILDREN OF EX-SERVICEMAN*

I, _____

(Service No., Rank & Name of the Certifying officer)

certify that _____

(Service No., Rank & Name of Ex-Serviceman)

Natural Father/Mother of _____ is / was

(Name of applicant)

ex- serviceman. His particulars are:

1. Service No., Rank & Name of the person _____
 2. Name of the Unit last served _____
 3. Date of enrolment _____ Date of retirement _____
 4. He/She is/was ex- serviceman of Rajasthan origin and his/her home town as given by him/her at the time of his/her entry into service is _____
 5. His/her Registration/Identity Card No. is _____ dated _____ and P.P.O. No. is _____
- Signature _____

Name _____

(District Solder Welfare Officer)

Date: Seal of Office Name of District

- *(1) Definition of Ex-serviceman shall be as per Hand Book Resettlement of Ex-Serviceman (1995).
- (2) Ex-Serviceman should of Rajasthan origin. The State of origin and the some town as entered in discharge certificate shall be accepted as proof in respect of above.

OR

If the above certificate, issued by competent authority, is already available then attach the attested photocopy of that certificate.

Category – II Certificate: EXS3

RMCAAP- 2018

**CERTIFICATE TO BE SUBMITTED BY CHILDREN OF GALLANTRY AWARD
WINNERS**

Please attach attested photo copy of Gallantry award certificate issued by competent authority along with the certificate having particulars about the serviceman.

Category – II Certificate:

RMCAAP -2018

CERTIFICATE – 5

CERTIFICATE REGARDING PHYSICALLY HANDICAPPED CANDIDATE

(To be given by authorized Medical Orthopedic Surgeon of the rank of Professor/ Associate Professor/Head of the Department of a Government Medical College/Hospital or by District Medical Board)

This _____ is _____ to _____ certify _____ that
 Shri/Kumari _____ Son/Daughter
 of Shri _____ is a
 Physically Handicapped (Disabled) candidate in terms of the accepted norms. The percentage of
 handicap
 is _____ The nature of handicap/ disability is as follows:

 (Signature of the Candidate)

Place :
 Board

Signature of Orthopedic Surgeon/ Medical

Date :

(with Official Seal)

OR

If the above certificate, issued by competent authority, is already available then attach the attested photocopy of that certificate.

**State Convenor, RMCAAP 2018
 Centre for Electronic Governance**

(Established by Govt. of Rajasthan)

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

Phone : 0141-2702344,

Email-rmcaap2018.raj@gmail.com

Website: www.rmcaap2018.com

ANNEXURE IV
COUNSELLING PROCESS DETAILS

RMCAAP 2018

PROCEDURE OF ONLINE REGISTRATION

1. **Information related to online counselling:** All information related to online counselling will be displayed only on our website i.e. www.rmcaap2018.com.
2. **Counselling Schedule:** The counselling schedule will be notified, the information regarding commencement of counselling process will be published on website.
3. **Instructions for filling RMCAAP 2018 online application form:** The counselling process of RMCAAP 2018 will be online only. The process of online counselling for RMCAAP 2018 shall be carried out through website www.rmcaap2018.com. Detailed instructions with regards to filling online registration form and other related information will be available on the web site. Candidates must perform following activities while submitting the request for online counselling:

Step-1: Deposition of Application cum Registration Form fee.

- i. Cost of RMCAAP-2018 application cum registration form (online) is **Rs. 1200/- (Rupees One thousand two Hundred only) for MCA 1st / MCA 2nd year (non-refundable/non-transferable).**
- ii. **There are two modes for complete process of form filling and deposition of application cum registration fee as given below:**

	E-Mitra kiosk Mode	Self - Mode (on web portal)
Form Filling Process	The complete process of Application cum Registration form filling including fees payment and documents uploading is to be done by E-Mitra kiosk.	The complete process of Application cum Registration form filling including fees payment and documents uploading is to be done by candidate himself either using cyber café or any other resource.
Fees Payment	Candidate may deposit cash payment to E-mitra kiosk.	Candidate have to deposit payment using E-payment i.e. credit card, debit card or net banking. Cash payment facility is not possible.
Charges	Rs. 26/- will be extra charged by E_Mitra kiosk holder (Excluding 1200/- for application cum registration Fee) for complete form filling including fees payment, form filling and documents uploading.	Only transactional charges will be charged as per norms. Such charges must be borne by candidates.

- iii. The application form will automatically become active after successful payment application cum registration form fee of Rs. 1200/-.

Step-2: Filling of online application and college choice form.

- (i) Candidate must read instructions before filling the online application cum registration form carefully.
- (ii) Candidate must upload all the requisite documents in **jpg** format as given below. (Scanned image of candidate's photograph in JPG format (image size maximum

- upto 100 KB), signature in JPG format (image size maximum upto 50 KB) and Copy of mark sheets of Xth, XIIth and graduation,
- (iii) Candidates have to fill in college choice form after successful completion of application form.
 - (iv) The changes are allowed in online application form before final submission i.e. before pressing the “Submit” button on the web portal.
 - (v) It will not be possible to make further modification in application form and or college choice form in any circumstances after successful submission by pressing the “Submit” button on the web portal.

Step-3: Taking Printouts/ Hardcopy only after final submission of online application form.

Candidate may take printout of application form and college choice form, which will be generated by the web portal after final submission.

Note:-The hardcopy of application form is not required to send/ submit to the RMCAAP-2018 office.

Candidates are advised to visit the authorized web portal regularly for status of application and other details which are to be uploaded by the RMCAAP-2018 office from time to time.

ONLINE COUNSELLING PROCEDURE

Brief

First round of counselling

1. Eligibility

For first year of MCA:

The candidate having recognized Bachelor’s Degree of minimum 3 years duration with **Mathematics** at 10+2 or at Graduate level with at least 50 % marks in aggregate from recognized University. (45 % in case of reserve category of Rajasthan domicile)

Candidates having degree of BCA/ B.Sc. (IT/ Computer Science) are exempted from having Mathematics subject in class 12th or graduation as per the Govt. letter No. 20(1)T.E./2011 dated May 10th 2018.

For second year of MCA through lateral entry:

The Candidate having recognized bachelor’s degree of minimum 3 years duration in BCA/ B.Sc. (IT/ Computer Science) with Mathematics as a subject at 10+2 or at graduation level with at least 50 % marks in aggregate (45 % in case of reserve category) without any approximation from recognised university.

- 2. Application Cum Registration fees:** First of all candidate has to register himself by entering his/ her Name, Father’s Name, mobile number, email address, Date of birth, setting up password and paying application cum registration fees of Rs. 1200/- on our website www.rmcaap2018.com. A payment receipt will be generated with a Form/challan number.
- 3. Application form and choice filling:** As per schedule and given instructions, a candidate can fill by using Login ID and Password. **The candidate must fill college choices in online application form as per his/ her preference. Without filling college choice it is not possible to allot any institute/ college to a candidate.** The detailed instructions will be provided for the same on the website www.rmcaap2018.com on-screen only. The candidates can modify/delete/add the choices

any number of time within the specified duration of counselling schedule and before final submission.

Note: - Mandatory fields marked by * are compulsory to fill.

4. **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 choices any number of time before final locking of choices. 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.

5. **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 assured about the choices, he/she has filled. "**Final Lock**" will ensure that the choices cannot be modified further.

The choices filled by the candidate (either saved or locked) shall be considered as final. After the last date of filling application form the "**Final Lock**" will be executed automatically and no query in this regard shall be entertained thereafter.

6. **Seat Matrix:** Latest seat matrix will be made available on the website. 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.

7. **Allotment:** As per schedule, all complete and correct forms fill by candidates will be considered for allotment of seats only. Allotment is given as per RMCAAP 2018 merit (Rank), category of the candidates and the availability of seats on a "Higher-Merit-Allotted-First" basis. RMCAAP 2018 merit (Rank) list will be based on NIMCET-2018 score for NIMCET based admission and graduation marks percentage for graduation based admission.

8. **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 get the print of the allotment letter through website. **The allotment letter will not be sent by post.**

9. **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, two sets of attested photocopies of all above documents/ testimonials/certificates, allotment letter and fees.

10. 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 candidate's admission.

11. 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.

12. **Upward-Movement after First Counselling:**

Eligibility for upward-movement/up-gradation after first Counselling:

The candidate shall be eligible for upward-movement if he/she

- a. Has participated in the first round of counselling and has reported to the college/institute allotted to him/her in first counselling. Such candidates are 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 Convenor RMCAAP-2018. In absence of his/her willingness, he/she will not be considered for upward movement.

OR

- b. Has participated in the first round of counselling and could not get allotment of seat in the first counselling. Such candidates are automatically considered for upward-movement.
13. **Allotment of New Seat:** If a new institute is allotted through Upward-movement, the earlier allotted seat will automatically cancelled and become vacant. This vacated seat would be allotted automatically to other candidate.
 15. **Reporting after upward-movement:** 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** fees as they have already deposited/paid in previous allotted institute. 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.
 16. **Non reporting:** 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.
 17. **Dropout Seat:** 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.

TENTATIVE PROCESS FOR FILLING OF CHOICE AND SEAT ALLOTMENT THROUGH ONLINE COUNSELLING

1. The candidates will fill their choices of the college in order of preference online on the RMCAAP 2018 website. Any number of choices in preferences may be filled by a candidate. A candidate will be able to get a print of the option form filled by him/her with all the preferences.
2. The basic principle of seat allotment is to allot the highest preference of the candidate. As the total seats are divided into various quotas, if 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 in RMCAAP 2018 and availability of seat. The general merit will be used for allotment of seat.
 - a. A candidate belonging to reserved category will get a seat from general quota if he/she secures higher rank.
 - b. 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.
 - c. 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.	

- d. 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.
 - e. 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.
 - f. 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 higher preferences 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.

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 candidates and 1% for candidates belonging to non-creamy layer MBC category candidates. Provision will also be made for horizontal reservation of 5% for candidates belonging to Person with Disability, 25% for women category and 3% for dependants of Defence 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 RMCAAP-2018. The candidate has to submit a certificate from the competent authority as a proof to being son/daughter of person displaced from Jammu & Kashmir.

Acronyms of various categories are as follows:

Category-I	Category-II
GEN-General	Ex-S- Ex-Servicemen
SC-Scheduled Caste	DK-Defence Killed
ST- Scheduled Tribe	PwD-Person with Disabilities
OBC-Non Creamy layer Other Backward Class	KM-Kashmiri Migrants
MBC-Most Backward Class	

Rules for Admission under Management Quota for MCA I year

माननीय सर्वोच्च न्यायालय के निर्णय दिनांक 14.03.2003 की अनुपालना में राज्य सरकार के पत्र क्रमांक एफ 18(8)त.शि./2002, 28.05.2003 के द्वारा अभियांत्रिकी, आर्कीटेक्चर, एम.सी.ए ,मैनेजमेंट पाठ्यक्रम तथा होटल मैनेजमेंट पाठ्यक्रम संचालित करने वाले गैर-अनुदानित निजी तकनीकी संस्थानों में इन पाठ्यक्रमों की स्वीकृति प्रवेश क्षमता के 15 प्रतिशत प्रवेश स्थान मैनेजमेंट कोटा के रूप में निर्धारित किये गये थे। मैनेजमेंट कोटा के प्रवेश स्थानों पर गैर अनुदानित निजी तकनीकी शिक्षण संस्थानों द्वारा अपनायी जा रही प्रवेश प्रक्रिया में पारदर्शिता सुनिश्चित किये जाने हेतु SLC द्वारा नियम गठित किये गये हैं।

1. प्रबन्धकीय कोटा की सीटें भरने हेतु कम से कम एक राज्य स्तरीय अखबार में विज्ञप्ति जारी करनी होगी।
2. अभ्यावेदन प्राप्त करने के लिए अंतिम तिथि का निर्धारण तथा प्रवेश सम्बन्धी कार्यक्रम की सूचना हेतु पर्याप्त समय अभ्यर्थियों को प्रदान करते हुए सूचना विज्ञप्ति में देनी होगी।
3. समस्त योग्य अभ्यर्थियों की सूची मैरिट के अनुसार निम्न प्रारूप में तैयार करनी होगी एवं प्राप्त आवेदनों की सूची इसी प्रारूप में संस्थान की वेबसाईट एवं संस्थान के नोटिस बोर्ड पर चस्पा की जानी होगी।
4. संस्थानों द्वारा प्राप्त आवेदनों की Applied एवं Admitted की सूची बनाकर प्रेषित करनी होगी।
5. संस्थानों द्वारा मैनेजमेंट कोटा के प्रवेश स्थानों पर दिनांक 14.08.2018 तक प्रवेश का कार्य पूरा कर लिया जावे।

S. NO.	Name of Student	Father's Name	Mother's Name	Date of Birth	Graduation %	NIMCET-2018 Rank (if applicable)	Mention Mathematics subject is in Class 12 th or Graduation (except BCA/ B.Sc. (IT/ Computer Science)
1	2	3	4	5	6	8	9

6. प्रवेशित छात्रों की सूची को दिनांक 14.08.2018 तक आवश्यक रूप से www.rmcaap2018.com पोर्टल पर भी online प्रविष्टि की जाना आवश्यक है।
7. दिनांक 14.08.2018 तक RMCAAP web portal पर प्रविष्टि न होने की स्थिति में संस्थानों के मैनेजमेंट कोटा में दिये गये प्रवेश निरस्त माने जायेंगे।
8. यदि किसी संस्था द्वारा मैरिट के सिद्धान्त का उल्लंघन करते हुए प्रवेश की कार्यवाही की जाती है तो माननीय सर्वोच्च न्यायालय के निर्णय के अनुसार उस संस्था की मान्यता/सम्बद्धता रद्द करने व शस्ती लगाने की कार्यवाही की जा सकेगी।

