



# Swami Keshvanand Institute of Technology, Management & Gramothan

Approved by AICTE, Ministry of HRD, Government of India  
Recognized by UGC under Section 2(f) of the UGC Act, 1956  
Affiliated to Rajasthan Technical University, Kota

## Admission Brochures MASTER OF BUSINESS ADMINISTRATION (MBA) through RMAP – 2019

\*For reservation policy: refer page no. 7

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**RAJASTHAN STATE  
CENTRALIZED COUNSELLING  
FOR  
MASTER OF BUSINESS ADMINISTRATION (MBA)  
through RMAP – 2019  
(Rajasthan Management Admission Process)  
Information Booklet**



**Chairperson**

**Sh. Vaibhav Galriya**  
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**Convenor**

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**RMAP- 2019  
ADMISSION IN MBA COURSE  
FOR THE ACADEMIC SESSION 2019-20**

**INSTRUCTIONS FOR THE CANDIDATES**

**1. ONLINE PROCEDURE FOR COUNSELLING:**

1. Only online application will be accepted.
2. The candidate has to follow the given process for filling online application form.
3. The RMAP-2019 application form is to be submitted online by following the instructions provided in this Information booklet and web portal of RMAP-2019. 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 RMAP-2019 website [www.rmap2019.com](http://www.rmap2019.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:

	<b>E-Mitra kiosk Mode</b>	<b>Self - Mode (on web portal)</b>
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. <b>Cash payment facility is not possible.</b>
Charges	Rs.30/- 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 from.**

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 fee deposited for RMAP-2019 is neither refundable nor transferable or adjustable for future RMAP 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 **10<sup>th</sup> Mark sheet/ Certificate**. Once the payment had

done no change will possible. RMAP-2019 will not responsible in such cases. Thus the candidates are advised to keep his/her 10<sup>th</sup> 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. RMAP-2019 will not be responsible for misuse of User ID-Password by other person.
10. 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.rmap2019.com](http://www.rmap2019.com).
11. Submission of the online application form for candidate is started from **10.06.2019** to midnight of **16.07.2019**, although last date for registration cum application fee deposition will be **15.07.2019**.
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 advice 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 RMAP-2019 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 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) 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 RMAP in future.

19. All candidates except those candidates who have already taken admission in earlier rounds shall be eligible to apply for special round.

**All eligible candidates 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:

S.N.	Basis	Priority
1	Eligible candidate having valid CMAT-2019 score and having Rajasthan state domicile.	1st
2	Eligible candidates who have passed in graduation and having Rajasthan state domicile.	2nd
3	Eligible candidate having valid CMAT-2019 score and not having Rajasthan state domicile	3rd
4	Eligible candidate who have passed in graduation and not having Rajasthan state domicile.	4th

**Note: Note:** In case of tie in CMAT-2019 score, it will be resolved based on marks in Quantative Techniques & Data Interpretation then marks in Logical Reasoning and then marks in Language Comprehension and then marks in General Awareness and then resolved by age i.e. in favour of elder candidate.

**20. Steps of filling the application form:**

- A. First visit our website i.e. [www.rmap2019.com](http://www.rmap2019.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 and **save** it.
- 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.

**2. ELIGIBILITY CRITERIA :**

The candidate having recognized bachelor’s degree of minimum 3 years duration with at least 50 % marks in aggregate (45 % in case of reserve category) without any approximation from recognized University.

RMAP-2019 is open to all Indian citizens but preference will be given to the candidates of Rajasthan state domicile.

**3. PRIORITY FOR ADMISSION:**

The following would be the priority sequence for the merit list of the eligible candidates:

S.N.	Basis	Priority
1	Eligible candidate having valid CMAT-2019 score and having Rajasthan state domicile.	1st
2	Eligible candidates who have passed in graduation and having Rajasthan state domicile.	2nd
3	Eligible candidate having valid CMAT-2019 score and not having Rajasthan state domicile	3rd
4	Eligible candidate who have passed in graduation and not having Rajasthan state domicile.	4th

**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.rmap2019.com](http://www.rmap2019.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.rmap2019.com](http://www.rmap2019.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.rmap2019.com](http://www.rmap2019.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 Govt. 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.rmap2019.com](http://www.rmap2019.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.rmap2019.com](http://www.rmap2019.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.rmap2019.com](http://www.rmap2019.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 RMAP-2019. 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:**

As prescribed by the Government of Rajasthan (except in case of Private Institutions and 50% seats in the self-finance course of the Govt. institutions) the reservation of seats will be made subject to the prevalent statutory provisions of the State of Rajasthan i.e. 16% for SC candidates, 12% for ST candidates, 21% for candidates belonging to non-creamy layer\* OBC category, 10% for Economical weaker section (EWS) candidates\*\* and 5% for candidates belonging to non-creamy layer MBC category\*. As per the state government order dated 22/02/2019

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 eight districts namely Banswara, Dungarpur, Pratapgarh, Udaipur and Sirohi, Rajasmand, Pali, Chittorgarh (i.e. districts in tribal region), and come under ST reservation will be eligible under this quota.

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/serving person.

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

**Priority of the dependants of defence person/Ex-S is as follows:**

Code	Category
EXS1	Dependant of Killed in action.
EXS2	Dependant of 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	Dependant of Gallantry award winners.
EXS4	Dependant of Ex-servicemen
EXS5	<b>Dependant of Serving personnel</b>

**Supernumerary seats**

**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 RMAP -2019. The candidate has to submit a certificate from the competent authority as a proof to being son/daughter of person displaced from Jammu & Kashmir.

**TFWS:**

In addition to above reservation, maximum 5% of sanctioned intake per course shall be available for TFWS (Tuition Fee Waiver Scheme). These TFWS seats shall be supernumerary in nature and this



scheme is applicable to all AICTE approved technical institutions offering Bachelor’s program. This scheme is applicable only to such courses as a minimum of 30% of approved intake are filled.

**EWS Category:**

In addition to above reservation, maximum 10% of sanctioned intake per course shall be available for Economical weaker section (EWS). These EWS seats shall be supernumerary in nature.

**Acronyms of various categories are as follows:**

Category-I	Category-II
GEN-General	ExS- Ex-Servicemen
SC-Scheduled Caste	DK-Defence Killed
ST- Scheduled Tribe	PwD-Person with Disability
OBC- Other Backward Class- Non Creamy layer	KM-Kashmiri Migrants
MBC-More Backward Class -Non Creamy layer	TFWS- Tuition Fees Waiver Scheme
EWS- Economic Weaker Class	

*\*As per the state government department of personnel notification no.F7(8)DOP/A-2/2008 dated 19.02.2019, the limit of non-creamy layer has been raised and substituted as “rupees eight lakh”. \*\* As per the state government order by DOP dated 22/02/2019*

**6. APPLICATION CUM REGISTRATION FEE :-**

A candidate will have to deposit a sum of Rs. 1200/- (One thousand two hundred only) against application cum registration fees (Non Refundable).Candidates may deposits the application cum registration fee through E-payment i.e. credit card, debit card or net banking or he/she will have to contact any e-Mitra. Candidates may also deposit their fee by using Net banking/ Debit Card/ Credit card.

**7. DOCUMENTS TO BE SUBMITTED AT REPORTING INSTITUTE:**

- 7.1 A self-attested copy of CMAT-2019 score card (If they are applying through CMAT-2019 score).
- 7.2 A self attested copy of mark sheet of graduation level exam.
- 7.3 A self attested copy of certificate / mark-sheet of High School / Secondary or equivalent bearing Date of Birth of the candidate.
- 7.4 Certificate of TSP area from competent authority (Only for ST candidate belongs to TSP area).
- 7.5 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.rmap2019.com](http://www.rmap2019.com).
- 7.6 A self attested copy of relevant certificate necessary for claiming reservation. **(Refer Certificate No. 2 to 5 as applicable)** Download from web site [www.rmap2019.com](http://www.rmap2019.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.rmap2019.com](http://www.rmap2019.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 2019-20. Further, it may be noted that the State Level Fee Committee, in near future, may finalize the fee structure for the session 2019-20. 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. A combined merit list will be generated on the basis of CMAT-2019 rank and marks/ Percentage (%) obtained in graduation. The CMAT-2019 score will be given higher priority than marks Percentage (%) of graduation. Candidates having Rajasthan state domicile will be given higher priority than other states candidates.

The priority for all rounds of counselling will be as follows:

S.N.	Basis	Priority
1	Eligible candidate having valid CMAT-2019 score and having Rajasthan state domicile.	1st
2	Eligible candidates who have passed in graduation and having Rajasthan state domicile.	2nd
3	Eligible candidate having valid CMAT-2019 score and not having Rajasthan state domicile	3rd
4	Eligible candidate who have passed in graduation and not having Rajasthan state domicile.	4th

**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 RMAP-2019 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 RMAP-2019 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. RMAP-2019 Convenor will not be responsible for postal delays. All the necessary information would be made available only on the RMAP-2019 web site [www.rmap2019.com](http://www.rmap2019.com).

**14. GUIDELINES FOR FILLING APPLICATION CUM REGISTRATION FORM:**

In Registration cum Application and College choice form the following information has to fill correctly. You are requested to read the following instructions before filling the form.

- 1. **Name of the Candidate:** Fill in your name, as recorded in the High School (10<sup>th</sup> 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 10<sup>th</sup>) 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/ Non Creamy Layer MBC.
  8. **Reservation Category-I:** Fill in the appropriate category.
  9. **Reservation Category-II:** Fill in the appropriate category horizontal reservation.
  10. **Person with disability:** Fill in the yes/no (as per the candidate).
  11. **TSP Category: YES, If candidate belongs to TSP category. (If Yes then select appropriate district and block of TSP area).**
  12. **KM Category: YES, If candidate domiciled in Kashmir Division of the State of J&K during the period 1-1-1980 to 31-12-1989.**
  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: Fill in your passing.
    - b) Percentage of marks: Fill in the marks obtained in qualifying degree rounded off, upto two decimal places.
    - c) 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 JPG Format).
  20. **Signature:** upload your recent signature in required size (maximum 50 KB JPG 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. **The field marked as \* are mandatory to be filled.**
15. **TENTATIVE LIST OF SEATS AS PER SESSION 2019-20**

For tentative list of colleges for MBA course in Rajasthan state, candidates are advised to see the following link: <http://www.rmap2019.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**

**RMAP - 2019**

**CERTIFICATE - 1 (i)**

**(To be given if father/mother of the candidate or candidate is a bonafide resident of Rajasthan)**

It is certified that Shri/Smt \_\_\_\_\_ natural

Father/Mother of Shri/ Kumari \_\_\_\_\_ is a

(Name of the candidate)

bonafide resident of Rajasthan.

*OR*

**(To be given if, the candidate is a bonafide resident of Rajasthan)**

It is certified that Shri/ Kumari \_\_\_\_\_ Son/Daughter of

(Name of the candidate)

Shri/Smt \_\_\_\_\_ is a bonafide resident of Rajasthan

Date :                      Court Seal                      Signature of the District Magistrate/Executive Magistrate/  
Addl. District Magistrate / S.D.M.

*OR*

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

*OR*

Domicile Category - B

RMAP - 2019

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.

Signature of the Head Master/Principal of School

/College

Date :

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

RMAP - 2019

## 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 \_\_\_\_\_).

Department

Date :

Signature of the Employer/Head of

with Designation and official seal

*OR*

**Domicile Category - C**

**RMAP - 2019**

**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 RMAP 2019 Form.

Date :

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

**OR**



**Domicile Category - C**

**RMAP - 2019**

**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)

Department

Date :

Signature of the Employer/Head of the

with Designation and official seal

**OR**

**Domicile Category - C**

**RMAP - 2019**

**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 Defence 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

Date :

Designation and official seal

Note: Strike out the portion which is not applicable.

**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/Most 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

Date : Court Seal

Addl. District Magistrate / S.D.M. /Tehsildar  
 OR

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/MBC candidates, the above certificate should be issued by the competent authority and **should not be older than one year**. (b) Non creamy layer OBC/MBC candidates will have to furnish an undertaking in the following format along with the above certificate. **UNDERTAKING BY NON CREAMY LAYER OBC/MBC 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 28<sup>th</sup> 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, 2019.

That in the event of declaration being found false, misleading or incorrect during or after MBA 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

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**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 \_\_\_\_\_

Date: Seal of Office Name \_\_\_\_\_ Signature \_\_\_\_\_

\* 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

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**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**

**RMAP- 2019**

**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:

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**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.*

**COUNSELLING PROCESS DETAILS**

**RMAP-2019**

**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.rmap2019.com](http://www.rmap2019.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 RMAP-2019 online application form:** The counselling process of RMAP-2019 will be online only. The process of online counselling for RMAP-2019 shall be carried out through website [www.rmap2019.com](http://www.rmap2019.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 RMAP-2019 application cum registration form (online) is **Rs. 1200/- (Rupees One thousand two Hundred only) (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:**

	<b>E-Mitra kiosk Mode</b>	<b>Self - Mode (on web portal)</b>
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. 30/- 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 his/her Photograph (image size maximum up to 100 KB, Signature (image size maximum up to 50 KB), Category certificate, Domicile,



Income Certificate, CMAT-2019 rank card (In case applied on the basis of CMAT-2019 rank), mark sheets of Graduation or equivalent examination, Marksheet / board certificate containing date of birth)

- iii. All the entries in online application form must be filled as required.
- iv. Candidates have to fill in college choice form after successful completion of application form.
- v. The changes are allowed in online application form before final submission i.e. before pressing the "Submit" button on the web portal.
- vi. 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 RMAP-2019 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 RMAP-2019 office from time to time.

**ONLINE COUNSELLING PROCEDURE**

**Brief**

**First round of counselling**

1. **Eligibility for first year of MBA:**  
The candidate having recognized bachelor's degree of minimum 3 years duration with at least 50 % marks in aggregate (45 % in case of reserve category) without any approximation from recognized 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.rmap2019.com](http://www.rmap2019.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.rmap2019.com](http://www.rmap2019.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:-** Fields marked by \* are mandatory 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 CMAT 2019 score, category of the candidates and the availability of seats on a "Higher-Merit-Allotted-First" basis. CMAT-2019 score list will be based on CMAT-2019 score for CMAT 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 MBA, 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 RMAP-2019. 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.

14. **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 instituted. 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 special 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 1<sup>st</sup> 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 RMAP-2019 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 RMAP 2019 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 (PwD) (5% of total), EX-S-I, II, III, IV and V (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.

- g. In addition to above reservation, maximum 5% of sanctioned intake per course shall be available for TFWS (Tuition Fee Waiver Scheme). These TFWS seats shall be supernumerary in nature and this scheme is applicable to all AICTE approved technical institutions offering Bachelor's program. This scheme is applicable only to such courses as a minimum of 30% of approved intake are filled.
  - h. In addition to above reservation, maximum 10% of sanctioned intake per course shall be available for Economical weaker section (EWS). These EWS seats shall be supernumerary in nature.
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 preference 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.

**SCHEDULE OF ACTIVITIES/EVENTS FOR 1<sup>ST</sup> YEAR MBA**

S No	Activity	Date
1.	Starting date of online registration for college/institute	20.05.19
2.	Last date for online registration for college/institute	01.06.19
3.	Commencement of filling of online application forms for candidates	10.06.19
4.	Last date for Online application cum registration fee deposition	15.07.19
5.	Last date for filling online application form with provisional college option form	16.07.19
6.	Declaration of tentative merit list	18.07.19
7.	Last date for calling objection in tentative merit list (Online)	19.07.19
8.	Last date for submission of college option form	21.07.19
9.	Declaration of final merit list and allotment List	22.07.19
10.	Last date for reporting in the allotted institute by candidates	25.07.19
11.	Last date for submission of online report by institutes to RMAP-2019 office	25.07.19
12.	Last date of online acceptance for upward movement	25.07.19
13.	Declaration of the list of candidates applied for upward movement	26.07.19
14.	Declaration of allotment list after upward movement	27.07.19
15.	Last date for reporting by candidates to the institutes after upward movement	31.07.19
16.	Last date for submission of report (online) by institutes to RMAP-2019 office	31.07.19
<b>Special round will be carried out at institute level</b>		
<b>Separate registration is required to participate in Special Round</b>		
17.	Declaration of vacant seat matrix for Special round on RMAP-2019 portal	03.08.19
18.	Starting date of registration for Special round	03.08.19
19.	Last date of registration for Special round	09.08.19
20.	Declaration of final merit of Special Round	10.08.19
21.	Allotment list for Special Round	10.08.19
22.	Last date for reporting by candidates to the allotted institutes after Special Round	14.08.19
23.	<b>Last date for management quota admissions</b>	14.08.19
<b>Classes for 1<sup>st</sup> year will commence from 01<sup>st</sup> August 2019</b>		

**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.**