

**RAJASTHAN STATE
CENTRALIZED COUNSELLING
FOR
MASTER OF BUSINESS ADMINISTRATION (CMAT-2016)
Information Booklet**



Chairperson

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Govt. of Rajasthan, Jaipur**

Coordinator

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Contact details

**State Coordinator, CMAT-2016
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(Established by Govt. of Rajasthan)

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IMPORTANT INFORMATION AT A GLANCE

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

Started from 23rd May,2016.

SNo	Activity	Date
CMAT 2016 SCORE BASIS		
1.	Publication of notice for Online college/Institute registration	23-05-2016
2.	Last date for online college/Institute registration	06-06-2016
3.	Publication of notice & commencement of filling of online Application Forms	07-06-2016
4.	Last Date for Deposition of Fees through e-Mitra	16-06-2016
5.	Last date for filling online Application	17-06-2016
6.	Declaration of Tentative Merit List	18-06-2016
7.	Declaration of Final Merit List	20-06-2016
8.	Declaration of First Allotment List	21-06-2016
9.	Last date for reporting in the allotted institute	27-06-2016
10.	Last date for submission of reporting by institutes to CMAT 2016 office	28-06-2016
11.	Last date of Online Acceptance letter for upward movement	29-06-2016
12.	Declaration of Allotment list after upward movement	30-06-2016
13.	Last date for reporting in the allotted institute after upward movement	04-07-2016
14.	Last date for submission/reporting by institutes to CMAT 2016 office.	05-07-2016
GRADUATION BASIS		
1.	Publication of notice & commencement of filling of online Application Forms	20-06-2016
2.	Last Date for Deposition of Fees through e-Mitra	16-07-2016
3.	Last date for filling online Application	18-07-2016
4.	Declaration of Tentative Merit List	20-07-2016
5.	Declaration of Final Merit List	21-07-2016
6.	Declaration of First Allotment List	22-07-2016
7.	Last date for reporting in the allotted institute	26-07-2016
8.	Last date for submission/reporting by institutes to CMAT 2016 office.	27-07-2016
9.	Last date of Online Acceptance letter for upward movement	27-07-2016
10.	Declaration of Allotment list after upward movement	28-07-2016
11.	Last date for reporting in the allotted institute after upward movement	01-08-2016
12.	Last date for submission of reporting by institutes to CMAT 2016 office.	02-08-2016
13.	Publication of notice in news paper/web site/college notice board for direct admission at institute level.	02-08-2016
14.	Last date for direct admission	10-08-2016
15.	Last date for submission of complete reporting by institutes (direct and counselling) to CMAT 2016 office (In person).	12-08-2016
16.	Commencement of Class for Session 2016-17	04-08-2016

To be downloaded by the Candidate

CMAT-2016
ADMISSION IN MBA COURSE FOR THE ACADEMIC SESSION
2016-17
INSTRUCTIONS FOR THE GUIDANCE OF CANDIDATES

1. ONLINE REGISTRATION 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 CMAT-2016 Application Form is to be submitted online by following the instructions provided in this Information booklet and web portal of CMAT 2016. The candidate must fill, carefully, all details as required in the Online Application Form.
4. Candidate fills up his/her application form at his/her own level through website www.cmat-raj.org. After filling application form a challan form will be generated with a unique challan Number. Using this unique challan number counseling fee should be deposited at e-Mitra Kiosk. There is no other way or agency for the submission of this fee.
5. The Student Registration cum counseling fee deposited for CMAT-2016 is neither refundable nor transferable/adjustable for future CMAT or any other counseling.
6. The candidates have to pay a sum of Rs. 5/- in addition to student registration cum counseling fee i.e. Rs. 2000/- (Rs. Two Thousand only).
7. For fee deposition candidate has to submit his/her name, date of birth, Father's name, and challan number at e-Mitra centre/kiosk.
8. After depositing Student Registration cum counseling fee candidate will get a computer generated 16 digit token number as a receipt.
9. The candidate must assure that his/her name, Date of birth and father's name submitted at online form at e-Mitra centre is correct and strictly as per their Xth Mark sheet/ Certificate. Once the e-Mitra receipt had generated, any change will not be possible and candidate has to fill up a new form with depositing Student Registration cum Counseling fee Rs. 2000/- again. CMAT-2016 shall not responsible in such cases. So candidates are advised to carry their Xth mark sheet /certificate with them at the time of filling application form and at the time of depositing Student Registration cum Counseling fee at e-Mitra Centers/kiosks.
10. Last date of submission of the online application form will be strictly as notified and as per schedule given on web portal. Candidates are advised to visit web portal frequently.

11. Candidate is required to upload their recent passport size photograph and signature on online application form at the web portal. Ensure that the image size of photograph should not exceed **100 KB** (Maximum) in the **JPG/GIF/BMP** Format and the image size of signature should also not exceed **50 KB** (maximum) in the **JPG/GIF/BMP** Format.
12. The candidate has to fill their details as required in the online application form. Candidate may edit the details entered by them before they click the “SUBMIT” Button for final submission. Once the candidate clicks the “SUBMIT” Button, they will not be able to edit the entered data. Therefore, the candidate is advised to click “SUBMIT” Button only and only if they are sure that the data entered in the Online Application Form is correct, complete in all respect and no further editing is required.
13. The CMAT-2016 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.
14. Subsequent to final submission of online application form, a printout of Application Form with a unique Form Number will generated by web portal. The candidate is required to take printout of Application Form. It is advised that the candidate must retain a copy of this form for future references.
15. Entries made at e-Mitra Kiosk /online e-Mitra portal will be kept freeze daily online registration. So candidates are advised to ensure that their entries are correctly filled up at e-Mitra kiosk/online e-Mitra portal.

16. Steps of filling the application form:

- A. Visit our website i.e. www.cmat-raj.org and register yourself for online application by filling your name, Father’s name & date of birth.
- B. A challan form will be generated with a unique challan number.
- C. Visit any e-Mitra kiosk/online e-Mitra portal and deposit Student Registration cum Counseling fee using unique challan number printed on challan form.
- D. A fee receipt will be generated by e-Mitra kiosk/online e-Mitra portal in which a 16 digit Token Number will be printed.
- E. Then visit our website and fill up your application form by entering Token Number and other information.
- F. Please make sure that marks obtained in graduation exam (in %), CMAT-2016 score (if applicable) are filled.
- G. If marks have not filled, you will not be considered in merit list.
- H. For College Choice candidates have to login again afterwards when link of college choice is made available. Candidates are advised to visit web portal frequently.
- I. If college option has not filled by candidate when it is available on web portal then it will not be considered for college allotment.
- J. Check all entries you have filled in. If all required entries have been filled then click on “Submit” button for submitting application form and take a printout of application form for future references.

2. ELIGIBILITY AND PRIORITY FOR ADMISSION:**2.1 Eligibility criteria for admission in first year of MBA:**

The Candidate graduation degree in any subject with At least 50 % marks in aggregate (45 % in case of SC/ST and Non creamy layer OBC/SBC) without any approximation in the undergraduate exam from recognized University.

Candidates seeking admission through CMAT score:

However the candidate appearing for the final year of graduation examination and having valid CMAT 2016 score will also be permitted to appear in the counselling but their admission will be provisional, subjected to furnishing the mark sheet /degree of qualifying examination with the prescribed eligibility by 31st, July 2016 or as decided by Govt. of Rajasthan from time to time. They will be required to submit all the necessary documents at the allotted institute.

CMAT-2016 is open to the candidates of India but preference will be given to the candidates of Rajasthan state domicile

2.2 Priority for admission:

The admission in the first year of MBA will be made by considering following priorities:

Part-A: Admission through CMAT-2016 score

- I. The candidates having valid CMAT-2016 score and belong to Rajasthan State Domicile.
- II. The candidates having valid CMAT-2016 score and belong to outside Rajasthan state.

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

- I. Eligible Candidates who have passed in graduation and having Rajasthan State Domicile.
- II. Eligible Candidates who have passed in graduation and belongs to outside Rajasthan state.

2.4 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.cmat-raj.org

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.cmat-raj.org.

OR

Domicile Category - C

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

- (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.cmat-raj.org.

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.cmat-raj.org.

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.cmat-raj.org

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 CMAT-2016 . The candidate has to submit a certificate from the competent authority as a proof of being son/daughter of a person displaced from Jammu & Kashmir.

3. RESERVATION OF SEATS:

The reservation of seats shall be as per the directions of the Government of Rajasthan. As prescribed by the Government of Rajasthan (except in case of Private unaided Institutions and 50% seats in the self finance course of the aided institutions) the reservation of seats will be made subject to the prevalent statutory provisions of the State of Rajasthan viz. 16% for SC candidates, 12% for ST candidates, 21% for candidates belonging to non-creamy layer OBC and 5% for non-creamy layer SBC candidates.

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

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
EXS3	Gallantry award winners
EXS4	Ex-servicemen

Priority for Category of Defence 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. Sons/daughters of the displaced persons from Jammu & Kashmir shall be eligible for admission through CMAT-2016 . The candidate has to submit a certificate from the competent authority as a proof of being son/daughter of displaced person from Jammu & Kashmir as well as on Graduation percentage basis.

Acronyms of various categories are as follow:

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

Definition of SC / ST / Non creamy layer OBC/ Non creamy layer SBC Category: The benefit of reservation under SC / ST / Non creamy layer OBC/Non creamy layer SBC category shall be available only to the candidates of the castes as notified under Presidential order for the State of Rajasthan, for which, the certificate should be issued by the competent authority as mentioned in Certificate No. 2 in this booklet. However, for claiming the benefit under non creamy layer OBC category and Non creamy layer SBC category, the candidate will also have to furnish an undertaking in the prescribed Performa as given in Certificate No. 2. Download from web site www.cmat-raj.org . **It is further clarified that the candidates belonging to creamy layer OBC and creamy layer SBC category are not entitled for reservation benefits and shall be treated in General category, therefore, creamy layer OBC and creamy layer SBC candidates should fill General category in their ONLINE application form.** The candidates are advised to visit the website www.cmat-raj.org as well as web site www.ncbc.nic.in of National Commission for Backward Class (NCBC) for criteria laid down by the Government for creamy layer. Exact number of seats (Seat Matrix) will be notified through web site before counselling.

As per the state government order no. F1(6)/Tech.Edu./1999 Jaipur Dated 15-09-2011, the 45% seats of prescribed 12% ST quota will be reserved for TSP in all institutions where ST reservation is available. The candidates who belong to notified areas of five districts namely Banswara, Dungarour, 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/SBC 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.cmat-raj.org. Category once indicated at the time of submission of application form along with documentary proof will not be changed afterwards in any case.

4. REGISTRATION FEE FOR ONLINE COUNSELLING OF CMAT-2016 :

Fees:-A candidate will have to deposit a sum of Rs. 2000/-. The description of this fee is as under:

- a. Rs. 1000/- against application cum option form fees (Non Refundable).
- b. Rs. 1000/- to be adjusted against admission fees.

Candidates will have to contact any e-Mitra centre authorized by the Government of Rajasthan and deposit a sum of Rs. 2000 and e-Mitra service charges (Rs. 5/- extra). Candidates may also deposit their fee by registering them self on e-Mitra portal.

5. ENCLOSURES TO BE SUBMITTED AT REPORTING INSTITUTE:

- 5.1 A self attested copy of Graduation level exam.
- 5.2 A self attested copy of CMAT-2016 exam (If they are applying through CMAT score).
- 5.3 A self attested copy of Certificate / Mark-sheet of High School / Secondary or equivalent bearing Date of Birth of the candidate.
- 5.4 Certificate of TSP area from competent authority (Only for ST candidate belongs to TSP area).
- 5.5 An attested copy of Certificate / Mark sheet of 10+2 or equivalent.
- 5.6 An attested copy of Mark sheet of Graduation (Three year duration) exam or equivalent, as a proof of having passed the qualifying exam. (If you have already passed the qualifying exam). However, the candidates applying on the basis of CMAT 2016 and appearing for the qualifying exam (Graduate Degree) in 2016, will also be permitted to participate in counselling but their admission will be provisional subject to furnishing the mark sheet of qualifying exam before **31st July, 2016** .
- 5.7 An attested copy of the relevant domicile certificate whichever is applicable [*Refer Certificate No. 1(i) to 1(vi)*] Download from web site www.cmat-raj.org .
- 5.8 An attested copy of relevant certificate necessary for claiming reservation. (*Refer Certificate No. 2 to 5 as applicable*) Download from web site www.cmat-raj.org .

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.cmat-raj.org. The candidates can reproduce the format of the certificate(s) by typing / photocopying etc. for the purpose of certification from appropriate authority.

6. FEE STRUCTURE:

Pursuant to the judgment of Hon'ble Supreme Court in the case titled Islamic Academy of Education V/s State of Karnataka dated 14.08.2003; the state government has constituted a "State Level Fee Committee"(SLFC) for determination of fee structure for various technical courses including MBA. As per the directions of the SLFC, the interim fee structure for MBA course for the session 2016-17 is as given below.

The fee committee has yet not approved final fee structure for academic year 2016-2017. Further, it may be noted that the fee structure for the session 2016-2017 will be finalized shortly by the State Level Fee Committee. The candidates are required to pay the fee as prescribed by SLFC.

The fees (public notice no. AICTE/ Legal/04(01)/2007) once deposited by the candidates for admission will be refunded as per the policy of AICTE, New Delhi or any other policy declared by Government of India / or any authority mandated for this.

S. No.	Institutions	Total interim fee per annum (Tuition fee + Development fee)	Caution Money	Total Fee
1.	Aided seats in government aided institutions /Universities	Rs. 30000/-	Rs. 5000/-	Rs.35,000/-
2.	Self-financed Courses in government aided institutions /Universities	Rs. 55000/-	Rs. 7500/-	Rs.62,500/-
3.	Private un-aided institutions	Rs. 55000/-	Rs. 7500/-	Rs.62500/-

7. ADMISSION PROCEDURE:

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

The admissions will be done on the basis of CMAT-2016 score and if seats are remain vacant then on the basis of marks obtained in Graduation.

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

Part-A : Admission through CMAT-2016 score

1. The candidates having valid CMAT-2016 score and belong to Rajasthan State Domicile.
2. The candidates having valid CMAT-2016 score and belong to outside Rajasthan state.

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

3. Eligible Candidates who have passed in Graduation and having Rajasthan State Domicile.
4. Eligible Candidates who have passed in Graduation and belongs to outside Rajasthan state.

8. VALIDITY OF ADMISSION:

A. Admission of the candidate will be provisional till the concerned University enrol the candidate.

B. If for reasons to be recorded in writing, Office of the Coordinator 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 CMAT-2016 counselling shall not guarantee for admission after fulfilling eligibility criteria. Only the eligible candidates will be considered for counselling and subsequent admission as per norms.

9. DEPOSITION OF FEES AND ORIGINAL DOCUMENTS:

At the time of reporting in the allotted institute, the candidates will have to deposit all original documents, certificates and a specified amount towards fee. The allotted institute would check/match the documents and other required certificates with originals. The original documents will be returned by the respective College after the University enrolment has been completed.

10 RULES OF FEES REFUND:

Candidate who does not get seat according to his/her choice, not report to allotted institute or reported but not interested to continue his/her admission may be refunded his/her fees as per given rules :

S. No.	Case	Processing fee to be deducted	Permissible Refund
1	Candidate does not get seat	Rs.200/-	Rs. 800/-
2	Candidate who does not report to institute after seat allotment.	Rs.1000/-	Rs.0/-
3	Candidate who has dropped out his/her seat after reporting.	To be refunded by concern institute as per the AICTE norms.	
4	No refund will be made to the candidates who have produced false certificate, etc. in claim of their candidature and later found ineligible for admission.*		

11 HOSTEL ACCOMMODATION AND COMMENCEMENT OF SESSION:

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

12 OTHER INFORMATION:

1. Please ensure that you have filled all information in the CMAT-2016 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. CMAT-2016 coordinator will not be responsible for postal delays. All the necessary information would be made available on the CMAT-2016 website www.cmat-raj.org.

13 INSTRUCTIONS FOR FILLING CMAT-2016 ONLINE REGISTRATION FORM:

Guidelines for filling in the online registration 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/ Non Creamy Layer SBC.
8. **Reservation Category-I:** Fill in the appropriate category.
9. **Reservation Category-II:** Fill in the appropriate category for 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. **Contact Details:** such as Mobile Number or phone number along with area code.
16. **E-mail ID:** Confirm/valid E-mail ID.
17. **Candidate bank account number:** complete account number of candidate.
18. **Name of candidate as in Bank account:** Complete name as in bank account for refund.
19. **Name of bank and branch:** Name of Bank and branch in which account operats.
20. **IFSC code of Branch :** IFSC code of branch.
21. **Qualification Details:** Fill up details of your qualification a following-
 - a) Year of Passing/ Appearing :Fill in your passing year
 - b) Percentage of Marks: Fill in the marks obtained in qualifying degree rounded down to two decimal places.
 - c) Where grading/rating system is adopted grades must be converted correctly/carefully in percentage.
22. **Photograph:** upload your recent colour photograph in required size.
23. **Signature:** upload your recent signature in required size.
24. **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.
25. It is Mandatory requirement to enter/fill in, either Email ID or mobile number.
26. It is advised to enter/fill in, Email ID and mobile number both.

14. TENTATIVE LIST OF SEATS AS PER SESSION 2016-17

For tentative list of colleges for MBA course in Rajasthan state, candidates are advise to see the following link : <http://www.cmat-raj.org>

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)	CMAT - 2016
<p>(To be given if father/mother of the candidate or candidate is a bonafide resident of Rajasthan)</p> <p>It is certified that Shri/Smt _____ natural Father/Mother of Shri/ Kumari _____ is a (Name of the candidate) Bonafide resident of Rajasthan.</p> <p style="text-align: center;"><i>OR</i></p> <p>(To be given if, the candidate is a bonafide resident of Rajasthan)</p> <p>It is certified that Shri/ Kumari _____ Son/Daughter of (Name of the candidate) Shri/Smt _____ is a bonafide resident of Rajasthan</p> <p>Date : Court Seal Signature of the District Magistrate/Executive Magistrate/ Addl. District Magistrate / S.D.M.</p> <p><i>If the above certificate, issued by competent authority, is already available, then attach the attested photocopy of that certificate</i></p>		

OR

Domicile Category - B

CMAT - 2016

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 counselling 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.***

OR

Domicile Category - C

CMAT - 2016

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

CMAT - 2016

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
 (Name of the candidate)
 (write designation _____) of _____ in Rajasthan or
 (Name of University)
 Board of Secondary Education, Rajasthan or Govt. Aided Engineering
 College _____ and has put in at least three years service
 on the date of submission of CMAT-2016 Form.

Date :

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

OR

Domicile Category - C

CMAT - 2016

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

CMAT - 2016

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/Defence/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 organization)

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 SBC

CMAT- 2016

CERTIFICATE - 2

CERTIFICATE REGARDING SCHEDULED CASTE/SCHEDULED TRIBE/ *NON CREAMY LAYER OTHER BACKWARD CLASSES/*NON CREAMY SPECIAL 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 _____ by birth as notified under _____ (Name of the caste)

Presidential Order for the State of Rajasthan in _____ (Village / Tehsil)

District _____

Date : _____ Court Seal _____ Signature of the District Magistrate / Executive Magistrate 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/SBC candidates, the above certificate should be issued by the competent authority and should not be older than one year. (b) Non creamy layer OBC/SBC candidates will have to furnish an undertaking in the following format along with the above certificate.

UNDERTAKING BY NON CREAMY LAYER OBC/SBC 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, 2016.

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

CMAT - 2016

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 _____

- * Defence 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: EXS3

CMAT- 2016

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: EXS4

CMAT-2016

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: PH

CMAT -2016

CERTIFICATE – 5

CERTIFICATE REGARDING PHYSICALLY HANDICAPPED CANDIDATE

(To be given by authorized Medical Orthopaedic 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 :

Signature of Orthopaedic Surgeon/ Medical Board

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 Coordinator, CMAT-2016

Centre for Electronic Governance

(Established by Govt. of Rajasthan)

Near Govt. R.C. Khaitan Polytechnic College, Jhalana Doongri,

Jaipur-302004

Phone: 0141-2702344,

Email-cmatrajasthan@gmail.com

Website: www.cmat-raj.org

ANNEXURE IV
COUNSELLING PROCESS DETAILSCMAT-2016PROCEDURE ONLINE REGISTRATION

1. **Information Related To Online Counselling:** All information related to online counselling will be displayed only on our website i.e. www.cmat-raj.org.
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 CMAT-2016 Online registration Form:** The Counselling process of CMAT-2016 will be online only. The process of online Counselling for CMAT-2016 shall be carried out through website www.cmat-raj.org. Detailed instructions with regards to filling up of 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 Registration and Counselling Fees.

- I. Cost of CMAT-2016 Counselling is Rs. 2,000/- (including the registration fee of CMAT-2016).
- II. Candidate will have to register on website i.e. www.cmat-raj.org by entering his/her name, father's name and date of birth. A challan form will generated with a unique challan number. Now candidates have to contact any e-Mitra centre authorized by the Government of Rajasthan and deposit a sum of Rs. 2,000/- plus e-Mitra service charges.
- III. The application cum option form fee of 1,000/- is neither refundable nor transferable/adjustable for future CMAT. The remaining amount however will be adjusted later in the fee.
- IV. The kiosk will generate a 16-digit Token number for the candidate using e-Mitra portal and issue a receipt containing this Token number. Candidates are advised to keep this receipt safely with them for further use.
- V. In order to activate the online registration form for entering the required details, the candidate must enter his/her token number in the appropriate column of the registration form.

Step-2: Documents to be kept ready in hand before starting of filling online registration form.

- (i) Scanned image of candidate's Photograph in JPG/GIF/BMP format (image size Maximum upto 100 KB)
- (ii) Scanned image of candidate's Signature in JPG/GIF/BMP format (image size Maximum upto 50 KB)
- (iii) Copy of mark sheets of Xth, XIIth and Graduation and CMAT-2016 Score card (if applicable).
- (iv) Mobile number of the candidate or close relative.
- (v) Fees receipt that was generated by e-Mitra having unique 16 digit token number.

Step-3: Filling of Online registration form.

- (i) Candidate must read instructions of filling the online registration form carefully.
- (ii) All entries of online registration form must be filled specially category, domicile marks obtained in qualifying examination, choice of college etc. .
- (iii) Candidate should ensure that the photo and signature are same as uploaded by the candidate himself.
- (iv) The changes, if required, in online registration form will be allowed before final submission.
- (v) Web page will not accept any change after final submission of online registration form. Therefore makes sure that all entries are completed before final submission.

Step-4: After successful login/registration, a confirmation message will be displayed. In case a candidate fails to the confirmation message, he/she has to login/ register again.

Step-5: Print a copy of filled form for further communication.

ONLINE COUNSELLING PROCEDURE**Brief****First round of counselling****1. Eligibility****For first year of MBA:**

The Candidate having graduation degree (minimum 3 years duration) in any subject with At least 50% marks in aggregate (45 % in case of SC/ST and Non creamy layer OBC/SBC of Rajasthan State) without any approximation in the undergraduate exam from recognized University.

Candidates seeking admission through CMAT-2016 Score

However the candidate appearing in the final year graduation of minimum 3 years duration examination and having valid CMAT-2016 score will also be permitted to appear in the counselling but their admission will be provisional, subjected to furnishing the Marksheet / degree of qualifying examination with the prescribed eligibility by 31st, July 2016 or as decided by Coordinator CMAT-2016 on behalf of Govt. of Rajasthan from time to time. They will be required to submit all necessary documents at the allotted institute.

- 2. Registration:** To participate in online counselling, it is mandatory for a candidate to register himself/herself on www.cmat-raj.org according to counselling schedule. Candidates can register themselves from anywhere through Internet. For registration, the candidate may need to provide his/her name, date of birth, 16 digit token number of fees deposited, mobile no., email address etc. Thereafter a password will be generated. This password will be sent to the candidate through SMS on registered mobile number and E-mail. Candidates are advised, in their own interest, to keep above data confidential to avoid misuse by any other person, for which Coordinator CMAT-2016 shall not be responsible.

- 3. Login ID and Password:** To register for online counselling, a candidate will be required to login on website www.cmat-raj.org by using his/her CMAT-2016 form/challan number as User ID, and password, already sent to his/her registered mobile number and E-mail. After successful login/registration a confirmation message will be displayed. In case a candidate does not get the confirmation message, then he/she will have to login/ register again.

Candidates are advised, in their own interest, to remember their password and keep it highly confidential, to avoid any misuse by any other person, for which Coordinator CMAT-2016 shall not be responsible.

The candidate can change the password at any time for which instructions will be made available on screen. The password will be of 5-8 characters long, comprised of alphanumeric characters only. For example password can be:- asp123, ssa1979, xyz123ab, 123xyx13 etc. for security reasons. It is advised to avoid using your name/father's name or personal details/common words as passwords.

- 4. Choice Filling:** After one or two working days of depositing the registration fee the candidate will be allowed to fill the online option form/choices of institutes through login as mentioned

earlier on the website. The detailed instructions will be provided for the same on the website www.cmat-raj.org/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.

5. **Choice Saving:** During the choice filling process, candidate has to save his/her choices at the end of each fill/modify session, through the "Save" option. The candidate can modify the saved choices any number of time during the scheduled choice filling period. Candidate should ensure saving his/her filled/modified choices before leaving the computer system or logging out the session. Candidates have been instructed not to forget to logout the session once the choice filling process is completed and before leaving the system.
6. **Choice Locking:** After filling up of choices and making all modifications, candidate should finally lock the filled choices through "Final Lock" option. It should be done only when candidate is confident about the choices, he has filled. "Final Lock" will ensure that the choices cannot be modified further.
7. Once the choice filling period is over or choice filled by the candidate (either Saved or Locked) shall be considered as final and no change will be permitted. "Final Lock" will be executed automatically once the choice filling period is over or the candidate has not put a "Final Lock" by himself/herself. No query in this regard shall be entertained
8. **Seat Matrix:** Latest seat matrix will be made available on the website during choice filling period. The list of institutes and seat matrix may change. Any addition/deletion/ modification in the Institutes list as well as seat matrix will be updated on the website only. No queries in this regard will be entertained. Students are advised to visit our web site www.cmat-raj.org
9. **Allotment:** After the choice filling period is over, all choices filled in the Options Form of all registered candidates will be considered for allotment of seats as per CMAT-2016 merit (Rank), category of the candidates and the availability of seats on a "Higher-Merit-Allotted-First" basis. CMAT-2016 merit (Rank) list will be based on CMAT-2016 score for CMAT based admission and graduation marks percentage for graduation based admission.
10. **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 should get the print of the allotment letter through website. **The allotment letter will not be sent by post.**
11. **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, proof of deposition of counselling registration fee, two sets of attested photocopies of all above documents/ testimonials/certificates, admission card, allotment letter and balance fee.
12. On reporting for admission, the candidates will be issued a **provisional admission letter from the reporting institute duly signed and sealed by the competent authority of the institute.** The candidates are instructed to obtain the same. It shall be mandatory for the colleges/institutes to issue the same to the candidates after ensuring candidate's eligibility.
13. 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.

14. Upward-Movement after First Counselling:

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

The candidate shall be eligible for upward-movement/Up gradation 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 coordinator CMAT-2016. In absence of his/her willingness, he/she will not be considered for upward movement/ up-gradation.

OR

- b. Has participated in the first round of counselling and could not get allotment of seat in the first counselling. Such a candidate is not required to give his/her willingness to participate in upward-movement/up-gradation.

- 15. Allotment of New Seat:** If a new institute is allotted through Upward-movement, the earlier allotted seat will automatically cancelled and become vacant. Candidate's admission on the seat allotted earlier will stand cancelled and the vacated seat would be allotted automatically to other candidate automatically.

- 16. Reporting:** The candidates will **have to report to the institute/college allotted to them after upward-movement**. Reporting process shall remain same as prescribed for first round of counselling. However, the candidates are **not required to deposit/pay** balance amount of course fee they have already deposited/paid the dues. In case a candidate has not deposited/paid balance amount of course fee, he/she shall has to deposit/pay the same as mentioned in reporting process for first round of counselling.

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

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 and College/institute will have to refund the amount as per rules.

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 CMAT-2016 website. Maximum preferences may be filled by a candidate. A candidate will be able 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, and seats may remain vacant in one quota, candidates standing higher in merit will be re-considered for these seats before allotting these to the candidates standing lower in the merit. This requires multiple iterations of allotment and an allotment cannot be declared as final allotment till all the possibilities have been explored?
3. The allotment will be carried out on the basis of merit in CMAT-2016 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 preferences above the preference of earlier allotted institute will be considered for shifting. The shifting will also be on the basis of merit cum availability.
8. A final list of candidates admitted to each college will be available on the web site.

ANNEXURE V

RESERVATION OF SEATS

As prescribed by the Government of Rajasthan (except in case of Private unaided Institutions and 50% seats in the self finance course of the aided institutions) the reservation of seats will be made subject to the prevalent statutory provisions of the State of Rajasthan viz. 16% for SC candidates, 12% for ST candidates and 21% for candidates belonging to non-creamy layer OBC category and 5% for non-creamy layer SBC candidates. Provision will also be made for horizontal reservation of 3% for candidates belonging to physically handicap, 25% for women category and 3% for dependants of Defence Killed/Ex-servicemen/Gallantry award winners.

Priority of the defence 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 CMAT-2016 . 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	PH-Physically Handicapped
OBC-Non Creamy layer Other Backward Class	KM-Kashmiri Migrants
SBC- Non Creamy layer Special Backward Class	

ANNEXURE-III

IMPORTANT INFORMATION AT A GLANCE

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

Started from 23rd May,2016.

SNo	Activity	Date
CMAT 2016 SCORE BASIS		
1.	Publication of notice for Online college/Institute registration	23-05-2016
2.	Last date for online college/Institute registration	06-06-2016
3.	Publication of notice & commencement of filling of online Application Forms	07-06-2016
4.	Last Date for Deposition of Fees through e-Mitra	16-06-2016
5.	Last date for filling online Application	17-06-2016
6.	Declaration of Tentative Merit List	18-06-2016
7.	Declaration of Final Merit List	20-06-2016
8.	Declaration of First Allotment List	21-06-2016
9.	Last date for reporting in the allotted institute	27-06-2016
10.	Last date for submission of reporting by institutes to CMAT 2016 office	28-06-2016
11.	Last date of Online Acceptance letter for upward movement	29-06-2016
12.	Declaration of Allotment list after upward movement	30-06-2016
13.	Last date for reporting in the allotted institute after upward movement	04-07-2016
14.	Last date for submission/reporting by institutes to CMAT 2016 office.	05-07-2016
GRADUATION BASIS		
1.	Publication of notice & commencement of filling of online Application Forms	20-06-2016
2.	Last Date for Deposition of Fees through e-Mitra	16-07-2016
3.	Last date for filling online Application	18-07-2016
4.	Declaration of Tentative Merit List	20-07-2016
5.	Declaration of Final Merit List	21-07-2016
6.	Declaration of First Allotment List	22-07-2016
7.	Last date for reporting in the allotted institute	26-07-2016
8.	Last date for submission/reporting by institutes to CMAT 2016 office.	27-07-2016
9.	Last date of Online Acceptance letter for upward movement	27-07-2016
10.	Declaration of Allotment list after upward movement	28-07-2016
11.	Last date for reporting in the allotted institute after upward movement	01-08-2016
12.	Last date for submission of reporting by institutes to CMAT 2016 office.	02-08-2016
13.	Publication of notice in news paper/web site/college notice board for direct admission at institute level.	02-08-2016
14.	Last date for direct admission	10-08-2016
15.	Last date for submission of complete reporting by institutes (direct and counselling) to CMAT 2016 office (In person).	12-08-2016
16.	Commencement of Class for Session 2016-17	04-08-2016

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.

Rules for Admission under Management Quota

माननीय सर्वोच्च न्यायालय के निर्णय दिनांक 14.03.2003 की अनुपालना में राज्य सरकार के पत्र क्रमांक एफ 18(8)त.शि./2002 दिनांक 28.05.2003 के द्वारा अभियांत्रिकी, आर्कीटेक्चर, एम.सी.ए तथा 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 समन्वयक द्वारा नियम गठित किये गये हैं।

1. प्रबन्धकीय कोटा की सीटे भरने हेतु कम से कम एक दो राज्य स्तरीय अखबारों में विज्ञप्ति जारी करनी होगी।
2. अभ्यावेदन प्राप्त करने के लिए अंतिम तिथि का निर्धारण तथा प्रवेश सम्बन्धी कार्यक्रम की सूचना हेतुप र्याप्त समय अभ्यर्थियों को प्रदान करते हुए सूचना विज्ञप्ति मे देनी होगी।
3. समस्त योग्य अभ्यर्थियों की सूची मैरिट अनुक्रम में तैयार करनी होगी एवं प्राप्त आवेदनों की सूची संस्थान की वेबसाईट एवं संस्थान के नोटिस बोर्ड पर उपलब्ध करवानी 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 10.08.2016 तक प्रवेश का कार्य पूरा कर लया जावें।

S. NO	Name of Student	Father's Name	Mother's Name	Date of Birth	Graduation Percentage	CMAT-2016 Roll No.	CMAT -2016 Score	Name of other India Entrance Test	Rank
1	2	3	4	5	6	7	8	9	10

6. प्रवेशित छात्रों की सूची को दिनांक 12.08.2016 तक आवश्यक रूप से www.cmat-raj.org पोर्टल पर भी online प्रविष्टि की जाना आवश्यक है।
7. दिनांक 12.08.2016 तक **CMAT 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 सर्वाच्च न्यायालय के निर्णय के अनुसार उस संस्था की मान्यता/सम्बद्धता रद्द करने व शास्ती लगाने की कार्यवाही की जा सकेगी।