



# Rajasthan Technical University, KOTA

## RMAT -2008

### General Instructions for Candidates Regarding Online Counseling

1. This year Rajasthan Technical University (RTU) is conducting online counseling for Rajasthan Management Admission Test- 2008 (RMAT), in collaboration with National Informatics Center (NIC), Government of India - New Delhi., for admission in MBA course,
2. Allotment to seats will be through online counseling only.
3. To participate in online counseling, it is mandatory for every candidate to register himself/herself on the counseling website <http://rtuadmissions.nic.in> as per the counseling schedule.
4. The counseling schedule will be declared on the website with the declaration of the result.
5. Information related to online counseling will be displayed on the website. Candidates are advised to visit the website <http://rtuadmissions.nic.in> and [www.rtu.ac.in/rmat](http://www.rtu.ac.in/rmat) regularly to know the latest updates.
6. **Registration Fee:** Before registration, every candidate, irrespective of his/her category, will have to deposit, through the challan downloadable from RMAT web site, the counseling fee of Rs. 8000/- (in cash only) at any of the Core Banking Solution (CBS) branch of **Punjab National Bank** anywhere in Rajasthan in “**RMAT-2008**” account of RTU (A/C No. **194301110000011**) and keep the counter foil to show at the time of admission. This amount of Rs. 8000/- will be adjusted later in the admission fee.
7. Candidates can register themselves from any where **through internet** or from nearby **Help Centers** setup by RTU. Candidate does not have to pay any charge at the help center for the services provided by them. (List of Help Centers with their addresses and Phone No's will be available on the website).
8. **For first time entry in the website, candidate has to provide Roll No., OMR Answer Sheet No., Name, and Date of Birth strictly as per the Admit Card.** Candidates are advised in their own interest to keep above data confidential, to avoid misuse by another candidate, for which RTU shall not be responsible.
9. **Login ID and Password:** On registration, candidate's Roll No shall be used as User ID and Password will be as given by the candidate, which is to be used for subsequent logins. After successful registration, candidate should get confirmation message. In case a candidate does not get the confirmation message then please re-register yourself.
10. Candidates are advised in their own interest to remember their Password and keep it highly confidential, to avoid misuse by another candidate, for which RTU shall not be responsible.
11. **Forgot Password** option will help to re-generate the forgotten password.
12. After successful login, candidate's home page will be opened and following options will be available.
  - a) Registration Details
  - b) Edit Registration Details
  - c) Available Choices
  - d) Fill Choices
  - e) Display Filled Choices.
  - f) Change Password
  - g) Indicative Seat
  - h) Provisional Allotment Letter
13. **Choice Filling:** You can fill/modify/delete choices of institute using “**Fill Choice**” option, during the choice filling period as mentioned in the counseling schedule. Filled choices can be viewed through “**Display Filled Choices**”.
14. **Seat Matrix:** Latest seat matrix will be available on the website during choice filling period. Any addition/deletion/modification in the Institute list will be updated on the website only.
15. **Choice Saving:** During the choice filling process, candidate has to **save** his 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 to save his filled/ modified choices before exiting the fill/modify session.
16. **Choice Locking:** After filling of choices and making all modifications candidate should finally lock the filled choices through “**Final Lock**” option. It should be done only when the candidate is confident about the choices, he/she has filled. “**Final Lock**” will ensure that the choices can not be modified further.

17. Once the choice filling period is over, choice filled by the candidate (either Saved or Locked) shall be considered as final and no change will be permitted.
18. **Allotment:** After the choice filling period is over, all filled choices of all registered candidates will be considered for allotment of seats as per merit (Rank), category of the candidates and the availability of seats.
19. **Allotment Letter:** The result of the allotment of seats will be published on the website as per schedule. The allotment is purely provisional and subject to verification of original documents/ credentials etc. Candidate should print the allotment through the website. Allotment letter will not be sent by post.
20. **Deposit Balance Fees:** After allotment of seat, the candidate should first deposit, through prescribed challan, balance amount of fee, as per the allotment letter, in any of the PNB-CBS branches in Rajasthan, within the specified period as mentioned in the allotment letter or counseling schedule.
21. **Reporting:** After depositing the balance fee, the candidate is required to report at the allotted institute within the specified period (as per the counseling schedule) along with the originals, two photos, and two sets of attested photocopies of the documents /testimonials/certificates/proof of deposition of registration fee and balance fee in the designated bank.
22. If candidate does not report within the 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 second counseling.

## 2<sup>nd</sup> Round of Counseling

23. **Eligibility:** The candidates who have been allotted a seat **or** not allotted seat **or** could not join the allotted institution can participate in the second phase of counseling against the available vacant seats declared on the counseling website.
24. The candidates, who would like to change their earlier allotted seats, will also be permitted to participate in the 2nd round of counseling. For this purpose:
  - a) It is mandatory to give a declaration/consent to participate in the 2nd round of counseling.
  - b) In case RMAT allots a new institute through 2nd counseling the earlier allotted seat will automatically become vacant.
  - c) Candidate's admission to the earlier allotted seat will stand cancelled automatically and the vacated seat would be allotted automatically to other candidate.
25. For 2<sup>nd</sup> counseling a fee of Rs. 500/- will be charged. Candidates have to deposit, through prescribed challan, the final balance amount as mentioned in the second allotment letter, at PNB-CBS branches before reporting to the newly allotted institute. Candidates who participated in the first round of counseling but could not get a seat there are exempted from this Rs. 500/- fee.
26. Candidate has to fill fresh set of choices on the website for the 2<sup>nd</sup> round of counseling.
27. Updated procedure of online counseling is available on the website. Candidates are advised to refer the website for latest information.
28. For any query regarding online counseling, candidates can contact RMAT control room Phone Number: **0744-2473908**, FAX Number: **0744-2473909** or through email to [rmadmission-rj@nic.in](mailto:rmadmission-rj@nic.in).

### Online Counseling Stages (Summary)

Stages	Action to be taken by the Candidate
<b>First Counseling</b>	
Declaration of Result	Get marks & ranks.
Registration Fee Deposit Period	Get bank deposit slip.
Registration Period	Get Login and Password.
Choice Filling Period	Fill/modify/delete and save the choice. Finally lock (using Final Lock option) the choices carefully.
Seat Allotment	Get the Information about the allotted seat.
Balance Fee Deposit Period	Get bank deposit slip.
Reporting Period	Submit relevant documents & Bank deposit slip at the allotted institute.
<b>Second Counseling</b>	
Registration Period II	Give consent for second counseling
Choice Filling Period II	Fill fresh choices
Seat Allotment II	Get information about the new allotment
Final Balance Fee Deposition Period	Get bank deposit slip.
Reporting Period II	Report at the newly allotted Institute.