



# RAJASTHAN TECHNICAL UNIVERSITY, KOTA

## RPET -2008

### General Instructions for Candidates of Rajasthan Domicile Regarding Online Counseling

1. This year Rajasthan Technical University (RTU) is conducting online counseling for Rajasthan Pre Engineering Test- 2008 (RPET), for admissions to 1st year in BE/ B. Tech./ B. Arch. courses, in collaboration with National Informatics Center (NIC), **Govt. of India**.
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.
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/rpet-2008](http://www.rtu.ac.in/rpet-2008) regularly to know the latest updates.
6. **Registration Fee:** Before registration, every candidate, irrespective of his/her category, will have to deposit counseling fee of Rs. 10000/- (in cash only) at any branch of State Bank of Bikaner and Jaipur (**SBBJ**) Bank in “**RPET-2008 Fee Account**” of RTU (A/C No. 61050142248) and keep the counter foil to show at the time of admission. The challan form is being sent to you along with award sheet and the same may also be downloaded from our web site. The bank will provide **Journal No.** to the candidate (do not forget to take the Journal No. on the counterfoil i.e. your copy, from the bank). This amount of Rs. 10000/- will be adjusted later in the admission fee.
7. Candidates can register themselves from any where **through internet** or from nearby **Help Centers/ Participating Engineering and Management Institute** (PIs) setup by RTU. Candidate does not have to pay any charge at the help center (HCs)/ **PIs** 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., Question Booklet No., Name, and Date of Birth strictly as per the Award Sheet of RPET-2008.** Candidates are advised in their own interest to keep above data confidential, to avoid misuse by another candidate. For any misuse coordinator RPET-2008 or RTU shall not be held 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. Candidate has the option to change the password at any stage.
10. Candidates are advised in their own interest to remember their Password and keep it highly confidential, to avoid misuse by another candidate. For any misuse coordinator RPET-2008 or RTU shall not be held 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

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

- 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 balance amount of fee, as per the allotment letter, in any of the branches of SBBJ bank, within the specified period as mentioned in the allotment letter or counseling schedule in the same account number (61050142248) of SBBJ Bank.
  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, **Photo** and two attested photocopies of the documents / testimonials/ certificates/ proof of deposition of **registration fee & balance fee** in the designated bank. Candidate has to enter his **RPET-2008 Roll No** and **Password** at the allotted institute to show his presence and to complete the allotment procedure.
  22. If candidate does not report by the stipulated 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.
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 round of counseling against the available vacant seats declared on the counseling website. Even those candidates, who could not take part in first counseling due to any reasons, are also allowed to take part in the 2<sup>nd</sup> round of counseling.
  24. The candidates, who would like to change their earlier allotted seats, will also be permitted to participate in the 2<sup>nd</sup> round of counseling. For this purpose:
    - a) It is mandatory to give a declaration/consent to participate in the 2<sup>nd</sup> round of counseling.
    - b) In case RPET allots a new institute through 2<sup>nd</sup> 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 another candidate.
  25. **For 2<sup>nd</sup> counseling a fee of Rs. 500/- will be charged (see details on website after 1<sup>st</sup> counseling) from those candidates who were allotted a seat but did not report to the allotted institute or did not pay balance fee and now wants to participate again in 2<sup>nd</sup> round of counseling.** Candidates who could not get a seat in 1<sup>st</sup> round are exempted from this **2<sup>nd</sup> counseling fee**. Similarly, **2<sup>nd</sup> counseling fee** is exempted for those candidates who have been allotted a seat, have reported and joined the institute but wish to participate in 2<sup>nd</sup> counseling.
  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. For any other information /problem faced you may contact Central Control Room of RTU at Phone no. (0744)2473900, 2473901; E-mail id: rpetadmission\_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 ( <b>using FINAL LOCK option</b> ) 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 |
| Reporting Period II      | Report at the newly allotted Institute. |