

REAP-2018

**Rajasthan
Engineering
Admission Process
REAP-2018**

Instruction Booklet



CENTRE FOR ELECTRONIC GOVERNANCE

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

three years service on the date of submission of application in any of the above bodies. [Refer Certificate No. 1 (iv)]

OR

Domicile Category - C

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)]

OR

Domicile Category - C

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)]

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 counseling.

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 participate in the admission process in general quota. However, they would not be eligible for Ex-S/DK category.

2. Sons/daughters of the displaced persons from Jammu & Kashmir (KM) shall be eligible for admission to Engineering Colleges through REAP-2018. The candidate has to submit a certificate from the competent authority as a proof of being son/daughter of a displaced person from Jammu & Kashmir.

3. 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. Engineering 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 of OBC category and 1% for candidates belonging to non-creamy layer MBC category. 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.

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

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.

**RAJASTHAN ENGINEERING ADMISSION PROCESS (REAP)-2018
FOR
ADMISSION IN FIRST YEAR OF B.TECH./B.E. COURSES FOR THE
SESSION 2018-2019**

Following General Instructions and Procedures for REAP-2018 are circulated by virtue of powers entrusted through letter No. 20(1) T.E./2011 Jaipur dated 02 Nov 2017 of Technical Education Department, Government of Rajasthan, Jaipur.

-: GENERAL INSTRUCTIONS:-

The candidates are advised to carefully establish their eligibility before applying for the REAP-2018. REAP-2018 will not be responsible for loss/damage caused due to candidate giving the wrong information. The candidate would be solely responsible for the consequences or any damage/loss/harm which occur due to wrong or erroneous facts/data/information given by the candidate.

1. ONLINE SUBMISSION OF APPLICATION FORM:

- 1.1 REAP-2018 application form is to be submitted online on the web portal. The candidate must carefully fill all the details as required in the online application cum registration form.
- 1.2 Duration of submission of the online application form will be from 01/06/2018 to 30/06/2018. However the **last date for depositing the fees (Application cum Registration Fee) through REAP web portal will be 29/06/2018.**
- 1.3 There would be three main rounds of the counseling in REAP-2018 followed by one special round in the month of August 2018. In the first round, Candidates from out of Rajasthan state would be given allotment of seats based on merit list. In the second round, Candidates from the Rajasthan state (having Rajasthan Domicile) would be given allotment of seats based on merit list. In the third round (Upward Movement), Candidates from the state of Rajasthan [(a) Who had their choice exhausted in the second round of allotment and (b) those who report in the allotted institute and opt for Upward movement through REAP-2018 web portal] would be given Upward movement allotment. **The candidates who do not report in the allotted institute after allotment of seat are not eligible for “Upward movement”. Out of Rajasthan candidates are not eligible for “Upward movement”. However, out of Rajasthan candidates are permitted to apply/ participate in Special round for vacant seats.**
- 1.4 Candidates are advised to fix their mobile number and email ID before applying in REAP-2018. Candidates should not change their mobile number and email ID during the process of counseling/admission in REAP-2018 as all the communication would be made by the REAP-2018 office on the registered mobile number and email ID. No postal communication would be done. **Candidates are advised not to disclose their login id and password of REAP-2018 web portal to anybody else.** REAP-2018 will not be responsible for any loss or damage or harm caused due to candidate disclosing his/her login id/ password to any other person/ institute/ agency/ society by either ignorance or negligence.
- 1.5 **For admission in I-Year in B.Tech./B.E. Courses :**
Candidate is required to register through REAP-2018 web portal. Candidate may register on the basis of JEE Main-2018 merit or Class-12 marks/percentile. However, **the candidates are advised to register on the basis of JEE Main 2018 rank as JEE Main 2018 rank would be given higher priority in comparison to class-12 marks/percentile in preparing the combined merit list during all the stages of counseling in REAP-2018.**

If the candidates having equal marks/ percentile in class 12 , the merit of such candidates shall be decided in the order mentioned under:

- Resolving by marks obtained in Mathematics in class 12, candidate having higher marks percentage will be given better rank.
- Resolving by marks obtained in physics in class 12, candidate having higher marks percentage will be given better rank.
- Resolving by Date of Birth of candidate , candidate having older Date of Birth will be given better rank.

- 1.6 Candidates who belong to any State other than Rajasthan State shall be considered for admission to First year of degree engineering courses. 15% seats of approved intake in the Private Engineering Institutions and 15% seats of Self-Financed category of approved intake in the Govt. Engineering Institutions of Rajasthan State as mentioned in SEAT MATRIX are available for such candidates.
- 1.7 **Submission of Application cum Registration Form Fees:** Cost of REAP-2018 online Application cum Registration form is Rs 700/- (Rupees Seven hundred only). Candidates can pay the Application cum Registration fee for REAP-2018 online through REAP-2018 web portal (by means of Net banking, ATM card, Debit Card, Credit Card, e Mitra). This amount is neither refundable nor transferable nor adjustable in future. The online application/registration form for entering the required details will automatically become active for a candidate after he/she successfully pays the fee online through REAP-2018 web portal. The transactional charges for making the online payment through REAP-2018 web portal shall be borne by the candidate. The information about the transactional charges will be visible to the candidate when he/she makes the online payment through REAP-2018 web portal. **The candidate must note down the Transaction Number and keep it safely with him/her. The transaction number is required in case of transaction failure. Generally it takes about 48 hour to 72 hours to sort out the matters related to transaction failure. REAP-2018 will be able to sort out the matters related to transaction failure only if the amount is deposited /credited to the partner gateway agency.**
- 1.8 Aadhaar number is mandatory (Except candidates from J&K, Assam, Meghalaya states) for the registration in REAP-2018. If the candidate does not presently have a Aadhaar card, then he/she may register by mentioning the Aadhaar acknowledgement receipt number and subsequently uploading the scanned copy of Aadhaar acknowledgement receipt on the REAP-2018 web portal in the space provided. **Candidates should kindly note that they will not be allowed to join the allotted institute on the basis of Aadhaar acknowledgement receipt. The original Aadhaar card is essential at the time of reporting in the allotted institute.**
- 1.9 Candidate is required to upload his/her recent passport size photograph and signature as per the facility provided on the web portal of the online application form. Ensure that the image size of photograph should not exceed 100 KB (maximum) in the JPG File format and the image size of Signature should not exceed 50 KB (maximum) in the JPG File format.
- 1.10 Candidate may “Save” the data in the Application cum Registration form and “Update” it later (till notified due date). The candidate can edit the details entered by him/her in the Application cum Registration form until 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 data. Therefore, the candidates are advised to click “Submit” button only and only if he/she is sure that the data entered in the Online Application Format is correct and no further editing is required. **Incomplete/incorrectly filled applications are liable to be rejected. REAP-2018 reserves the right to reject any incomplete/incorrectly filled Application/Registration form without quoting any reason/explanation. The decision of Convenor REAP-2018 would be final**
- 1.11 The candidates will have to fill marks obtained in XII or equivalent examination as well as JEE (Mains)-2018 rank [if appeared in JEE (Mains)-2018].
- 1.12 To overcome the initial addition burden to candidates it is decided **not to depositing advance fee** (which was later transfer to reported institute). It was observed that many candidates suffered in this cumbersome/ time consuming process of refund.
- 1.13 After successfully submission of Application cum Registration form it will automatically redirected to the Option/Choice filling form for entering the required choices of institutes and branches through REAP- 2018 web portal . The candidate can “Save” or “Submit” the Option/choice form. If the candidates “Submit” the

Option/choice form then no further modification in the Option/choice form is possible or permitted in any circumstances. **Kindly note that the candidate is not allowed to change/alter/modify their options or choices in the Option/choice form when they apply for the “Upward movement”.**

- 1.14 The REAP-2018 will not be responsible for any consequence arising out of non-acceptance of any correction/addition/deletion of any data of the application/registration form or Option/choice form after clicking the “Submit” button.
- 1.15 There is no need to send the hardcopy of the application cum registration form to REAP-2018 office.
- 1.16 **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.**
- 1.17 The special round fee would be Rs.700/- (Rupees Seven Hundred Only) for the candidate applying for special round of counseling. **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 counseling including REAP in future.
- 1.18 Eligible candidates of following category may join the Special round (at institute level):
 - a) Candidates who have already registered before in the main round but did not fill the Option/choice form.
 - b) Candidates who have registered earlier and were allotted a seat may join the special round by withdrawing their admission through the last reported institute till notified date(31st July 2018) by paying special round fee of Rs.700/= (Rupees seven hundred only).
 - c) Candidates who have applied (registered and filled the option/choice form) in the main round but were not allotted a seat due to choice exhausted may give their consent through REAP-2018 web portal.
 - d) Candidates who have registered before and were allotted a seat but did not join the allotted institute (not-reported) may join the special round by paying special round fee of Rs. 700/= (Rupees Seven Hundred only).
 - e) Candidates who have not applied earlier may apply by registering themselves at REAP-2018 web portal (by paying a non-refundable special round fee of Rs. 700/= (Rupees Seven Hundred only) online through REAP-2018 web portal) and filling their Option/Choice form before the notified date.

All eligible candidates of above categories 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.

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

S.No	Basis	Priority
1	JEE Main 2018 Rank of Rajasthan state candidates	1 st Priority
2	12 th Marks/ Percentile. of Rajasthan state candidates	2 nd Priority
3	JEE Main 2018 Rank of out of Rajasthan state candidates	3 rd Priority
4	12 th Marks/Percentile. of out of Rajasthan state candidates	4 th Priority
5	SAARC country candidates	5 th Priority

If the candidates having equal marks/ percentile in class 12 , the merit of such candidates shall be decided in the order mentioned under:

- Resolving by marks obtained in Mathematics in class 12, candidate having higher marks percentage will be given better rank.
- Resolving by marks obtained in physics in class 12, candidate having higher marks percentage will be given better rank.
- Resolving by Date of Birth of candidate , candidate having older Date of Birth will be given better rank.

*** The detailed guidelines and instructions for admission through special round will be issued separately.**

2. ELIGIBILITY CRITERIA FOR ADMISSION IN B.TECH./ B.E. COURSES:

A candidate must ensure that he/she is eligible for admission to various Governments and private technical institutions of Rajasthan (except BITS Pilani, MNIT Jaipur and other Deemed to be Universities and Private Universities) before filling up the REAP-2018 Application cum Registration Form.

If a non-eligible candidate is admitted due to any reason then the admission of such a candidate will be cancelled without any notice/information as soon as the mistake is detected even at a later stage. In such cases the candidate would be solely responsible for the consequences or any damage/loss/harm which occur due to wrong or erroneous facts/data/information given by the candidate.

Various eligibility criteria for admission to B.Tech./B.E. course shall be as under:

2.1 EDUCATIONAL QUALIFICATIONS FOR B.TECH/B.E. COURSES:

- A. The minimum academic qualification for admission in B.Tech./B.E. course is pass in Class 10+2 (Class XII) or equivalent with at least 45% marks (40% marks in case of candidates belonging to “SC/ST/Non creamy layer OBC/ Non creamy layer MBC” of Rajasthan State) in the subjects combination as given below taken together, in the final examination of Class 10+2 (Class XII) of Board of Secondary Education, Rajasthan, Central Board of Secondary Education (CBSE) or any other examination recognized and equivalent thereto by Board of Secondary Education, Rajasthan(BSER) /Central Board of Secondary Education (CBSE).
- B. Subject combination required in the qualifying examination for admission to B.Tech./B.E. courses shall be as under:

Course	Compulsory Subjects in Class 10+2(Class XII) or equivalent	Any one of the Optional Subjects in Class 10+2 (Class XII) or equivalent
B.Tech./B.E.	Physics & Mathematics	(1) Chemistry (2) Bio-technology (3) Computer Science / Technical Vocational subject (4) Biology

Only those candidates shall be eligible who have passed in each subject of above combination and fulfils the minimum academic qualification as mentioned above.

2.2 AGE:

Only those candidates whose date of birth falls **on or after October 01, 1993** are eligible. However, in the case of Scheduled Caste (SC), Scheduled Tribe (ST) and Person with Disability (PwD) candidates, upper age limit is relaxed by 5 years, i.e. SC, ST and PwD candidates who were born **on or after October 01, 1988** are eligible. Date of birth as recorded in the Board Secondary mark sheet/ certificate only will be considered as authentic.

2.3 MEDICAL FITNESS:

A candidate desirous of admission to Engineering Colleges will have to deposit the Medical Fitness Certificate at the time of reporting in the allotted institution on the prescribed form certified by a Medical Officer of the Government of Rajasthan or a Registered Medical Practitioner as per medical standards laid down below:

- **Height:** Not less than 1.5 m for male candidates and not less than 1.4 m for female candidates.
- **Weight:** Not less than 41 kg for male candidates and 37 kg for female candidates (Approximately).
- **Chest Measurement:** Not less than 69 cm with satisfactory limits of expansion and contraction (for male candidates only).
- **Heart & Lungs:** No abnormality.
- **Hernia, Hydrocele, Piles etc.:** Presence of any of these will be a temporary disqualification to be rectified before joining the courses of study.

- **Vision:** Normal. Where defective, it must be corrected to 6/9 in the better eye and 6/12 in the worse eye. Eyes should be free from congenital and other diseases. In case of admission to Mining Engineering courses, the candidates must be free from colour blindness (inability to distinguish between principal colours) also.
- **Hearing:** Normal. Where defective, it must be corrected.
- **Speech:** Normal.

The doctor will also have to certify that the candidate is medically fit for engineering profession.

2.4 DOMICILE CRITERIA:

The domicile status of Rajasthan of any candidate 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)]

OR

Domicile Category - B

Candidate has studied continuously as a regular student in recognized educational institutions in Rajasthan for the preceding three years up to and including the year in which he/she has passed / appearing the qualifying examination (i.e. X, XI and XII classes). [Refer Certificate No. 1 (ii)]

OR

Domicile Category - C

Candidate is a son/daughter of either a serving employee or of a retired employee of any of the following: [Refer Certificate No. 1(iii)]

- Government of Rajasthan (including officers of All India Service borne on the State cadre of Rajasthan).
- Undertakings/ Corporations/ Improvement Trusts/ Municipal Boards/Panchayat Samities / Co-operative Bodies duly constituted by the Government of Rajasthan.
- Statutory Bodies and Corporations formed under the Indian Companies Act incorporated in Rajasthan.

OR

Domicile Category - C

Candidate is a son/daughter of an employee of any of the Government Universities in Rajasthan or Board of Secondary Education, Rajasthan or Government 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)]

OR

Domicile Category - C

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)]

OR

Domicile Category - C

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)]

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 counseling.

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 participate in the admission process in general quota. However, they would not be eligible for Ex-S/DK category.

2. Sons/daughters of the displaced persons from Jammu & Kashmir (KM) shall be eligible for admission to Engineering Colleges through REAP-2018. The candidate has to submit a certificate from the competent authority as a proof of being son/daughter of a displaced person from Jammu & Kashmir.

3. 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. Engineering 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 of OBC category and 1% for candidates belonging to non-creamy layer MBC category. 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.

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

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 REAP-2018. The candidate has to submit a certificate from the competent authority as a proof to being son/daughter of person displaced from Jammu & Kashmir.

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 these seats shall be available only to such courses in an institution, where a minimum of 30 % of approved intake are filled.

The reservations of supernumerary seats are subjected to the AICTE recommendation for the session 2018-19.

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-Most Backward Class -Non Creamy layer

Definition of SC/ST/Non creamy layer OBC//Non creamy layer MBC: The benefit of reservation under SC / ST / Non creamy layer OBC/Non creamy layer MBC category shall be available only to the candidates of the castes as notified under Presidential order for the State of Rajasthan, for which, the certificate should be issued by the competent authority as mentioned in Certificate No. 2. However for claiming the benefit in non creamy layer OBC/ MBC, the candidate will also have to furnish an undertaking in the prescribed Performa as given in Certificate No. 2.

It is further clarified that candidates belonging to **creamy layer OBC/ creamy layer MBC** are **not entitled** for reservation benefits and shall be treated in General category, therefore, creamy layer OBC / creamy layer MBC candidates should fill General category in their application form.

Exact number of seats in various branches (Seat Matrix) will be notified through web site before counseling.

Note: For seeking the benefit of reservation in any category, the candidate must ensure that he/she has sufficient and eligible documentary proof (the formats of certificates for various reservation categories are available on the REAP-2018 website). The candidate must verify his/her eligibility for the mentioned reservation category. Category once indicated at the time of submission of application/registration form will not be changed afterwards in any case. The documents related to reservation category would be verified by the admitting institute when the candidate reports at the institute.

The above mentioned provisions for the reservation are as per present norms. These provisions may be changed/altered/modified as per the directions of the Government of Rajasthan/Hon'ble Court/ Competent authority and the same shall be binding on all the concerned parties.

4. COST OF REAP-2018 APPLICATION CUM REGISTRATION FORM:

The cost of REAP-2018 Application cum Registration Form is **Rs. 700/-** (Rupees Seven Hundred only) to be paid online through REAP-2018 website). This amount deposited for REAP-2018 is neither refundable nor transferable nor adjustable.

5. INSTRUCTIONS FOR FILLING REAP-2018 ONLINE APPLICATION CUM REGISTRATION FORM :

The applications for REAP-2018 will be accepted online only. The process of online submission of application form for REAP-2018 shall be carried out through any of the following websites:-

- (1) www.reapraj.com (2) www.reapraj.org (3) www.ceb.rajasthan.gov.in
(4) www.hte.rajasthan.gov.in/dept/dte/reap-2018

Date of commencement for filling of the online application cum registration form	01.06.2018
Last Date of depositing the application cum registration fee of Rs. 700/ online through REAP-2018 website.	29.06.2018
Last date for filling of the online application cum registration form and Option/Choice filling form on REAP-2018 website.	30.06.2018

Detailed instructions with regards to filling up of online application form and other related information are given on the web sites.

Candidates must perform following activities while submitting the online application/registration form:

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

- Cost of REAP-2018 application cum registration form (online) is **Rs. 700/- (Rupees Seven Hundred only) (non-refundable/non-transferable).**

- ii. The transactional charges for making the online payment through REAP-2018 web portal will be borne by the candidate. The information about the transactional charges will be visible to the candidate when he/she makes the online payment through REAP-2018 web portal.
- iii. The application cum registration form will automatically become active after successful payment of Rs. 700/- as application cum registration fee.

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

- i. Scanned image of his/her Photograph in jpg format (image size Maximum up to 100 KB)
- ii. Scanned image of his/her Signature in jpg format (image size Maximum up to 50 KB)
- iii. Scanned images of JEE Main 2018 rank card. (In case applicant registers for REAP-2018 on the basis of JEE Main 2018 rank).
- iv. Scanned images of mark sheets of Class 10+2(Class XIIth) or equivalent examination. (In case applicant registers for REAP-2018 on the basis of class-12th marks/percentile).
- v. Mobile number and email ID of the candidate.
- vi. Scanned copy of Aadhaar Card or Acknowledgement receipt of Aadhaar card, if Aadhaar card is not available.
- vii. Scanned image of Marksheet / board certificate containing date of birth.

Note:- All scanned copies must be neat & clean and legible.

Step-3: Filling of Online Application cum Registration form.

- i. Candidate must read instructions before filling the online application cum registration form carefully.
- ii. All the entries in online application cum registration form must be filled as required.
- iii. Candidate must upload all the requisite documents as instructed on the web portal.
- iv. Candidates have to fill in option/ choice form after successful completion of application cum registration form.
- v. The changes are allowed in online application cum registration form before final submission i.e. before pressing the “Submit” button on the web portal.
- vi. Web page will not accept changes after final submission of online application cum registration form i.e. after pressing the “Submit” button on the web portal.
- vii. It will not be possible to make further modification in application cum registration form and / or option/ choice form in any circumstances after successful submission by pressing the “Submit” button on the web portal.

Step-4: Taking Printouts/ Hardcopy only after final submission of online application form.

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

Step-5: The hardcopy of application cum registration form is not required to send/ submit to the REAP-2018 office.

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

7. FEE STRUCTURE:

Pursuant to the judgment dated 14-8-2003 of Hon’ble Supreme Court in the case titled as Islamic Academy of Education V/s State of Karnataka, the State Government has constituted a State Level Fee Committee for determination of fee structure for various technical courses including degree-engineering courses. The said order(s) will stand operational till new orders/modifications are announced by the competent authority. The present status is that **(a)** the fee for the private institutions will be decided in accordance with the order no. F-18(5)/TE/Part 4 dated 8/5/2017 of Technical Education Department, Govt. of Rajasthan, Jaipur (Annex. 1-A) **(b)** The fee for the Government Technical Institutions/Faculty of Engineering of University/University departments will be decided in accordance with the order no. F-18(5)/TE/2004 dated 05/07/2013 of Technical Education Department, Govt. of Rajasthan, Jaipur. (Annexure 1-B).

The fee committee has yet not approved final fee structure for academic year 2018-2019. Further, it may be noted that the State Level Fee Committee, in near future, may finalize the fee structure for the

session 2018-19. The candidates are required to pay the fee as prescribed by the Committee. The fee once deposited by the candidate for admission at the institute will be subject to the refund rules/directives given by AICTE, New Delhi.

8. ADMISSION PROCEDURE:

Phase - I

- i. Eligible candidates desirous of taking admission to first year of degree engineering courses will have to register (and generate login ID/password) (Candidate's Challan number is the default login ID), pay the application cum registration fee of **Rs. 700/-** (non-refundable) online through REAP-2018 website and fill the online application form. **The candidate must note down the Transaction Number and keep it safely with him/her. The transaction number is required in case of Transaction failure. Generally, it takes about 48 hours to sort out the matters related to transaction failure. REAP-2018 will be able to sort out the matters related to Transaction failure only if the amount is deposited /credited to the partner gateway agency. In case of transaction failure apply in the prescribed format and send the Transaction Failure form to email ID: reapraj2018@gmail.com**
- ii. **Candidate is required to register through REAP-2018 web portal.** Candidate may register on the basis of JEE Main-2018 merit or Class-12 marks/percentile. However, **the candidates are advised to register on the basis of JEE Main 2018 rank as JEE Main 2018 rank would be given higher priority in comparison to class-12 marks/ percentile during all the stages of counseling in REAP-2018.** If a candidate registers on the basis of class-12 marks/percentile, it is mandatory for him/her to upload class 12th mark sheet (from a recognized board) on REAP-2018 web portal in the space provided.
DUPLICATE/MULTIPLE REGISTRATIONS ARE NOT PERMITTED IN REAP-2018.
- iii. **For admission in I-year B.Tech/B.E (Four Year Degree Course):**
Initially two separate merit Lists will be prepared viz. first based on JEE (Mains)-2018 score (Merit-1) and second based on XII marks percentile basis (Merit-2). Merit List-I based on the JEE Mains-I will be followed by Merit List-II prepared on the basis of Class-12 marks/percentile to prepare a **Combined Merit list**. The allotment/counseling process will be carried out on the basis of **combined merit list**. The candidate would be able to see his/her Merit in the combined merit list in his/her category after Login into the REAP-2018 website.
- iv. In REAP-2018, the admissions will be carried out on the basis of combined merit list, in the order of options filled by the candidates in the option form and seats available in respective institute. The candidates are advised to exercise their options very carefully.
- v. After choosing the category of merit list as basis of allotment of seat, the candidate can proceed to fill his/her subject and college wise options. **It is reiterated once again that the candidate would be held responsible for any wrong allotment due to any wrong declaration or information given by the candidate.**
- vi. The allotment of institute and branch to the candidate will be carried out through the computer software by strictly following the order of merit, seats available and the order of options filled in by the candidate and option of category and income group opted by the candidate himself. No correction will be allowed in the Option Form once submitted. No admission shall be made after the date as fixed by Convenor, REAP-2018. Allotment list will be declared on the choice-cum-merit basis as per the options filled in by the candidate.
- ix. No separate communication would be done by REAP 2018 office regarding admission/ allotment. Candidates are advised in their own interest to secure latest information regarding the admission from the authorized web site of REAP-2018 regularly. The non-receipt of communication to the candidate from Convenor, REAP-2018 will not be accepted as a ground for not submitting the Option Form or non-reporting in the allotted institute on the scheduled time and date. *The candidate's allotment shall stand automatically cancelled if he/she does not report IN PERSON to the allotted institute as per schedule.*
- x. For upward movement process, the candidate will remain in the category under which the initial allotment has been made as per the admission basis (except in the case of TFWS candidates) filled in

by the candidates during filling of option form. The candidate will not be allowed to change category of the merit list in any case. **If a candidate has got a TFWS seat and applies for upward movement than he/she may get a non-TFWS seat depending on his/her option form choices, non-availability of TFWS seats.** Candidates must note that the TFWS seats in REAP-2018 would be allotted by considering the total seats including supernumerary seats created due to TFWS category and then the candidates who opt for TFWS category would be given TFWS seats on the basis of their merit.

- xi. The process of Upgradation /Upward movements will be carried out online on the basis of candidate's Option form and availability of seats.

Note: In case of any other mode of counseling, separate instructions/guidelines will be provided to the students through Newspapers, Website etc.

9. VALIDITY OF ADMISSION:

- 9.1 Admission of the candidate will be provisional till the eligibility/enrolment certificate is issued by the concerned University.
- 9.2 If for reasons to be recorded in writing, the Convenor, REAP-2018 suspects that a particular candidate has obtained a certificate by misrepresenting or concealing the material facts, the matter will be referred to the competent authority. On receipt of the report, the Chairman, SLC for REAP-2018 would take the final decision regarding the admission of the candidate. His/Her admission will be treated as provisional during this period. The decision of the Chairman, SLC for REAP-2018 would be final and binding.
- 9.3 Permission to participate in REAP-2018 counseling shall not guarantee for fulfilling eligibility criteria for admission and only the eligible candidates will be considered for counseling and subsequent admission as per norms.

10. DEPOSITION OF FEES AND ORIGINAL DOCUMENTS:

At the time of reporting in the allotted institute, the candidates will have to show all original documents, certificates and receipt of registration cum application form fee. The candidate is also required to deposit a self-attested copy of all the documents. The reporting of the candidate would not be accepted in the absence of original Aadhaar card. The institute admission authority of the allotted/participating institute would thoroughly check the documents and other required certificates. The designate admission authority of the allotted/participating institute would make arrangements for the online reporting of the candidate at the institute. The candidate should ensure that the "check candidate status" on the REAP-2018 website (after candidate's login) is displayed as "Reported".

If the admission is granted, the amount deposited by the candidate at the reporting institute in lieu of the fee would be returned/refunded back as per the guidance of AICTE, New Delhi.

Documents to be carried at the time of reporting

Candidates shall carry the following documents at the time of reporting to the allotted institute:

1. Printout of provisional seat allotment letter taken from the REAP-2018 website using their login details. Candidate should paste their recent color photographs on the **Application cum Registration form** with one additional colored photograph with them.
2. Self – attested Photocopy as well as Originals required for verification.
3. Valid JEE-Mains-2018 score card (if applicable).
4. Class X (High School) Board Certificate as proof of date of birth
5. Mark sheet of Class XII (for Subjects) or equivalent
6. Consolidated Grade/Mark sheet of qualifying examination
7. Certificate of category (OBC /SBC/ SC / ST), if applicable, issued by the competent authority
8. Undertaking by OBC/SBC in required format, if applicable
9. Certificate for Persons With Disabilities (PWD), if applicable
10. Certificate for EX-service men, if applicable
11. Domicile certificate
12. The Total Fee to be deposited at the Institute.

The out of Rajasthan candidates need to deposit fee and all the original documents with the reporting institute at the time of reporting.

The Rajasthan domicile candidates need to deposit fee and a self-attested copy of all the documents with the reporting institute at the time of first reporting in response to first allotment list of the candidates with Rajasthan domicile. **The Rajasthan domicile candidates are advised not to deposit their original documents at the first reported institute at the time of first reporting. However, all the Rajasthan domicile candidates are required to deposit all their original documents at the last/first reporting institute(as the case may be) after the allotment list of “Upgration/ Upward movement” is declared (up to 30/07/2018) failing which their admission would be deemed cancelled without notice/intimation and their seat would be included in the Special round.**

The original documents will be returned by the respective College/institute after the University enrolment has been done.

11. WITHDRAWAL FROM ALLOTMENT PROCESS

If a candidate wishes to cancel his/her allotment, the candidate should report to the same allotted institute in which he/she has last reported. The candidate should surrender the allotment letter with cancellation application on or before 31st July 2018. The institute has to report the withdrawal of the candidate online latest by 31st July 2018. The candidate should ensure that the “check candidate status” on the REAP-2018 website (after candidates’ login) is displayed as “Admission withdrawn on request of the candidate”.

If a candidate cancels his/her allotted seat on or before the specified date, he/she will get the refund from the allotted institute only **as per AICTE guidelines** after deductions as processing fee and administrative expenses.

12. Internal Sliding:

The candidate needs to apply online on REAP-2018 website for the Internal sliding within the allotted institute according to the declared time schedule (before the Special round). The list of the candidates who wish to participate in Internal Sliding would be forwarded to the respective institute. The Internal Sliding will be carried out by the respective institutes according to REAP-2018 rules for Internal Sliding.

13. Tuition Fee waiver scheme (TFWS):

- The scheme is applicable to all AICTE approved technical institutions offering Bachelor’s program, diploma and Post- diploma programs of three/four year duration. The allotment of seat under Tuition Fee waiver scheme (TFWS) would be made through REAP-2018 only.
- Seats up to maximum 5 percent of sanctioned intake per course shall be available for these admissions. These seats shall be supernumerary in nature.
- These Supernumerary seats shall be available only to such courses in an institution, where a minimum of 30 % of approved intake are filled.
- Allotment will be made to TFWS seats by including TFWS seats in total seats in an institute in a branch. The Then 5% candidates will be declared to be under the TFWS scheme based on their merit and eligibility for TFWS. The candidate will necessarily have to submit the Income Certificate in prescribed format failing which their seat will be converted into non-TFWS category.
- Candidates who belong to the state of Rajasthan and whose parent’s have income less than 6 lakhs per annum are eligible for admission in TFWS category.
- The waiver is limited to the Tuition fee as approved by the state level fee committee for self-financing institutions and by the government for the government and government aided institutions. All other fee except the Tuition fee is paid by the beneficiary.
- The candidates who take the admission during special round will not be eligible for TFWS seats.

14. HOSTEL ACCOMMODATION AND COMMENCEMENT OF SESSION:

Information regarding hostel facilities and starting of session can be obtained from the allotted institute.

15. The official date for the start of session in all the related institutions will be 01 August 2018.
16. The challan number of the first transaction (registration fee) will be the default login ID. Candidates are advised not to disclose their login ID and password for REAP-2018 web portal to anybody else. REAP-2018 will not be responsible for any loss or damage or harm caused due to candidate disclosing his/her login ID/password to any other person/institute/agency/society.

Convenor, REAP-2018