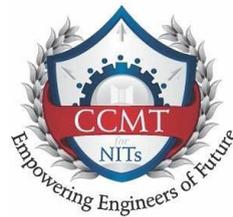


# Centralized Counseling for M.Tech./M.Arch./M.Plan. Admissions (CCMT 2021)

Information Brochure

(Version 1.1)

(June 01, 2021)



<https://ccmt.nic.in>

Organized by



Malaviya National Institute of Technology Jaipur  
Jaipur, Rajasthan – 302017, India

<http://www.mnit.ac.in/>

This undertaking is to be given by the candidate online at the time of registration.

### **Declaration and Undertaking by the Candidates**

I, do hereby declare that |

- i. I have read all the guidelines available in the information brochure and on the CCMT-2021 website (<https://ccmt.nic.in>).
- ii. I have read the eligibility conditions for respective programmes across all participating Institutes under CCMT-2021 and would ensure that I fulfil all eligibility conditions while selecting programmes during choice-filling.
- iii. I have read the special eligibility conditions that are required for admission in certain Institutes, as given in the CCMT-2021 website, and would ensure that I fulfil all such special eligibility conditions while selecting such programmes during choice-filling.
- iv. I am aware that, my admission to allotted Institute/University will be CANCELLED, if at any stage of counselling process I do not satisfy the general/special eligibility criteria of the allotted Institute/University, as mentioned in the CCMT-2021 website.
- v. I am aware that after the last date of registration, I would NOT be able to change any information that I have entered during the online registration. In case, any information is found incorrect later at any stage, my candidature would be CANCELLED and my registration fee would stand forfeited.
- vi. I am aware that I have to pay the requisite fee and lock the choices for complete registration.
- vii. I am aware that my SAVED choice list will automatically be locked, if not done by me earlier, once the due date of choice filling is over. The same list will be considered for further counseling process.
- viii. I am aware that I will NOT be able to modify the choice list once it is locked.

Further, I undertake that –

- I. I shall provide only correct and authentic information. If any information given by me is found incorrect at any point of time, my admission / candidature will automatically stand CANCELLED without any further reference, and I will also be liable for all the legal consequences for submitting false information.
- II. I will take print copy of my complete application including filled-choices and check the details carefully. I also understand that, in no case any grievance OR complaint shall be entertained at any later stage throughout the complete process of CCMT-2021 Counseling.

## Table of Contents

About CCMT-2021 .....	1
List of Abbreviations .....	2
1. Introduction.....	4
2. Eligibility Requirements .....	4
3. Rules for Seat Allotment.....	6
3.1 Merit List Preparation .....	6
3.2 Allotment Rules .....	6
3.3 De-reservation Rules.....	7
4. Reservation of Seats.....	8
5. Counseling Process for regular rounds .....	8
5.1 Online Registration, Choice Filling and Locking .....	8
5.1.1 Online Registration and Payment of Registration Fee .....	8
5.1.2 Choice Filling and Locking.....	9
5.2 Three Regular Rounds of Counselling.....	9
5.2.1 First Round of Counselling.....	9
5.2.1.1 Seat Allotment .....	10
5.2.1.2 Payment of Seat Acceptance Fee .....	10
5.2.1.3 Online Document Uploading .....	10
5.2.1.4 Online Submission of Willingness.....	10
5.2.1.5 Online Document Verification.....	11
5.2.1.6 Change of Willingness / Withdrawal .....	14
5.2.2 Second Round of Counselling.....	16
5.2.2.1 Seat Allotment .....	16
5.2.2.2 Payment of Seat Acceptance Fee .....	17
5.2.2.3 Online Document Uploading .....	17
5.2.2.4 Online Submission of Willingness.....	17
5.2.2.5 Online Document Verification.....	17
5.2.2.6 Change of Willingness / Withdrawal .....	17
5.2.3 Third Round of Counselling .....	17
5.2.3.1 Seat Allotment .....	17
5.2.3.2 Payment of Seat Acceptance Fee .....	18
5.2.3.3 Online Document Uploading .....	18
5.2.3.4 Online Submission of Willingness.....	18
5.3 Online Document Verification and Admission at the Finally Allotted Institute.....	18

5.3.1 Online Document Verification by the Finally Allotted Institute .....	18
5.3.2 Online Admission in the Finally Allotted Institute .....	19
6. Withdrawal from Admitted Institute.....	19
7. Special Rounds (SR).....	20
7.1 Online Registration, Choice Filling and Locking for Special Rounds .....	20
7.2 Detailed Procedure of Special Rounds of Counselling .....	21
7.2.1 First Special Round of Counselling .....	21
7.2.1.1 Seat Allotment .....	21
7.2.1.2 Online Document Uploading .....	21
7.2.1.3 Online Submission of Willingness .....	21
7.2.1.4 Online Document Verification .....	21
7.2.1.5 Change of Willingness/ Withdrawal .....	22
7.2.2 Second Special Round of Counselling .....	22
7.2.2.1 Seat Allotment .....	22
7.2.2.2 Online Document Uploading .....	22
7.3 Reporting after Special Rounds .....	22
8. Methods of Payment of Fee .....	23
9. Refund/Adjustment of Fee.....	24
9.1 Adjustment of Seat Acceptance Fee and Participation Fee.....	24
9.2 Rules for Refund of Seat Acceptance Fee Paid in Regular Rounds.....	24
9.3 Rules for Refund of Participation Fee Paid during Registration of Special Rounds.....	25
10. Legal Jurisdiction.....	26
11. Seat and Eligibility Matrix.....	26
Annexure-I: Flow Chart for Regular Rounds.....	27
Annexure-II: Flow Chart for Special Rounds .....	30
Annexure III: List of Documents to be uploaded for Online Document Verification.....	32
Annexure IV: List of Documents to be produced during Physical Reporting at Allotted Institute for Admission .....	33
Annexure-V: Format for Affidavit regarding Participating in Special Rounds .....	34
Annexure-VI: Format of Affidavit for PwD Candidates .....	35
Annexure-VII: Undertaking for Category Change.....	36
Annexure VIII-a: Undertaking to be submitted by OBC-NCL Candidates .....	37
Annexure VIII-b: Undertaking to be submitted by GEN-EWS Candidates.....	38
Contact us .....	39

## **About CCMT-2021**

CCMT-2021 is a common platform for candidates to apply for M.Tech./ M.Arch./ M.Plan./M.Des. programmes, based on their GATE score of years 2019, 2020 and 2021, in all NITs, IEST Shibpur, and some IITs and GFTIs (For details, please refer the list of Participating Institutes on CCMT website). This centralized system provides a common and convenient platform for online counseling wherein the candidates can fill-in single online application form from their homes and apply to all programmes in all the participating institutions to which they are eligible. The CCMT was initiated in the year 2012 for centralized admission for PG programmes and since then has undergone several changes to make it more student-friendly and included newer institutions under its umbrella. In the CCMT-2021, some features have been introduced. For this purpose, after seat allotment, the candidates will be required to upload the needful documents. The features such as online withdrawal and willingness change etc. have been inherited from the previous years. Thus, the CCMT-2021 enormously increases the overall convenience of candidates. Candidates are allowed to participate in both regular rounds and Special Rounds even if one has obtained a seat in the regular round. The prospective candidates are advised to carefully read the information brochure and various other documents given on CCMT website.

## List of Abbreviations

**Table 1: Abbreviations related to the category of the candidate/seat**

S.No.	Category	Abbreviations	
		GATE	CCMT
1	General Category of candidate	GEN	GEN
2	Persons with disabilities from General Category	–	GEN-PwD
3	Economically Weaker Sections	EWS	GEN-EWS
4	Persons with disabilities from Economically Weaker Sections	–	GEN-EWS-PwD
5	Other Backward Classes with valid Non-Creamy Layer certificate	OBC (NCL)	OBC
6	Persons with disabilities from Other Backward Classes with valid Non-Creamy Layer certificate	–	OBC-PwD
7	Scheduled Caste	SC	SC
8	Persons with disabilities from Scheduled Caste	–	SC-PwD
9	Scheduled Tribe	ST	ST
10	Persons with disabilities from Scheduled Tribe	–	ST-PwD
11	Open Category of seat	-	Open

**Table 2: Other Abbreviations**

S.No.	Abbreviation	Description
1	CCMT	Centralized Counseling for M.Tech./M.Arch./M.Plan.
2	PwD	Persons with Disability
3	PI	Participating Institute
4	SR	Special Round
5	PSAL	Provisional Seat Allotment Letter
6	ODVC	Online Document Verification Certificate
7	PAL	Provisional Admission Letter
8	SAF	Seat Acceptance Fee
9	WL	Withdrawal Letter

**Table 3: Types of Fee**

Fee Type	Description	Amount
Registration Fee	Non-refundable fee collected for participating in CCMT-2021 counseling process (Regular Rounds 1, 2, and 3)	₹ 3,000/- for GEN/GEN-EWS/OBC ₹ 2,500/- for SC/ST/PwD
Seat Acceptance Fee	Fee collected when the candidate accepts the seat allotted to him/her. This is a part of Institute fee, which will be later adjusted against the finally allotted Institute's admission fee	₹ 30,000/- for GEN/GEN-EWS/OBC ₹ 10,000/- for SC/ST/PwD
SR Registration Fee	Non-refundable fee collected for registration in Special Rounds of CCMT-2021	₹ 3,000/- for GEN/GEN-EWS/OBC ₹ 2,500/- for SC/ST/PwD
SR Participation Fee	Fee collected during the registration of Special round to be adjusted against the Institute fee upon reporting at the allotted institute. (If a candidate has already paid SAF in regular rounds then that fee will be adjusted in SR participation fee)	₹ 40,000/- for GEN/GEN-EWS/OBC ₹ 10,000/- for SC/ST/PwD

## 1. Introduction

The centralized online process for admission to PG programmes in Engineering, Technology, Architecture and Planning (M.Tech./M.Arch./M.Plan.) is being organized by CCMT-2021 for all NITs, IEST Shibpur, and some IITs & GFTIs, hereinafter called 'Participating Institutes' (PIs), as per schedule given on website. These are the premier institutions of the country imparting world class technical education.

Important features of the admission procedure, admission schedule, process flow chart and contact details of CCMT-2021 Headquarter are given in this brochure. The list of PIs and their Seat Distribution, Eligibility Matrix, Date of commencement of classes, Fee Structure, Contact Addresses *etc.* are given on the CCMT website <https://ccmt.nic.in>. Candidates are advised to read this brochure carefully and visit the CCMT website regularly for updates and other details regarding the online counseling process.

The counseling process of **Regular Rounds** consists of three stages (refer section 5 for details and Annexure I for Flow Chart of the Counselling process):

- Online Registration, Choice Filling and Locking of Choices (refer section 5.1)
- Three Rounds of Counselling: Seat Allotment, Depositing Seat Acceptance Fee, Uploading Documents, Submitting Willingness, and Online Document Verification (refer section 5.2)
- Online Document Verification and Admission at the Finally Allotted Institute (refer section 5.3)

In addition to above regular Rounds, two Special Rounds (SR) will also be conducted to fill-up the vacant seats, if any. The counselling process of Special Rounds will also consist of three stages (as mentioned above for regular rounds) with a difference that instead of deposition of seat acceptance fee after allotment of seat, the candidate will be required to deposit the participation fee (refer Table 3) at the time of registration itself. For detailed counselling process of Special Rounds, please refer Section 7.

**The CCMT-2021 counseling is not for candidates seeking admission to Sponsored Seats or Part Time programmes. They should contact the respective Institutes for the same.**

## 2. Eligibility Requirements

A candidate to be eligible for M.Tech./M.Arch./M. Plan. programme:

- Must have a valid GATE Score of the year 2019 / 2020 / 2021.
- In qualifying degree, the candidates should have passed and secured at least 6.5 CGPA (on a 10- point scale) or 60% for GEN/GEN-EWS/OBC, whereas 6.0 CGPA (on a 10-point scale) or 55% in case of SC/ST/PwD candidates. **The above mentioned CGPA/Percentage should be awarded by a recognized University/Institute.**

- Only primary mode of evaluation (CGPA or percentage) as mentioned in the qualifying degree certificate/mark sheet shall be considered while verifying eligibility. **In case both CGPA and percentage are mentioned, then only CGPA would be considered.**
- **Conversion from CGPA to percentage or vice versa given by individual Institute/university will not be allowed.**
- In case, result of qualifying degree is awaited, provisional admission is permitted to a candidate subject to meeting above minimum qualifying degree requirements latest by **September 30, 2021**. In these cases, all exams should have been completed by **August 15, 2021**. A certificate from the head of current institute (format given in the CCMT website) to that effect should be submitted during document verification.
- For each programme, eligibility is defined based on certain combinations of degree-disciplines and GATE paper. Please refer to CCMT website <https://ccmt.nic.in> for the seat matrix and eligibility matrix, which provides number of seats available under different categories in each programme.
- For certain programmes in few participating Institutes, special eligibility criteria are applicable (given on CCMT website). Eligibility against these special requirements shall not be checked during the registration process but will be verified during online document verification as well as during physical reporting at the finally allotted institute. **Candidates are required to ensure that they fulfil all such special requirements before choosing such programmes during choice filling. Candidates will be solely responsible for their fulfilling of and compliance to these special eligibility requirements. CCMT-2021 will not entertain any claims arising out of their failure to comply these special eligibility criteria even at a later stage. Candidates must note that special eligibility would only be checked when that particular seat is allotted and not anytime in earlier rounds. Candidate must specifically note that in case they fail to satisfy special eligibility of the allotted seat at any stage then they would be left without any allotted seat. If any such candidates satisfy all other eligibility criteria, they may be considered for the allotment in further rounds, if any, depending on the remaining vacant seats.**
- The candidates who possess certificates/qualifications from any of the professional societies (such as The Institution of Engineers (India) (IE), The Institution of Civil Engineers (ICE), The Institution of Electronics and Telecommunication Engineers (IETE), The Aeronautical Society of India (AeSI), The Indian Institute of Chemical Engineers, including Polymer and Environmental Group (IICChemE), The Indian Institute of Metals (IIM), The Indian Institute of Industrial Engineers (IIE), etc. ) and have enrolled with these institutions with permanent recognition up to May 31, 2013 may also be eligible to participate in some of the PG programs, offered through CCMT-2021, as per the eligibility criteria of respective PIs. However, the candidates who have enrolled with these institutions after May 31, 2013 are not eligible. Refer public notice (Advt No. P&AP/10(04)/2017), which can be found at <http://www.aicte-india.org/content/public-notice-professional-bodiesinstitutes-imparting-technical-education>.

### 3. Rules for Seat Allotment

#### 3.1 Merit List Preparation

Merit for seat allotment will be prepared based on GATE score of the year filled by the candidate. In case of same GATE score, to resolve and determine inter-se-merit of candidates, following criteria will be used in the stated order.

- i. Candidates having GATE score in 2019 will be given preference over candidates having score of 2020, or 2021.
- ii. Candidates having GATE score in 2020 will be given preference over candidates having score of 2021.
- iii. If year of GATE score is same, then preference will be given to that candidate who has obtained better GATE marks out of 100.
- iv. In the unlikely event of their year of GATE score and GATE marks out of 100 being the same, preference will be given based on the All India Rank (AIR).
- v. In highly unlikely event of candidates having same year of GATE score, GATE marks out of 100, and AIR, Date of Birth will be considered. Elder candidate will be given preference.
- vi. In highly unlikely event of candidates having same year of GATE score, GATE marks out of 100, AIR, and Date of Birth, rank will be decided on the basis of Random number generation. Candidate with lower random number generated will be given preference.

#### 3.2 Allotment Rules

Seat allotment is based on the merit list, choice list, category of the candidate, and availability of seats. Sequence in which seat categories are considered for seat allocation is given in Table 4:

**Table 4: Sequence of Seat Categories for allocation**

S. No.	Candidate's category tag	Sequence of Seat Categories for allocation
1	GEN	1. OPEN
2	GEN-PwD	1. OPEN 2. OPEN-PwD
3	GEN-EWS	1. OPEN 2. GEN-EWS
4	GEN-EWS-PwD	1. OPEN 2. OPEN-PwD 3. GEN-EWS 4. GEN-EWS-PwD
5	OBC	1. OPEN 2. OBC

6	OBC-PwD	1. OPEN 2. OPEN-PwD 3. OBC 4. OBC-PwD
7	SC	1. OPEN 2. SC
8	SC-PwD	1. OPEN 2. OPEN-PwD 3. SC 4. SC-PwD
9	ST	1. OPEN 2. ST
10	ST-PwD	1. OPEN 2. OPEN-PwD 3. ST 4. ST-PwD

The above sequence (in third column) will be followed only for those seat categories in which the candidate has a valid GATE score.

### 3.3 De-reservation Rules

De-reservation is the conversion of unfilled seats of some programme group/categories to another programme group/categories. There will not be de-reservation of unfilled seats in regular rounds. However, in Special Rounds-1 and 2, the unfilled seats will be de-reserved. In a particular round (SR-1 and SR-2), first iteration of allotment will be carried out without de-reservation and then the subsequent iteration will be carried out with de-reservation of unfilled seats related with some categories as per following rules.

The conversion of unfilled seats will occur first from *Programme Group* G5 to G4 to G3 to G2 to G1, etc. (refer section 11 “Seat and Eligibility Matrix” about details of these groups) in the same category and then the following sequence will be adopted for category-based de-reservation:

- a. Open-PwD → Open
- b. Gen-EWS-PwD → Gen-EWS
- c. OBC-PwD → OBC
- d. SC-PwD → SC
- e. ST-PwD → ST
- f. Gen-EWS → Open
- g. OBC → Open

Programme group G5 seats will be de-reserved to G4 group only when G5 group candidates possessing the minimum eligibility criteria are not available for G5 group seats and so on. The OBC/GEN-EWS seats will be de-reserved to Open Seats ONLY when OBC/Gen-EWS candidates, possessing the minimum eligibility criteria, are not available for the respective category seats. Similarly, the PwD seats will be de-reserved to non-PwD seats ONLY when PwD candidates, possessing the minimum eligibility criteria, are not available for the respective PwD seats.

#### **4. Reservation of Seats**

Reservation of seats for various categories is as per the norms of Government of India. Please refer to CCMT website for the detailed seat matrix.

#### **5. Counseling Process for regular rounds**

The counseling process broadly involves the following stages:

- i. Online Registration, Choice Filling and Locking.
- ii. Three Regular Rounds of Counselling
- iii. Reporting at the Finally Allotted Institute for Admission (Candidates are required to keep on visiting the CCMT website regularly for any change/ update pertaining to Physical/Online reporting based on prevailing COVID-19 situation and deposit of balance fee). If candidates fail to adhere such new changes/updates and due to the same any adverse action is taken, they will be solely responsible for the same.

#### **5.1 Online Registration, Choice Filling and Locking**

##### **5.1.1 Online Registration and Payment of Registration Fee**

To participate in the CCMT 2021 counseling process, all eligible candidates must first register themselves through an online registration process during the specified period (refer Schedule given on website) by providing GATE credentials, qualifying degrees, personal details etc. and paying the requisite registration fee (refer Table 3 for fee details). The registration fee can be paid using the ICICI Bank online mode (Net Banking/ Debit Card/I-Sure Pay) or at any branch of ICICI through e-Challan (refer section 8 for payment methods).

Please note that:

- The registration fee is non-refundable and will NOT be adjusted towards any other fee.
- All candidates must carefully enter their correct personal details, academic credentials, bank details, and other information during online registration.
- Candidates must read carefully all terms and conditions before clicking on the “I agree” check box.
- If the information submitted by the candidate is found to be fraudulent, incorrect or untrue at any stage, the seat allotted (if any) will be cancelled without any further reference and fees paid may be forfeited. Moreover, such candidate may no longer be considered eligible in subsequent rounds for admission and may also be liable for legal action.

### **5.1.2 Choice Filling and Locking**

Upon successful registration, the candidates will be able to fill and lock their choices of programmes in the order of their preference from the list of eligible programmes offered by various PIs appearing in their respective CCMT login. During the choice filling, the candidates are free to change, reorder, delete and add their choices of programmes / Institutes as per their preference within the stipulated time period. The candidate will not be able to add/delete/reorder the choices after locking the choice list or due date and time of choice filling is over. Candidates must take print copy of their registration form, which contains the locked choices and terms and conditions. This print copy has to be signed and submitted by the candidate at the time of physical reporting at the finally allotted Institute.

Please note that:

- **Candidates must ensure themselves that they fully satisfy the eligibility criteria, including the special eligibility criteria** (given in the CCMT website) for their chosen programmes, before filling and locking them in their choice list. *CCMT and PIs are not responsible for cancellation of their allotted seat and/or admission due to their non-fulfilment of eligibility criteria, including special eligibility criteria.*
- All the candidates must lock their final choices by 23:59 hrs IST of the last day of choice locking as per CCMT-2021 Schedule. If a candidate fails to lock her/his choices by 23:59 hrs IST of the last day of choice locking, her/his last saved choices will be automatically locked and the same list will be considered for further counseling process.
- The saved choice list of the candidate must contain at least one programme. Registered candidates who do not fill any choice or fail to save them by 23:59 hrs IST of the last day of choice filling will not be considered for seat allotment and admission.
- **Candidates will not be able to unlock or change their choices once the choices are locked.** Hence, they are advised to lock their choices very carefully.

Candidates may take assistance through helpline email [ccmt2021help@mnit.ac.in](mailto:ccmt2021help@mnit.ac.in) regarding issues related with registration and choice filling.

## **5.2 Three Regular Rounds of Counselling**

Three rounds of seat allotment and document verification will be conducted, which will be followed by physical reporting at the finally allotted institute.

### **5.2.1 First Round of Counselling**

Eligible candidates for seat allotment: Candidates who have registered for CCMT-2021, paid registration fee and filled & saved choices.

### ***5.2.1.1 Seat Allotment***

All the available seats will be considered for allotment. The choices submitted by the candidates during registration will be processed and a seat will be allotted based on the merit, as per the rules of allotment (See Section 3). The allotment result will be declared on the CCMT website and candidates will be able to download their Provisional Seat Allotment Letter (PSAL) from their CCMT login after depositing the Seat Acceptance Fee. **No hard copy of Provisional Seat Allotment Letter will be sent to the candidates individually.**

On allotment of a seat, the candidate is required to pay the seat acceptance fee, upload the required documents, and submit willingness within the stipulated time as notified on the website from time to time as per the procedure mentioned in subsequent sections. If the candidate fails to perform any of these activities within the stipulated time period, (s)he will lose any claim on the allotted seat and will not be considered for seat allotment in subsequent rounds of counseling.

### ***5.2.1.2 Payment of Seat Acceptance Fee***

When a seat is allotted to the candidate, (s)he has to pay the **Seat Acceptance Fee** (refer Table 3) through ICICI Bank online mode (Net Banking/ Debit Card/I-Sure Pay) or at any branch of ICICI through e-Challan (refer section 8 for methods of payment) during the period mentioned in the Schedule given on website. In case the candidate fails to pay the Seat Acceptance Fee, her/his seat allotment shall automatically stand cancelled and (s)he will not be considered for the subsequent rounds of allotment. Proof of payment of Seat Acceptance Fee has to be produced by the candidate at the time of reporting at the finally allotted institute. **Only after payment of seat acceptance fee, the candidate will be able to download the Provisional Seat Allotment Letter (PSAL), upload the documents and submit willingness online.**

### ***5.2.1.3 Online Document Uploading***

On allotment of a seat and payment of seat acceptance fee, the candidate will have to upload the required documents (as per list mentioned in Annexure-III) through their login for online verification as per the schedule given on website. Please note that the option of document upload will be enabled only after payment of seat acceptance fee. Guidelines for document uploading will be made available on the CCMT website.

PwD candidates are required to upload the scanned copy of an Affidavit in a format mentioned in Annexure-VI in addition to the PwD certificate, which they need to carry in original at the time of physical reporting at the allotted institute.

If the original certificates are not in English/Hindi, English/Hindi version/translation of such certificates, duly certified by the Principal/Director or other competent authority of the graduating Institute, will be required.

### ***5.2.1.4 Online Submission of Willingness***

On allotment of a seat and payment of seat acceptance fee, the candidates are required to exercise one of the following willingness online through their login:

- i. **Float**, if they wish to be considered in the next round for all of their better preferred choices (*i.e.* across the Institutes).
- ii. **Slide**, if they wish to be considered in the next round for their better preferred choices only within the Institute allotted to them.
- iii. **Freeze**, if they are satisfied with the currently allotted seat and not interested in their better preferred choices in the subsequent round(s).

#### ***5.2.1.5 Online Document Verification***

**The document verification will be done by the verifying officer of the respective allotted institute only in the online mode.** In case of a doubt regarding the documents, the Document Verifying Officer of the allotted Institute will raise a query to the candidate, against which, the candidate can respond through her/his login. This interaction between the Document Verifying Officer and the candidate can occur multiple times till the issue is not resolved. The candidate will be compulsorily required to submit his clarifications/documents in response to the queries raised by the Document Verifying Officer of the Allotted Institute in the stipulated time period, failing which he will be treated as Not-Reported, and hence her/his seat will be cancelled and will not be considered for seat allotment in subsequent rounds. Thus the candidates are advised to regularly visit their login portal for any such query raised by the verifying officer and respond the same within stipulated time. In case, the seat is cancelled in Regular Rounds, the candidate may participate in Special Rounds, if (s)he fulfills the eligibility requirements at that time.

**Candidates may note that special eligibility condition(s) of any program would be checked by the allotted institute only after that seat is allotted to the candidate. Special eligibility condition(s) of a choice filled by the candidate are not checked during document verification in case that seat is not allotted to the candidate. So, if in next round candidate are allotted a seat with special eligibility condition(s) and at that time it is found that candidate is not fulfilling the special eligibility condition(s) for that seat, his/her allotment would be cancelled and candidate would themselves be responsible for the same. IN ESSENCE, CANDIDATE MUST CAREFULLY CHECK THAT HE/SHE IS FULFILING SPECIAL ELIGIBILTY CONDITION(S) FOR THE SEAT BEFORE ADDING IT AS HIS/HER CHOICE.**

#### **Updation of Candidate's data / Cancellation of seat during document verification**

- a. During document verification, if the personal data submitted by the candidate during online registration is found to be false, her/his seat allotment is liable to be cancelled.
- b. If a candidate fails to produce valid category/PwD certificate, her/his allotment will stand cancelled if the presently allotted seat was based on her/his claimed category. However, in such case, if still eligible after updation of the category, s(he) may be considered for allotment in subsequent rounds, as per her/his updated category. But, after updating the category, if the candidate does not satisfy the minimum eligibility criteria, (s)he will NOT be considered for the subsequent rounds of counseling process. The category data may be updated during the online

document verification period, after obtaining an undertaking (Annexure-VII) from the candidate to be uploaded online (which will be required to be submitted in original at the time of physical reporting at the finally allotted institute).

**Following category conversion of the candidate is permitted:**

<b>Original Category</b>	<b>New Category</b>
GEN-EWS	GEN
OBC	GEN
SC	GEN
ST	GEN
GEN-PwD	GEN
GEN-EWS-PwD	GEN-EWS
OBC-PwD	OBC
SC-PwD	SC
ST-PwD	ST

**Following Category Conversion of the candidate is not permitted:**

<b>Original Category</b>	<b>New Category (not permitted)</b>
GEN	GEN-EWS/OBC/SC/ST
GEN-EWS	OBC/SC/ST
OBC	GEN-EWS/SC/ST
SC	GEN-EWS/OBC/ST
ST	GEN-EWS/OBC/SC
SC	SC-PwD
ST	ST-PwD
OBC	OBC-PwD
GEN-EWS	GEN-EWS-PwD
GEN	GEN-PwD

- c. In case, the candidate is found ineligible at the time of document verification (online / physical reporting at the allotted institute) due to mismatch between her/his degree/discipline as per documents and that filled up during registration, her/his seat is liable to be cancelled and qualification degree/discipline name will be updated in the system. Such candidate will be considered in subsequent rounds and only those choices will be considered for allotment for which (s)he is eligible as per her/his updated qualification degree/discipline. Refer section 11 for Eligibility matrix of various programmes. The candidates are responsible to check the programmes in which they are eligible before including them in Choice List during registration.

d. In case, the marks/CGPA filled in during registration do not match with that in documents, the same will be updated by the Document Verifying Officer. Thus the candidates are required to visit their login portal to see such update, if any. If the candidate fails to satisfy the minimum eligibility criteria based on updated information (refer section 2), her/his allotted seat shall stand cancelled and such candidate will not be considered for seat allotment in subsequent rounds, if any.

In case, the qualifying degree passing status filled in at the time of registration, is found to be different at the time of document verification, her/his qualifying degree passing status will be updated in the system if status is changed from “Appearing” to “Passed” but vice-versa is not allowed. In case, the status is changed to “Passed”, the minimum eligibility criteria will be checked as mentioned above.

e. In case, Candidates having qualifying degree status as “Appearing” and have not uploaded course completion certificate (format available in CCMT website), duly signed by the head of the institution, her/his allotted seat shall stand cancelled and such candidate will not be considered for seat allotment in subsequent rounds, if any.

f. In case, the candidate’s qualifying degree passing year filled in during registration does not match with the documents, it will be updated in the system.

g. In case the date of birth filled up by the candidate during registration does not match with the documents, then the seat may be cancelled if the actual date of birth (as per documents) is later than that filled by the candidate during registration.

h. If a candidate does not fulfil the special eligibility criteria for the allotted seat, if any, her/his allotment will stand cancelled. However, (s)he will be considered for allotment in further rounds against the programmes for which (s)he will be eligible.

In case of seat cancellation due to any of the above reason, **NO** fresh choice filling will be permitted at this stage under any circumstance. Refund of Fee will be dealt by the Refund Rules (refer section 9).

#### **Issue of Online Document Verification Certificate (ODVC)**

As an outcome of online verification of documents, an ODVC will be generated, which will be available for download in the candidate’s login. The ODVC will indicate the personal details of the candidate, details of the Institution and programme allotted, details of seat acceptance fee, the willingness (Float or Slide or Freeze) exercised by the candidate for subsequent rounds of allotment, and STATUS of document verification. The candidate should check all the entries in the ODVC and download it for producing the signed copy of the same at the time of physical reporting at the finally allotted institute.

All the candidates who have obtained ODVC from the portal and have Float or Slide willingness, should regularly visit the CCMT website for the status / up-gradation of their allotted seat in the subsequent rounds of allotment. They should take a print copy of the document (PSAL) indicating

the new allotment if any, as available on the CCMT website.

Based on documents uploaded by the candidate for online document verification and fulfillment of queries raised by the document verifying officer, the STATUS of ODVC may be:

- Documents Verified Online for minimum eligibility
- Seat cancelled and eligible for subsequent rounds
- Seat cancelled and not eligible for subsequent rounds

**After successful document verification and confirmation of the seat, the candidate will be required to complete the admission formalities by depositing the balance institute fee during the period of “Online Admission” after Round-3 of Regular Rounds as per schedule mentioned on the CCMT website failing which their seat will be cancelled and it will be treated as “Auto-Withdrawal”.**

**After taking admission in the allotted institute by depositing the balance fee in the stipulated time, the candidates are required to report at the Finally Allotted Institute in the “Final Reporting” period after Special Round-2 as per schedule mentioned on the website, failing which their seat will be cancelled and the fee deposited will be forfeited.**

**In case of seat cancellation, the candidate will lose any claim on the cancelled seat and the refund, if any entitled will be made as per refund rules (refer section 9).**

#### ***5.2.1.6 Change of Willingness / Withdrawal***

After document verification, the candidates can exercise one of the following options during the period given in the schedule on website, if required:

- Change of Willingness (One more type of Willingness “*Surrender and Participate in Next Round*” is provided here in addition to “*Float*”, “*Slide*”, and “*Freeze*”)
- Withdrawal

This activity is optional, hence, if a candidate does not exercise any of these options at this stage, the `WILLINGNESS' submitted earlier will be carried forward for subsequent rounds of allotment. Once ‘Withdrawal’ is exercised by a candidate (s)he will not be allowed to change the Willingness, however, vice-versa is allowed.

These options may be exercised by the candidate through her/his login well authenticated by a One-Time Password (OTP).

While exercising the option, same One-Time Passwords (OTPs) will be sent to the registered mobile number and email ID of the candidate. Candidates are required to enter the OTP correctly to confirm the chosen option.

#### 5.2.1.6.1 Change of Willingness

Candidates, who have already exercised their willingness at the time of online document uploading through their login and got the documents verified successfully online, may change their willingness for subsequent rounds ONLINE during the period given in the schedule on website through their CCMT login. One more type of Willingness “Surrender and Participate in Next Round” will also be available at this stage. Permission to change in Willingness will be as per following Table:

**Table 5: Permission of Willingness Change**

<b>From</b>	<b>To</b>
Float	Slide
Float	Freeze
Float	Surrender and Participate in Next Round
Slide	Freeze

i.e. the willingness can be changed from *Float* to *Slide*, or *Float* to *Freeze*, or *Float* to “*Surrender and Participate in Next Round*”, or *Slide* to *Freeze*. The vice-versa changes, i.e., from *Freeze* to *Slide*, or “*Surrender and Participate in Next Round*” to *Float* or *Freeze* to *Float*, or *Slide* to *Float* are not permitted.

**This activity is optional, hence, if a candidate does not change the `WILLINGNESS', her/his earlier specified WILLINGNESS will be considered in the subsequent round(s) of allotment.**

#### **Surrender & Participate in Next Round:**

After successful online document verification, if the candidate wishes to surrender the currently allotted seat at this stage but wishes to participate in subsequent rounds, s/he may select this Willingness, which means the candidate REJECTS the offered seat in the current round and wishes to participate in the next round. Such candidate will be considered in the next round for her/his choices above the currently allotted seat (which s/he has surrendered). Irrespective of the candidate being allotted / not allotted any seat in the next round, **s/he will have no claim on the seat allotted in the current round, which s/he has surrendered.** This implies if no seat is allotted in next round, the candidate will lose the already allotted seat in the current round.

#### 5.2.1.6.2 Withdrawal of Allotted Seat

After successful document verification, if a candidate wishes to withdraw from CCMT-2021, s/he can do so ONLINE by logging in to her/his CCMT login. The withdrawal from counseling process can be done **during the period given in the schedule on website.**

All candidates, who withdraw their seat, forfeit all claims on the seat allotted to them. After the allotted seat is cancelled, the candidate cannot participate in further rounds of counseling process, however can apply in Special Rounds as a fresh candidate by paying the required fee.

## 5.2.2 Second Round of Counselling

**Eligible Candidates:** There is no fresh registration and choice filling in this round. Registered candidates will not be allowed to add/ alter their choices. Candidates eligible for seat allotment in current round fall into any one of the following types:

- Type-I: Registered candidates who were not allotted any seat in previous round.
- Type-II: Registered candidates who were allotted seats in previous round and deposited seat acceptance fee, but their allotted seats were cancelled during online document verification due to non-fulfilment of any required criterion and are still eligible for counseling.
- Type-III: Registered candidates who were allotted seats in previous round, deposited seat acceptance fee, specified “*Float*”/ “*Slide*” as their willingness and got documents verified online successfully. However, candidates with willingness as “*Freeze*” will also be processed only for category upgradation without changing the seat allotment.
- Type-IV: Registered candidates who were allotted seats in previous round, deposited seat acceptance fee, got documents verified online successfully, and have exercised “*Surrender and Participate in Next Round*” option

### 5.2.2.1 Seat Allotment

The choices of eligible candidates as mentioned above will be processed and a seat will be allotted based on the merit, as per the rules of allotment (see Section 3). The choices to be considered for allotment will be based on rules below:

- Float:*** All the choices above the choice allotted in previous round will be processed. If no higher choice is allotted based on the merit, then the seat allotted in the previous round will be retained.
- Slide:*** All the choices (of the Institute allotted in previous round) above the choice allotted in previous round will be processed. If no higher choice is allotted based on the merit, then the seat allotted in the previous round will be retained.
- Surrender & Participate in Next Round:*** All the choices above the choice allotted in previous round will be processed. If no higher choice is allotted based on the merit, then the candidate will proceed further in the counselling process without any seat in her/his hand and the candidate will have no claim on the surrendered seat.
- Freeze:*** There will not be any change in Seat Allotment, however, such candidates will be processed only for category upgradation.

If the allotted seat is of better preferred choice for a candidate who had specified her/his willingness as Float/Slide in the previous round then s/he will forfeit the claim on the seat allotted to her/him in the earlier rounds.

The allotment result will be published on the CCMT website and, candidates can download their provisional seat allotment letter from their CCMT login. **NO hard copy of provisional seat allotment letter will be sent to any candidate.**

#### ***5.2.2.2 Payment of Seat Acceptance Fee***

Refer section 5.2.1.2 for procedure for payment of **Seat Acceptance Fee**.

Candidates who have already paid seat acceptance fee in a previous round are not required to pay again at this stage.

#### ***5.2.2.3 Online Document Uploading***

Refer section 5.2.1.3 for procedure of online document uploading.

Candidates who have already got their documents verified online in a previous round are not required to upload their documents again.

#### ***5.2.2.4 Online Submission of Willingness***

Refer section 5.2.1.4 for procedure and rules for online submission of willingness.

Candidates who have already submitted their willingness online in a previous round are not required to submit their willingness at this stage. However, if the candidate wishes to change her/his willingness, s/he can do so at a different stage as mentioned in section 5.2.2.6.

#### ***5.2.2.5 Online Document Verification***

Refer section 5.2.1.5 for procedure of online document verification.

Candidates who have already got their documents verified online in a previous round are not required to get their documents verified again.

#### ***5.2.2.6 Change of Willingness / Withdrawal***

Refer section 5.2.1.6 for procedure of exercising anyone of the options “*Change of Willingness*”, or “*Withdrawal*”.

**5.2.3 Third Round of Counselling Eligible Candidates:** Refer section 5.2.2; the procedure mentioned therein shall be followed.

#### ***5.2.3.1 Seat Allotment***

Refer section 5.2.2.1 for procedure and rules of seat allotment, which shall be followed.

### ***5.2.3.2 Payment of Seat Acceptance Fee***

Refer section 5.2.1.2 for procedure for payment of **Seat Acceptance Fee**, which shall be followed. Candidates who have already paid seat acceptance fee in a previous round are not required to pay again at this stage.

### ***5.2.3.3 Online Document Uploading***

Refer section 5.2.1.3 for procedure of online document uploading, which shall be followed. Candidates who have already got their documents verified online in a previous round are not required to upload their documents again.

### ***5.2.3.4 Online Submission of Willingness***

This activity is not required in this round as this is the last regular round and the candidates are required to report physically at the finally allotted institute in this round as per schedule given on the website.

## **5.3 Online Document Verification and Admission at the Finally Allotted Institute**

### **5.3.1 Online Document Verification by the Finally Allotted Institute**

Online document verification by the Finally Allotted Institute will be done as per the schedule given on the website for the following types of the candidates:

- (a) Candidates who have been allotted a seat first time in Round-3 and paid seat acceptance fee & uploaded the documents
- (b) Candidates who have got a seat allotted in Round-1 or Round-2 and have got their documents verified online but the Allotted Institute of the candidate has changed after the document verification in previous rounds.

In addition to verification of the documents, the officials of the allotted institute will also check the **special eligibility conditions** if any, for the seat allotted to the candidate.

Even after having ODVC generated from Portal after online document verification earlier, while verifying documents by the newly allotted institute, if it is found that the candidate is not eligible for the allotted seat then her/his seat allotment will be **cancelled** for which the candidate alone will be responsible. The CCMT/allotted Institute will not be responsible for cancellation of allotted seat /admission due to non-fulfilment of required eligibility criteria.

During document verification by the allotted Institute, if any discrepancy is found in candidate's personal data, it will be dealt as per norms mentioned in section 5.2.1.5. Similarly, if any discrepancy is found with respect to candidate's eligibility, it will be dealt as per norms mentioned in para "Cancellation of seat during document verification" of section 5.2.1.5.

### **5.3.2 Online Admission in the Finally Allotted Institute**

After successful online document verification by the finally allotted institute, the candidates will have to pay the balance admission fee (the difference between the total fee of the allotted institute and Seat Acceptance Fee already paid, if any) to the respective allotted Institute in the online mode within the stipulated time period (Tentative fee structure of all PIs is given on the CCMT website).

However, the candidates who are going to register for Special Rounds as per Schedule (notified on CCMT website) are not required to pay the balance fee of the allotted institute. They are required to upload an affidavit (in the format given in Annexure-V) in this regard. **If such a candidate DOES NOT REGISTER for Special Rounds during the stipulated time, her/his current allotted seat from Regular Rounds will be cancelled and (s)he will not be considered for the Special Rounds. This will be treated as Auto-Withdrawal from the Counseling process.** The Seat Acceptance Fee paid by such candidate before the Special Round, will be refunded by CCMT as per refund rules mentioned in Section 9.2.

The PwD candidates will be required to undergo the medical examination by the medical board of the finally allotted institute at the time of final reporting after Special Rounds as per Schedule mentioned on the website. Based on medical examination, if the medical board finds the candidate ineligible for PwD category at that time, her/his seat may be cancelled.

As an outcome of successful online document verification and online deposition of balance fee at the finally allotted Institute, a Provisional Admission Letter (PAL) will be generated.

**If a candidate fails to deposit the balance fee of the allotted institute as per the schedule given on website, then the allotted seat will be automatically cancelled. Refer section 9 for refund rules.**

**The candidates are required to report at the Finally Allotted Institute in the “Reporting” period after Special Round-2 as per schedule mentioned on the website, failing which their seat will be cancelled and the fee deposited will be forfeited.**

### **6. Withdrawal from Admitted Institute**

After successful online admission in the finally allotted Institute, the candidate may withdraw from the admitted Institute online as per Schedule through her/his login well authenticated by a One-Time Password (OTP). On Withdrawal from the admitted Institute, the candidate will not have any claim on the allotted seat. Refer section 9 for refund rules. Such candidates may participate in Special Rounds by making fresh registration and choice filling.

## 7. Special Rounds (SR)

Two Special Rounds (SR) will be conducted for filling the seats remained vacant after physical reporting of regular rounds at the allotted institute as per Schedule given on website. The tentative vacant seats for SR will be published on CCMT website.

### 7.1 Online Registration, Choice Filling and Locking for Special Rounds

**Eligible Candidates for Registration:** Candidates eligible for registration for Special Rounds fall into any one of the following types:

Type-I: Candidates who did not register for CCMT Regular Rounds but are eligible as per the rules mentioned in Eligibility Criteria (Refer section 2) will also be eligible for participating in the Special Rounds.

Type-II: Candidates who have participated in CCMT Regular Rounds and got admitted on a seat (even if they have withdrawn later) will also be eligible for participating in the Special Rounds by doing fresh registration and choice filling.

Please note that the candidates admitted in the Finally Allotted Institute (and not withdrawn) will retain their seat if new seat is not allotted in the Special Rounds. However, if a new seat is allotted in Special Rounds, the earlier allotted seat will be **cancelled**.

Type-III: Candidates who have participated in CCMT Regular Rounds but did not get any seat will also be eligible for participating in the Special Rounds by doing fresh registration and choice filling.

Type-IV: Candidates who have participated in CCMT Regular Rounds, got a seat allotted, however, the seat got cancelled during document verification, but still satisfies the eligibility criteria. Such candidates may also participate in the Special Rounds by doing fresh registration and choice filling.

If a candidate fails to register for the Special Rounds within stipulated time, (s)he will not be entertained in any of the Special Rounds.

The process for online registration and choice filling for special rounds is the same as that of regular rounds (as mentioned in Section 5.1) with a difference that the candidate is required to pay Special Rounds Participation Fee also along with the SR Registration Fee. Refer Table 3 for the SR Registration Fee and SR Participation Fee. Refer Section 8 for methods of payment of fee. In case a seat is allotted to the candidates in Special Rounds, the SR Participation Fee will be adjusted in the fee of the respective institute at the time of physical reporting. In case no seat is allotted / seat is cancelled/ not reported, please refer Section 9 for refund rules.

## **7.2 Detailed Procedure of Special Rounds of Counselling**

### **7.2.1 First Special Round of Counselling**

#### ***7.2.1.1 Seat Allotment***

All the available seats will be considered for allotment. The choices submitted by the candidates during registration in Special Rounds will be processed and a seat will be allotted based on the merit, as per the rules of allotment (See Section 3). The allotment result will be declared on the CCMT website and candidates will be able to download their Provisional Seat Allotment Letter (PSAL) from their CCMT login. **No hard copy of Provisional Seat Allotment Letter will be sent to the candidates individually.**

On allotment of a seat, the candidate is required to upload the required documents, and submit willingness as per the procedure mentioned in subsequent sections within the stipulated time period. If the candidate fails to perform any of these activities within the stipulated time period, (s)he will lose any claim on the allotted seat and will not be considered for seat allotment in subsequent rounds of counseling.

#### ***7.2.1.2 Online Document Uploading***

The procedure of online document uploading is same as that for Regular Rounds as mentioned in section 5.2.1.3.

Candidates who have already got their documents verified online in a previous round are not required to upload their documents again. However, if there is any change in the personal details or choices which require the special eligibility check, the candidate are required to upload the required documents. The candidates are advised to check their login account on the CCMT portal regarding requirement of uploading the documents.

#### ***7.2.1.3 Online Submission of Willingness***

The procedure of online submission of willingness is the same as that for Regular Rounds as mentioned in section 5.2.1.4.

#### ***7.2.1.4 Online Document Verification***

The procedure of online document verification is the same as that for Regular Rounds as mentioned in section 5.2.1.5.

The candidates whose documents have already been verified in the Regular Rounds may again be required to undergo for document verification in some cases like change in the personal details or choices which require the special eligibility check.

### **7.2.1.5 Change of Willingness/ Withdrawal**

The procedure of “Change of Willingness” and “Withdrawal” is the same as that for Regular Rounds as mentioned in section 5.2.1.6.

In addition to these rules, the candidates who have not been allotted any seat in SR-1 can also withdraw from Special Rounds. Also, the candidates who were allotted a seat in Regular Rounds and are participating in Special Rounds while retaining that seat, can choose the Willingness “*Surrender and Participate in Next Round*”. By choosing this Willingness, the candidate will lose any claim on the currently allotted seat. Refer Refund Rules mentioned in Section 9.3 for refund, if any.

### **7.2.2 Second Special Round of Counselling**

**Eligible Candidates:** There is no fresh registration and choice filling in Special round-2. Registered candidates will not be allowed to add/ alter their choices. Candidates eligible for seat allotment in this round fall into any one of the following types:

- Type-I: Candidates registered for Special Rounds who were not allotted any seat in SR-1.
- Type-II: Registered candidates who were allotted seats in SR-1, but their allotted seats were cancelled during online document verification due to non-fulfilment of any required criterion and are still eligible for counseling.
- Type-III: Registered candidates who were allotted seats in SR-1, specified “*Float*”/ “*Slide*” as their willingness and got documents verified online successfully. However, candidates with willingness as “Freeze” will also be processed only for category upgradation without changing the seat allotment.
- Type-IV: Registered candidates who were allotted seats in SR-1, got documents verified online successfully, and have exercised “*Surrender and Participate in Next Round*” option

#### **7.2.2.1 Seat Allotment**

The procedure of Seat Allotment in SR-2 is the same as that for Regular Round-2 as mentioned in section 5.2.2.1.

#### **7.2.2.2 Online Document Uploading**

The procedure of online document uploading is the same as that for Regular Rounds as mentioned in section 5.2.1.3.

### **7.3 Reporting after Special Rounds**

All candidates who have got a seat allotted in Special Round-1 and have got their documents verified online AND candidates having got seat allotted first time in Special Round-2 are required to report to the finally allotted Institute for document verification and admission as per

schedule given on website, which may change due to prevailing Covid-19 pandemic or any other unavoidable situation/circumstances. Thus the candidates should regularly visit the website for such new updation, if any. Candidates are required to carry their original documents along with a set of photocopies as per Annexure-IV for final reporting. In addition to verification of the documents, the officials of the allotted institute will also check the **special eligibility conditions** if any, for the seat allotted to the candidate.

If the original certificates are not in English/Hindi, English/Hindi version/translation of such certificates, duly certified by the Principal/Director or other competent authority of the graduating Institute, will be required to be produced.

Even after having ODVC generated from Portal after online document verification in SR-1, while verifying documents at the time of physical reporting, if it is found that the candidate is not eligible for the allotted seat then her/his seat allotment will be **cancelled** for which the candidate alone will be responsible. The CCMT/allotted Institute will not be responsible for cancellation of allotted seat /admission due to non- fulfilment of required eligibility criteria.

At the time of reporting to the allotted institute, the candidates will have to pay the balance admission fee (the difference between the total fee of the allotted institute and SR Participation Fee, if any) to the respective allotted Institute in the mode prescribed by them on their website (Tentative fee structure of all PIs is given on the CCMT website).

The PwD candidates will be required to undergo the medical examination by the medical board of the allotted institute. Based on medical examination, if the medical board finds the candidate ineligible for PwD category, her/his seat may be cancelled, and her/his category will be converted accordingly.

As an outcome of successful reporting and document verification at the finally allotted Institute, a Provisional Admission Letter (PAL) will be generated and printed in two copies (one copy for candidate and another for Institute record). The candidates may start attending the classes as per the schedule of the respective Institute.

**If a candidate fails to report (due to any reason) at the allotted institute as per the schedule mentioned on CCMT website, which may change due to prevailing Covid-19 pandemic or any other unavoidable situation/circumstances, then the allotted seat will be automatically cancelled. Refer section 9 for refund rules.**

## **8. Methods of Payment of Fee**

Candidates can deposit various types of fee (registration fee and seat acceptance fee) through ICICI bank online mode (Net Banking/ Debit Card/I-Sure Pay) or at any branch of ICICI through e-Challan as per schedule given on website. CCMT will not be responsible for any payments made after the due date. The candidate can make digital payment by using Debit Card, Net Banking, I-Sure Pay while if the candidate wishes to deposit the fee in any of the ICICI branch in the country, (s)he can use option of e-challan. Process guidelines for making payment through **e-challan** is as follows:

- The candidates can generate and print e-Challan form through their login on CCMT portal.

- e-Challan form can be generated by the system only once for a given type of fee (*viz.*, Registration Fee, Seat Acceptance Fee).
- Candidates can deposit the e-challan and pay the fee at any ICICI branch by cash/ cheque (Only ICICI cheques will be allowed).
- In case the candidate generates the e-Challan form using the system, but do not make payment, their application process will be incomplete

## **9. Refund/Adjustment of Fee**

Registration fee paid for registration in Regular Rounds and/or Special Rounds is non-refundable and non-adjustable towards the fee of allotted institute. Refund of Seat Acceptance Fee/ Participation Fee, if any will be initiated after completion of counselling process.

### **9.1 Adjustment of Seat Acceptance Fee and Participation Fee**

- Seat Acceptance Fee (SAF) deposited by the Candidate on allotment of a seat in Regular Rounds will be adjusted in the Institute fee at the time of physical reporting at the Allotted Institute after Round-3 allotment.
- The SAF paid in Regular Rounds will be adjusted in Special Rounds participation fee, if the candidate wishes to participate in Special Rounds, irrespective of whether the candidate has taken admission in Regular Round-3 or not.
- Participation Fee collected during the Registration of Special rounds will be adjusted towards the Institute fee at the time of physical reporting at the allotted institute after Special Round-2 allotment.

### **9.2 Rules for Refund of Seat Acceptance Fee Paid in Regular Rounds**

- (a) After depositing the SAF in Regular Rounds:
- (i) if the candidate does not upload the required documents, or
  - (ii) if discrepancy is found during document verification at any stage (online or during physical reporting), or
  - (iii) after successful online document verification in RR-1 or RR-2 OR first time seat allotment in RR-3, the candidate did not report physically at the allotted Institute

In all such cases, the seat will be cancelled and the SAF will be refunded after deducting processing fee of Rs. 1000/-.

- (b) After depositing the SAF in Regular Rounds and successful document verification, if the candidate selects the option “Surrender and Participate in Next Round” and no seat is allotted in subsequent Rounds and the candidate does not participate in Special Rounds, the SAF will be refunded after deducting processing fee of Rs. 1000/-
- (c) After depositing the SAF in Regular Rounds, if the candidate withdraws in RR-1 or RR-2, the SAF will be refunded after deducting processing fee of Rs. 1000/-

- (d) After depositing the SAF in Regular Rounds, if the candidate withdraws after physical reporting at the allotted institute in RR-3, the SAF will be refunded after deducting processing fee of Rs. 2000/-.
- (e) After depositing the SAF in Regular Rounds and successful document verification, during physical reporting at the allotted institute after RR-3 allotment, if the candidate has given option for participating in Special Rounds (by submitting an affidavit in the required format) and then (s)he does not register for Special Rounds, SAF will be refunded after deducting processing fee of Rs. 2,000/-.

Refund to candidates falling in above category (a) to (e) will only be made if they do not participate in Special Rounds. In case such candidates register for Special Rounds (except case 'e'), the full amount of SAF without any deduction will be adjusted in the Participation Fee of Special Rounds.

### **9.3 Rules for Refund of Participation Fee Paid during Registration of Special Rounds**

- (a) If no seat is allotted to the candidate in any of the Special Rounds, the Participation Fee will be refunded without any deduction. Please note that seat retained from regular rounds will be treated as seat allotted in Special Rounds. In that case, fee will not be refunded and it will be transferred to the allotted institute.
- (b) If no seat is allotted to the candidate in SR-1 and the candidate exercises "Withdrawal" in SR-1 from further counselling process, the Participation Fee will be refunded after deducting processing fee of Rs. 2000/-.
- (c) After Allotment of seat in Special Round-1:
  - (i) if the candidate does not upload the required documents, or
  - (ii) if discrepancy is found during online document verification of SR-1In all such cases, the seat will be cancelled and the Participation Fee will be refunded after deducting processing fee of Rs. 2000/-.
- (d) After allotment of seat in Special Round-1 and successful document verification (including those having got allotted seat in Regular Rounds and no change in allotment in SR-1), if the candidate selects the option "Surrender and Participate in Next Round" and no seat is allotted in Special Round-2, the SR Participation Fee will be refunded after deducting processing fee of Rs. 2000/-
- (e) After allotment of seat in Special Round-1 and successful document verification (including those having got allotted seat in Regular Rounds and no change in allotment in SR-1), if the candidate withdraws in SR-1, the SR Participation Fee will be refunded after deducting processing fee of Rs. 2000/-
- (f) After Allotment of seat in Special Round-2 (including seats retained from previous Regular Rounds or SR-1), no refund will be made to the candidate. The participation fee and seat acceptance fee paid will be transferred to the finally allotted Institute.

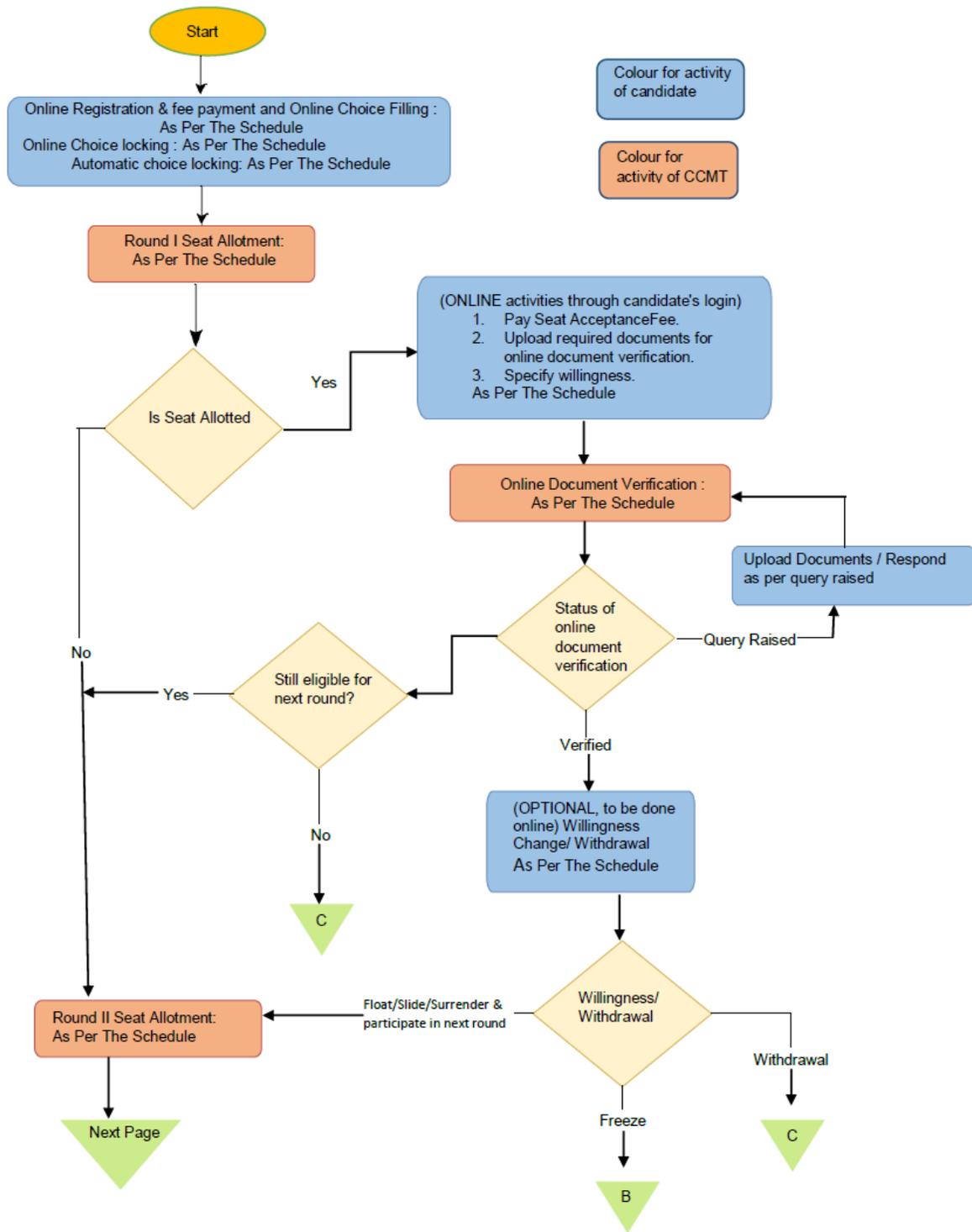
## **10. Legal Jurisdiction**

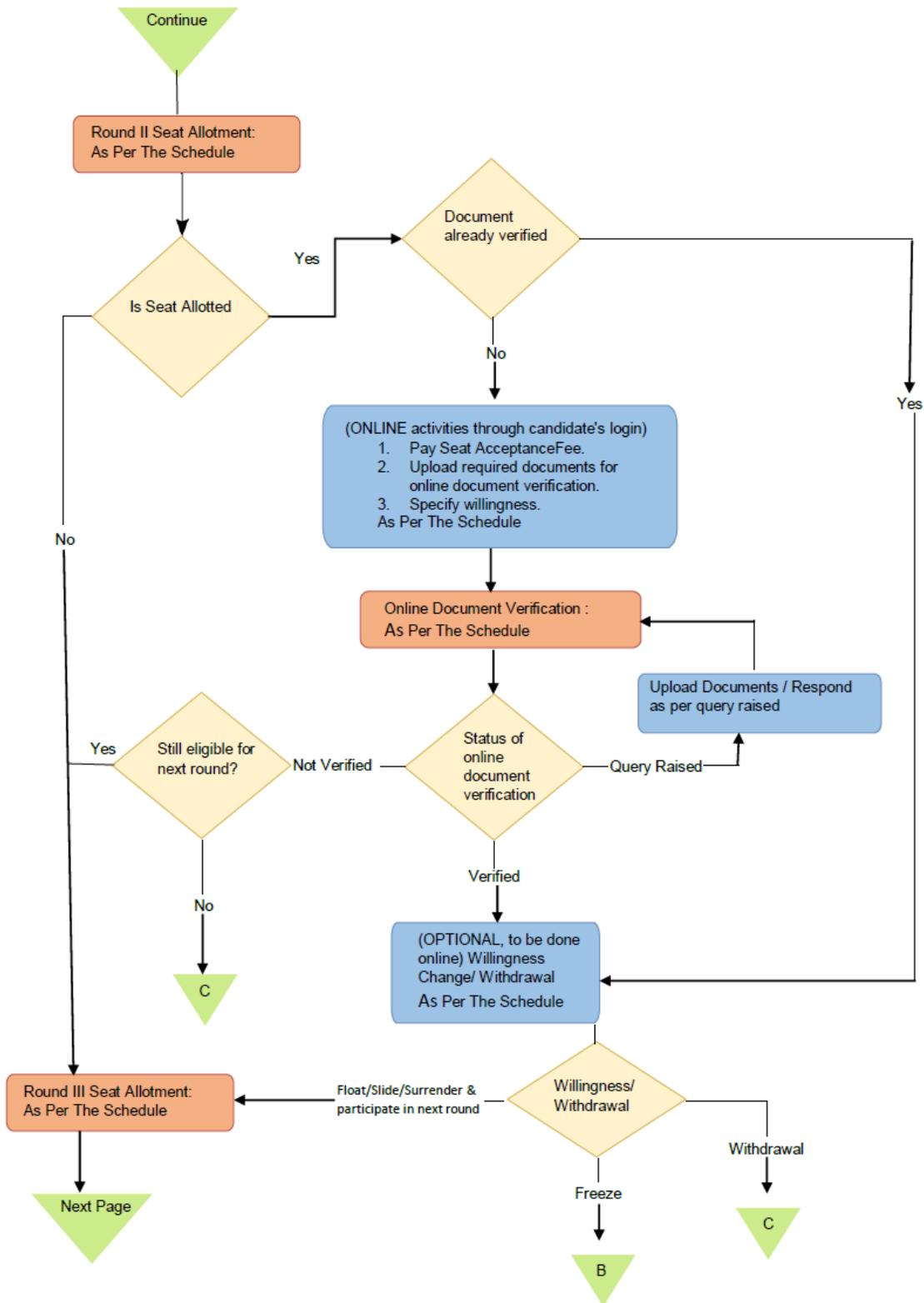
In case of any dispute arising out of the counseling process at any stage up to the final allocation of institution and/or programme, the decision of Chairman, CCMT-2021 shall be final. The jurisdiction for legal disputes, if any, will be limited to Courts situated at Jaipur.

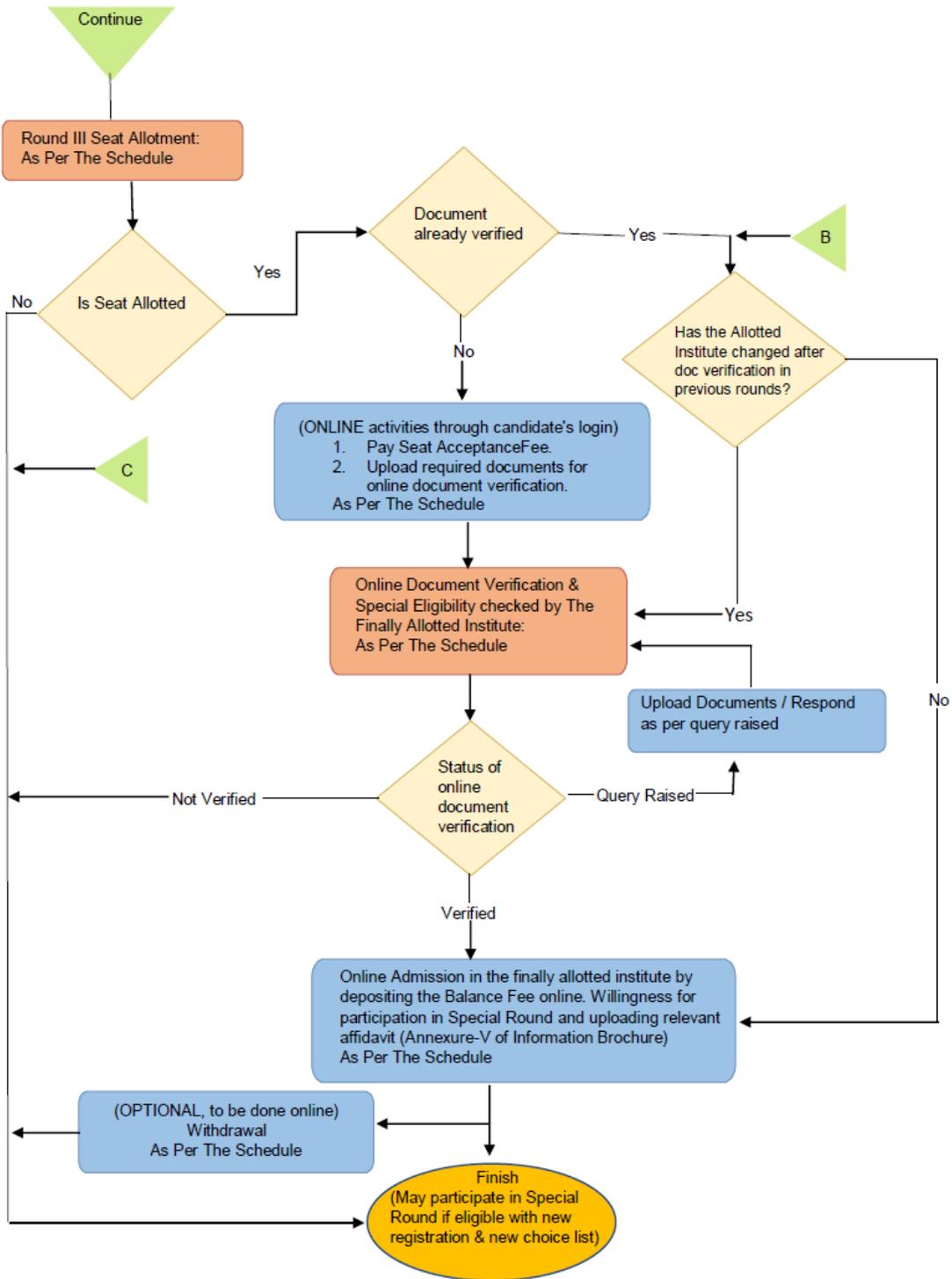
## **11. Seat and Eligibility Matrix**

The category-wise seat matrix provided by the respective Participating Institutes (PI) and Eligibility matrix are given on the CCMT website <https://ccmt.nic.in>. Eligibility Matrix is the mapping of degree name with GATE subject for all the programmes in which admissions are offered by PIs through CCMT. The candidates may note that some institutes have bifurcated the seats of some programmes in groups G1, G2, G3, etc. based on the required intake of degree disciplines. The candidates are responsible to check the programmes in which they are eligible before including them in Choice List during registration.

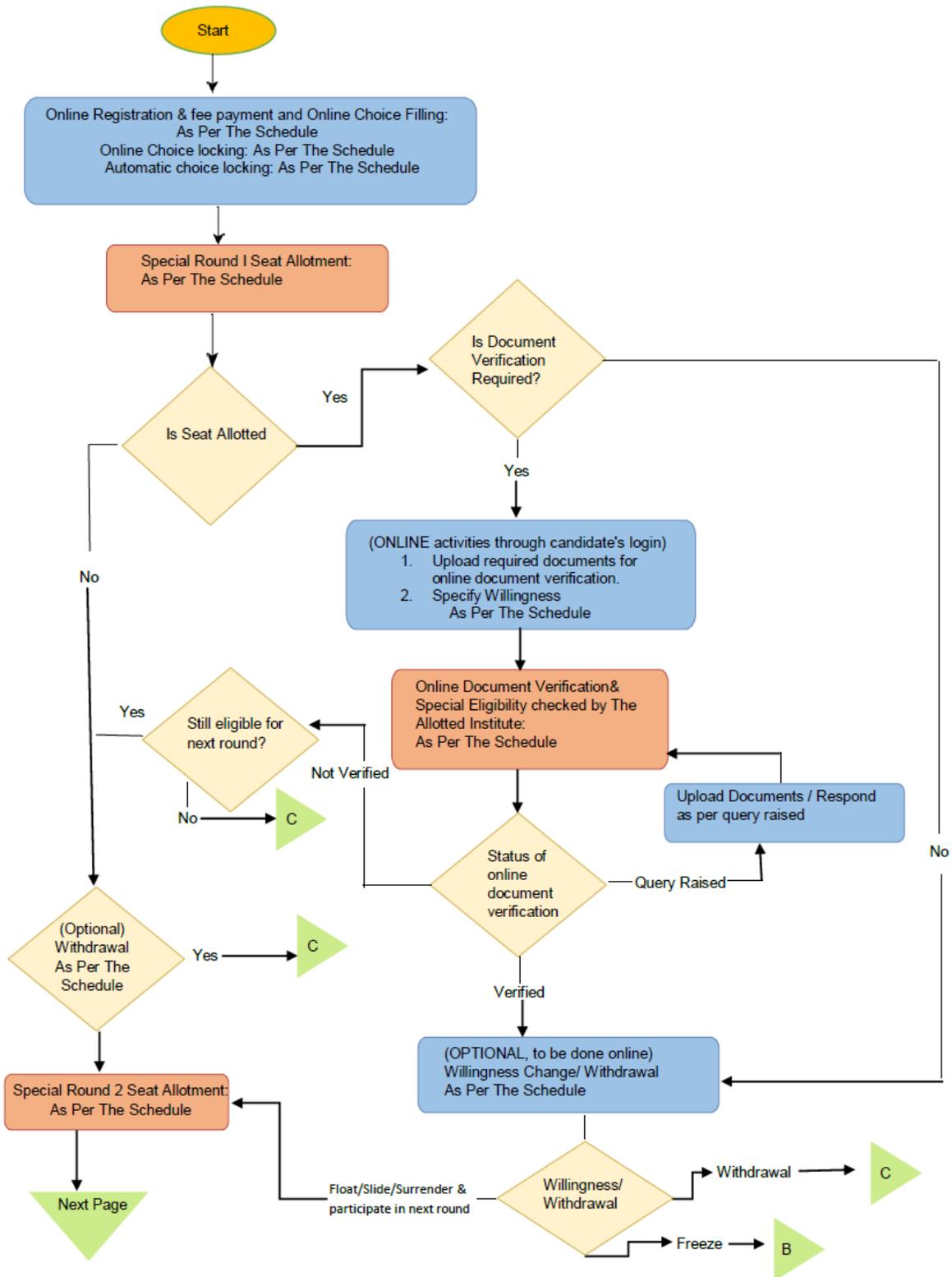
## Flow Chart For Regular Rounds

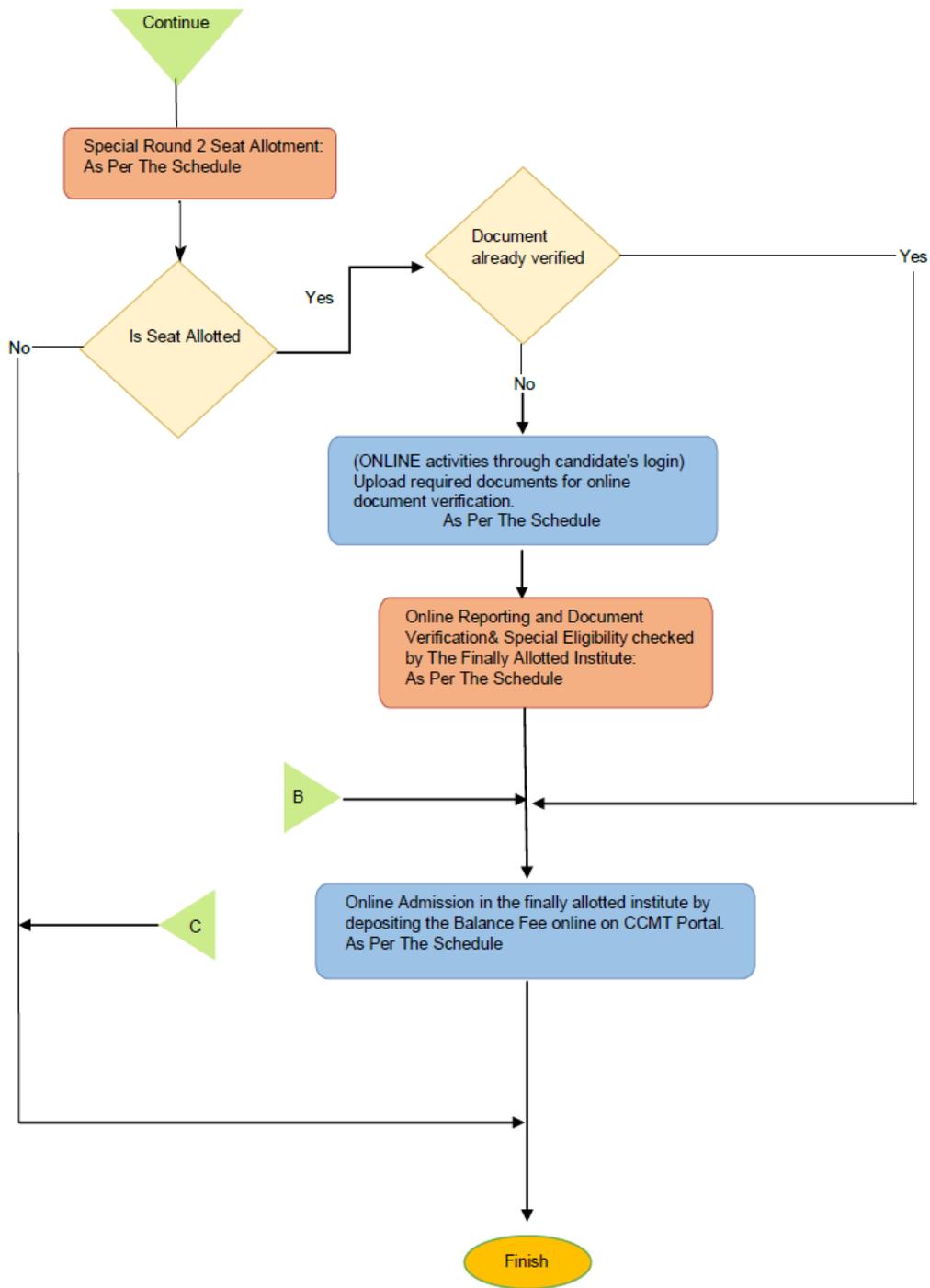






### Flow Chart For Special Rounds





### **Annexure III: List of Documents to be uploaded for Online Document Verification**

**Candidates are required to upload the colored scanned copy of the following original Documents:**

1. Document for Proof of date of birth: Class X marksheet/ certificate issued by the school last attended/ Recognized educational board containing the date of birth of the applicant. In case, class X marksheet/certificate does not contain date of birth, the candidate is required to upload class X marksheet/ certificate and any other Government issued document containing date of birth of the applicant, name and Parent's name such as Passport/ Aadhar Card/ Driving License/ Voter ID Card/ PAN Card/ Birth Certificate issued by Municipal Corporation/authority empowered to register the birth.
2. Photo ID proof as per Govt. of India norms.
3. Mark sheet of Class XII.
4. Grade/Mark sheets of qualifying examination for all semesters.
5. Degree/ Provisional certificate. If result of qualifying degree is awaited, certificate of course completion from the institute/university last studied must be provided in the prescribed format available on the CCMT website.
6. GATE score card (2019 or 2020 or 2021).
7. Certificate of category (SC/ST/OBC-NCL/EWS), if applicable, as per Government of India format, available on the CCMT website, issued by the competent authority. **In case of OBC-NCL/ EWS category, the certificate must be issued on or after April 01, 2021.**  
**Please note that**  
If the candidate is unable to get the OBC-NCL/EWS certificate issued on or after April 1, 2021, (s)he may upload the undertaking (Annexure VIII). However, admission offered, if any, will be provisional, and subject to submission of OBC-NCL/EWS certificate issued on or after April 1, 2021 at the time of physical reporting at the finally allotted Institute. This is temporary arrangement due to COVID-19 pandemic situation.
8. Undertaking by the candidate on OBC-NCL status in the prescribed format available in CCMT website.
9. Original Certificate for Persons with Disabilities (PwD), if applicable, issued by the competent authority. Refer CCMT website for format.

In addition to the above documents, the verifying officials will also check the special eligibility conditions if any, for all the choices including and above the seat allotted to the candidate.

**Note: If the original certificates are not in English/Hindi, English/Hindi version/translation of such certificates, duly certified by the Principal/Director or other competent authority of the graduating Institute, will be required during the verification of documents.**

#### **Annexure IV: List of Documents to be produced during Reporting at Allotted Institute for Admission**

1. All the documents in original which the candidate has uploaded for online document verification (Refer Annexure-III). If the Candidate belonging to OBC-NCL/EWS Category has uploaded the category certificate issued before 1<sup>st</sup> April, 2021, (s)he is required to produce the category certificate in original issued on or after 1<sup>st</sup> April 2021.
2. Proof of payment of Seat Acceptance Fee (SAF).
3. Original Migration certificate of Institute/University last attended
4. Original Conduct Certificate from the Institute/University last attended
5. Original Transfer certificate from the Institute/University last attended
6. Print copy of the Registration form and the locked choices downloaded from the CCMT portal through candidate's login, duly signed by the candidate.
7. Provisional Seat Allotment Letter (PSAL) of the finally allotted seat in Round-3/Special Round-2 downloaded from the CCMT portal through candidate's login, duly signed by the candidate.
8. Online Document Verification Certificate (ODVC) downloaded from the CCMT portal through candidate's login after successful Online Document Verification, duly signed by the candidate.
9. One set of self-attested photocopy of all the original documents mentioned in points 1 and 2. The original documents mentioned in point 1 and 2 will be returned to the candidate after verification.
10. Three passport size color photographs

#### Note:

1. For documents required in addition to the above list, please refer the website of the respective allotted institute.
2. In addition to verification of the above documents, the officials of the allotted institute will also check the **special eligibility conditions** if any, for the seat allotted to the candidate.
3. If the original certificates are not in English/Hindi, English/Hindi version/translation of such certificates, duly certified by the Principal/Director or other competent authority of the graduating Institute, will be required to be produced.
4. As an outcome of successful reporting and document verification at the finally allotted Institute, a Provisional Admission Letter (PAL) will be generated and printed in two copies (one copy for candidate and another for Institute record).

**Annexure-V: Format for Affidavit regarding Participating in Special Rounds**

The following is to be printed/typed and then duly filled on Rs. 50/- Non Judicial Stamp paper and duly notarized.

**AFFIDAVIT**

I, \_\_\_\_\_ (Name of candidate) GATE Registration number \_\_\_\_\_, S/D/O \_\_\_\_\_ resident of \_\_\_\_\_

\_\_\_\_\_ do hereby solemnly affirm and state as follows:

1. That, I have been allotted a seat in \_\_\_\_\_ (Program) of \_\_\_\_\_ (Institute) by CCMT-2021.

2. That, I have opted to go for Special Round of CCMT-2021 for admission in NITs/IIITs/GFTIs.

3. That, I shall be bound by the rules of CCMT-2021.

4. That, I understand that if I do not Register and pay Special Round Participation fee during \_\_\_\_\_ (stipulated time period given in CCMT Schedule available on the website), my current allotted seat of CCMT Regular Rounds will be **CANCELLED** and I will not be considered for the Special Rounds. This will be treated as Auto-Withdrawal from the Counseling process. The Seat Acceptance Fee paid by me before Special Round, will be refunded by CCMT as per refund rules.

Deponent

**Verification**

I above named Deponent do hereby verify on oath that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein and no part of it is false.

Deponent

**Annexure-VI: Format of Affidavit for PwD Candidates**

The following is to be printed/typed/photocopied and then duly filled on Rs. 50/- Non-Judicial Stamp paper and duly notarized.

**AFFIDAVIT**

(only for PwD candidates)

I, \_\_\_\_\_ (Name of candidate)

GATE Registration No. \_\_\_\_\_,

S/D/O \_\_\_\_\_ resident of \_\_\_\_\_

\_\_\_\_\_ do hereby solemnly affirm and state as follows:

1. That, I am Registering for the CCMT-2021 Counselling.
2. That, I know that after seat allotment, document verification will be done Online by the official of the Allotted Institute based on documents uploaded by me.
3. That, I know that physical examination is required to judge the percentage of disability, which is not being done during Online Document Verification.
4. That, my physical examination will be done by the Medical Board of the Allotted Institute at the time of reporting at the Finally Allotted Institute.
5. That, at the time of final reporting, if the Medical Board at the Allotted Institute finds that percentage of my disability is below the required level, my seat will be cancelled and I will not have any claim on the seat allotted by CCMT.
6. That, if my seat is cancelled at the time of final reporting, the refund, if any, will be dealt as per Refund Rules given in Information Brochure of CCMT-2021.

Deponent

**Verification**

I above named Deponent do hereby verify on oath that the contents of this affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein and no part of it is false.

Deponent

## Annexure-VII: Undertaking for Category Change

### UNDERTAKING

I, \_\_\_\_\_ (Name of candidate)  
GATE Registration No. \_\_\_\_\_,  
S/D/O \_\_\_\_\_ do hereby undertake the following:

1. That, I filled \_\_\_\_\_ (category) as my category during registration for the CCMT-2021 Counselling.
2. That, I have been allotted \_\_\_\_\_  
(Programme Name) in the Institute \_\_\_\_\_  
in category \_\_\_\_\_ (Allotted Category as per Provisional Seat Allotment Letter).
3. That, during online document verification, I could not produce a valid document to claim my filled-in category.
4. That, I understand that my allotment of seat will stand cancelled if the presently allotted seat is based on my claimed category and after updating the category, if I do not satisfy the minimum eligibility criteria, I will NOT be considered for the subsequent rounds of counseling process.

Thus, I fully agree to change my category from \_\_\_\_\_  
(Filled in Category) to \_\_\_\_\_ (Changed Category).

**(Candidate's Signature)**

**Annexure VIII-a: Undertaking to be submitted by OBC-NCL Candidates,  
not having the OBC-NCL certificate issued after 1<sup>st</sup> April 2021**

(To be given on Non-Judicial Stamp Paper of minimum Rs. 50/- and duly notarized)

I, \_\_\_\_\_ (Name of candidate)

GATE Registration No. \_\_\_\_\_,

S/D/O \_\_\_\_\_ resident of \_\_\_\_\_

\_\_\_\_\_ do hereby solemnly affirm and state as follows:

1. That, I know that the OBC-NCL certificate required for CCMT-2021 counselling process should be issued on or after 1<sup>st</sup> April 2021.
2. That, due to Covid-19 lockdown, I could not get the required OBC-NCL certificate issued after 1<sup>st</sup> April 2021.
3. That, I am availing the temporary relaxation by CCMT-2021 due to Covid-19.
4. That, I am fully aware that the OBC-NCL certificate issued on or after 1<sup>st</sup> April 2021 will be required at the time of final reporting at the Allotted Institute.
5. That, I am fully aware that at the time of final reporting, if I could not submit the required OBC-NCL certificate issued on or after 1<sup>st</sup> April 2021, my seat may be cancelled and I will not have any claim on the seat allotted by CCMT-2021.
6. That, if my seat is cancelled at the time of final reporting, the refund, if any, will be dealt as per Refund Rules given in Information Brochure of CCMT-2021.

It is also declared that I do not belong to persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8/9/1993, which is modified vide Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.) dated 9/3/2004. I also declare that the condition of status/annual income for creamy layer of my parents/guardian is within prescribed limits as on financial year ending on March 31, 2021.

**Hence, I declare that I fulfill all the requirements for issuing of OBC-NCL certificate to me on or after 1<sup>st</sup> April, 2021.**

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of the Candidate**

**Annexure VIII-b: Undertaking to be submitted by GEN-EWS Candidates,  
not having the GEN-EWS certificate issued after 1<sup>st</sup> April 2021**

(To be given on Non-Judicial Stamp Paper of minimum Rs. 50/- and duly notarized)

I, \_\_\_\_\_ (Name of candidate)  
GATE Registration No. \_\_\_\_\_,  
S/D/O \_\_\_\_\_ resident of \_\_\_\_\_  
\_\_\_\_\_ do hereby solemnly affirm and state as follows:

1. That, I know that the GEN-EWS certificate required for CCMT-2021 counselling process should be issued on or after 1<sup>st</sup> April 2021.
2. That, due to Covid-19 lockdown, I could not get the required GEN-EWS certificate issued after 1<sup>st</sup> April 2021.
3. That, I am availing the temporary relaxation by CCMT-2021 due to Covid-19.
4. That, I am fully aware that the GEN-EWS certificate issued on or after 1<sup>st</sup> April 2021 will be required at the time of physical reporting at the Allotted Institute.
5. That, I am fully aware that at the time of final reporting, if I could not submit the required GEN-EWS certificate issued on or after 1<sup>st</sup> April 2021, my seat may be cancelled and I will not have any claim on the seat allotted by CCMT-2021.
6. That, if my seat is cancelled at the time of final reporting, the refund, if any, will be dealt as per Refund Rules given in Information Brochure of CCMT-2021.

I declare that I belong to Economically Weaker Sections, since the gross annual income of my family is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year **2020-21**. I also declare that my family does not own or possess any of the following assets:

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

**Hence, I declare that I fulfill all the requirements for issuing of EWS certificate to me on or after 1<sup>st</sup> April, 2021.**

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of the Candidate**

## Contact us

Coordinator, CCMT-2021

Malaviya National Institute of Technology Jaipur-302017

Website: <https://ccmt.nic.in>

Email: [ccmt2021help@mnit.ac.in](mailto:ccmt2021help@mnit.ac.in)