

Centralized Counselling for M.Sc./M.Sc.(Tech.) Admissions (CCMN 2021)

Information Brochure

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<https://ccmn.admissions.nic.in/>

Organized by



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

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

From the Desk of Chairman, CCMN-2021

Dear prospective students,

Let me take this opportunity to congratulate every one of you for your splendid success in the Joint Admission Test for M.Sc. (JAM). By qualifying JAM in the year 2021, you have now become eligible to participate in CCMN-2021. Wish you the very best for the admission process and may you get the Institute of your choice.



Malaviya National Institute of Technology (MNIT) Jaipur is the organizing Institute for CCMN-2021 (Centralized Counselling for M.Sc./M.Sc. (Tech.) Admissions-2021) this year. Based on the JAM score, admissions will be made for NITs and some GFTIs to M.Sc./M.Sc. (Tech.) programs through this centralized counselling process.

Our aim is to provide the best Science and Technology Education opportunities to the maximum number of students and to fill all the available seats in the country's coveted institutions through a fair and transparent process. I am in no doubt that with better coordination and support from all stakeholders, MNIT Jaipur would be able to fill the maximum number of seats in the participating institutes and help students to fulfil their dreams. CCMN-2021 team shall provide the utmost convenience to the students and other stakeholders by the feature of online document verification. For this purpose, after seat allotment, the candidates will be required to upload the needful documents. Thus, the CCMN-2021 will enormously increase the overall convenience of candidates in the wake of requirement of social distancing due to Covid-19 outbreak. Prospective candidates must support this process with due diligence on their part to ensure that scanned images/documents uploaded are of good quality and properly readable/identifiable.

The aspiring candidates are requested to go through the Information Brochure (having detailed process, schedule, flow chart, etc.), list of participating institutes, seat matrix, eligibility matrix, FAQ, etc. available on the website. On behalf of the participating institutes and CCMN, I once again wish all the eligible candidates and other stakeholders a successful counselling. Jai Hind.

Prof. Udaykumar R. Yaragatti

Chairman, CCMN-2021

Director, MNIT Jaipur

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 CCMN-2021 website (<https://ccmn.admissions.nic.in/>).
- ii. I have read the eligibility conditions for respective programmes across all Participating Institutes (PIs) under CCMN-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 CCMN-2021 and the participating institute's 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 will be CANCELLED, if at any stage of counselling process I do not satisfy the general/special eligibility criteria of the allotted Institute, as mentioned in the CCMN-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 counselling 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 CCMN-2021 counseling.

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About CCMN-2021

CCMN-2021 is a common platform for candidates to apply for M.Sc./M.Sc.(Tech.) programmes, based on their JAM score of year 2021, in NITs, IEST Shibpur and some GFTIs (for details, please refer the list of Participating Institutes on CCMN website). This centralized system provides a common and convenient platform for online counselling wherein the candidates can fill-in single online application from their homes and apply to all programmes in all the participating institutions to which they are eligible. The CCMN was initiated in the year 2015 for centralized admission for PG (M.Sc./M.Sc.(Tech.)) programmes and since then has undergone several changes to make it more student-friendly and included newer institutions under its umbrella. Various features such as online uploading of needful documents after seat allotment, withdrawal and willingness change etc. have been inherited from the previous years and thus, CCMN-2021 provides an enormously increased overall convenience for the candidates. Candidates are allowed to participate in the special rounds even if one has obtained a seat in one of the regular rounds. The prospective candidates are advised to carefully read the information brochure and various other documents given on CCMN website.

List of Abbreviations

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

Sl. No.	Category	Abbreviations	
		JAM	CCMN
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(NCL)
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	CCMN	Centralized Counselling for M.Sc./M.Sc.(Tech.)
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 CCMN-2021 counselling 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	₹ 15,000/- for GEN/GEN-EWS/OBC ₹ 10,000/- for SC/ST/PwD
SR Registration Fee	Non-refundable fee collected for registration in Special Rounds of CCMN-2021	₹ 3,000/- for GEN/GEN-EWS/OBC ₹ 2,500/- for SC/ST/PwD
SR Participation Fee	Fee collected during the registration of Special Rounds 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)	₹ 15,000/- for GEN/GEN-EWS/OBC ₹ 10,000/- for SC/ST/PwD

1. Introduction

The centralized online process for admission to PG programmes (M.Sc./M.Sc.(Tech.)) is being organized by CCMN-2021 for NITs, IEST Shibpur, and some GFTIs, herein after called "Participating Institutes" (PIs), as per schedule given on website. These are the premier institutions of the country imparting world class scientific and technical education.

Important features of the admission procedure, admission schedule, process flow chart and contact details of CCMN-2021 are given in this brochure. The list of PIs and their seat distribution, eligibility matrix, date of commencement of classes, fee structure, contact details *etc.* are given on the CCMN-2021 website (<https://ccmn.admissions.nic.in>). Candidates are advised to read this brochure carefully and visit the CCMN-2021 website regularly for updates and other details regarding the online counselling process.

The counselling 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 CCMN-2021 counselling 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.Sc./M.Sc.(Tech.) programmes:

- Must have a valid JAM Score of the year 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, 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 CCMN-2021 website) to that effect should be submitted during document verification.
- For each programme, eligibility is defined based on certain combinations of degree- discipline and JAM paper. Please refer to CCMN-2021 website (<https://ccmn.admissions.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 CCMN-2021 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 by 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. CCMN-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 the eligibility criteria of other institutes, they may be considered for the allotment in further rounds, if any, depending on the remaining vacant seats. For any clarification regarding special eligibility condition or to have more details, candidates are required to visit the website of the respective Participating Institute and/or contact their helpline.**
- 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 CCMN-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 "Common Percentile" (calculated from the JAM Rank of year 2021) obtained by the candidate. In case of same "Common Percentile", to resolve and determine inter-se-merit of candidates, following criteria will be used in the stated order.

- i. The preference will be given to that candidate who has obtained higher JAM Score in the year 2021.
- ii. In unlikely event of candidates having same JAM score, Date of Birth will be considered for breaking tie. Elder candidate will be given preference.
- iii. In highly unlikely event of candidates having same "Common Percentile", JAM score, 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 JAM 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 conversion 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 iterations will be carried out with de-reservation of unfilled seats related with some categories as per following rules.

The conversion for the unfilled seats will occur first among the groups viz. 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 CCMN-2021 website for the detailed seat matrix.

5. Counselling Process for regular rounds

The counselling 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 CCMN-2021 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 CCMN-2021 counselling process, all eligible candidates must first register themselves through an online registration process during the specified period (refer schedule given on CCMN-2021 website) by providing JAM 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 order of their preference from the list of eligible programmes offered by various PIs appearing in their respective CCMN-2021 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 if the 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 final 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 on the CCMN-2021 website) for their chosen programmes, before filling and locking them in their choice list. *CCMN 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 CCMN-2021 schedule. If a candidate fails to lock his/her choices by 23:59 hrs IST of the last day of choice locking, his/her last saved choices will be automatically locked and the same list will be considered for further counselling 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 CCMN2021help@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 CCMN-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 CCMN-2021 website and candidates will be able to download their Provisional Seat Allotment Letter (PSAL) from their CCMN-2021 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, he/she 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, his/her seat allotment shall automatically stand cancelled and he/she 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 CCMN2021 website. Please note that the option of document uploading will be enabled only after payment of seat acceptance fee. Guidelines for document uploading will be made available on the CCMN-2021 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 final reporting at the allotted institute.

If the original certificates are not in English/Hindi, then 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 his/her login. This interaction between the Document Verifying Officer and the candidate can occur multiple times till the issue is 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 ELIGIBILITY CONDITION(S) FOR THE SEAT BEFORE ADDING IT AS HIS/HER CHOICE.

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

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

Following category conversion of the candidate is permitted:

Original Category	New Category
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:

Original Category	New Category
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

- iii. In case, the candidate is found ineligible at the time of document verification (online/physical reporting at the allotted institute) due to mismatch between his/her degree/discipline as per documents and that filled up during registration, his/her 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 he/she is eligible as per his/her 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.

- iv. 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, his/her 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.

- v. In case a candidate having qualifying degree status as "Appearing" has not uploaded course completion certificate (format available in CCMN-2021 website), duly signed by the head of the institution, his/her allotted seat shall stand cancelled and such candidate will not be considered for seat allotment in subsequent rounds, if any.
- vi. 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.
- vii. 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.
- viii. If a candidate does not fulfil the special eligibility condition(s) for the allotted seat, if any, his/her allotment will stand cancelled. However, he/she will be considered for allotment in further rounds against the programmes for which he/she 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 as per 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 institute 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 final 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 CCMN-2021 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 CCMN-2021 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 CCMN-2021 website, failing which the seat will be cancelled and it will be treated as "Auto-Withdrawal".

After taking admission in the finally 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 CCMN-2021 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 CCMN-2021 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 he/she will not be allowed to change the "WILLINGNESS", however, vice-versa is allowed.

These options may be exercised by the candidate through his/her 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 CCMN-2021 website through their CCMN-2021 login. One more type of Willingness "Surrender and Participate in Next Round" will also be available at this stage. Permission to change the Willingness will be as per following Table:

Table 5: Permission of Willingness Change

From	To
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 reverse 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", his/her 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, he/she 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 his/her choices above the currently allotted seat (which he/she has surrendered). Irrespective of the candidate being allotted/not allotted any seat in the next round, **he/she will have no claim on the seat allotted in the current round, which he/she has surrendered.** This implies if no seat is allotted in next round, the candidate will lose the already allotted seat surrendered in the current round.

5.2.1.6.2 Withdrawal of Allotted Seat

After successful document verification, if a candidate wishes to withdraw from CCMN-2021, he/she can do so ONLINE by logging in to his/her CCMN-2021 login. The withdrawal from counselling 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 counselling 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 counselling.
- 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 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 higher preferred choice for a candidate who had specified his/her willingness as Float/Slide in the previous round then he/she will forfeit the claim on the seat allotted to him/her in the earlier rounds.

The allotment result will be published on the CCMN-2021 website and candidates can download their provisional seat allotment letter from their CCMN-2021 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 his/her willingness, he/she 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 any one 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 finally report at the finally allotted institute in this round as per schedule given on the CCMN-2021 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:

- i. Candidates who have been allotted a seat first time in Round-3 and paid seat acceptance fee & uploaded the documents.
- ii. Candidates who are allotted with a seat 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 his/her seat allotment will be **cancelled** for which the candidate alone will be responsible. The CCMN/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 respective allotted institute and Seat Acceptance Fee already paid plus the difference of registration fee due to change in category, if applicable) in the online mode within the stipulated time period (Tentative fee structure of all PIs is given on the CCMN-2021 website).

However, the candidates who are going to register for Special Rounds as per Schedule (notified on CCMN-2021 website) are not required to pay the balance admission 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 the 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 CCMN-2021 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, his/her 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 CCMN-2021 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 CCMN-2021 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 his/her 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 remaining 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 CCMN-2021 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 CCMN-2021 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 CCMN-2021 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 CCMN-2021 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 CCMN-2021 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, he/she 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 final 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 CCMN-2021 website and candidates will be able to download their Provisional Seat Allotment Letter (PSAL) from their CCMN-2021 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 CCMN-2021 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 with 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 counselling.
- 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 Final 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, then 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 his/her seat allotment will be **cancelled** for which the candidate alone will be responsible. The CCMN/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 CCMN-2021 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, his/her seat may be cancelled, and his/her 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 CCMN-2021 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 CCMN-2021 website. CCMN-2021 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, he/she can use the 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 CCMN-2021 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 final 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 final 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 at the allotted institute

In all such cases, the seat will be cancelled and the SAF will be refunded after deducting processing fee of ₹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 ₹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 ₹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 ₹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 he/she does not register for Special Rounds, SAF will be refunded after deducting processing fee of ₹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 ₹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 ₹2000/-.
- (d) After allotment of seat in Special Round-1 and successful document verification (including those with 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 ₹2000/-
- (e) After allotment of seat in Special Round-1 and successful document verification (including those with 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 ₹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.

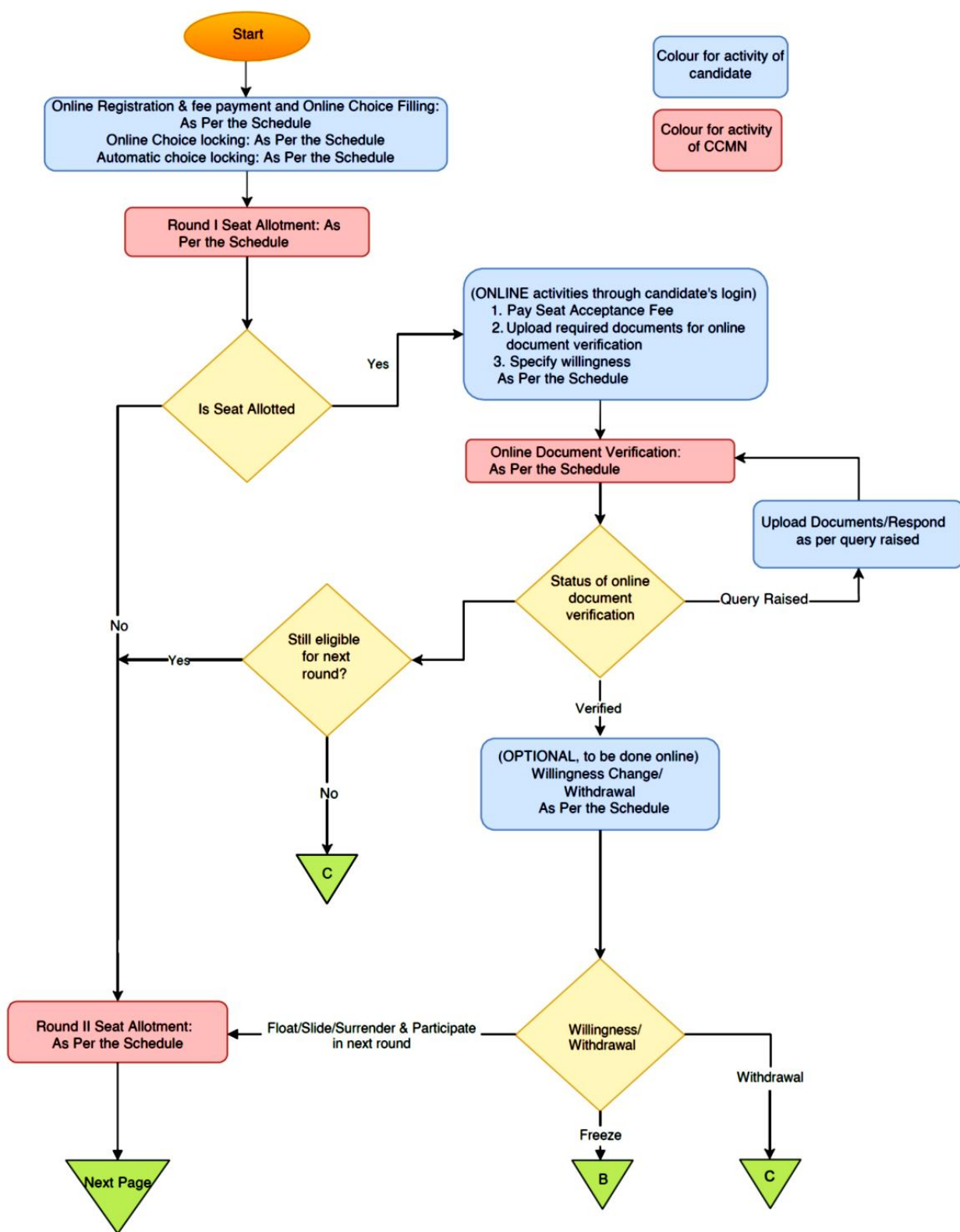
10. Legal Jurisdiction

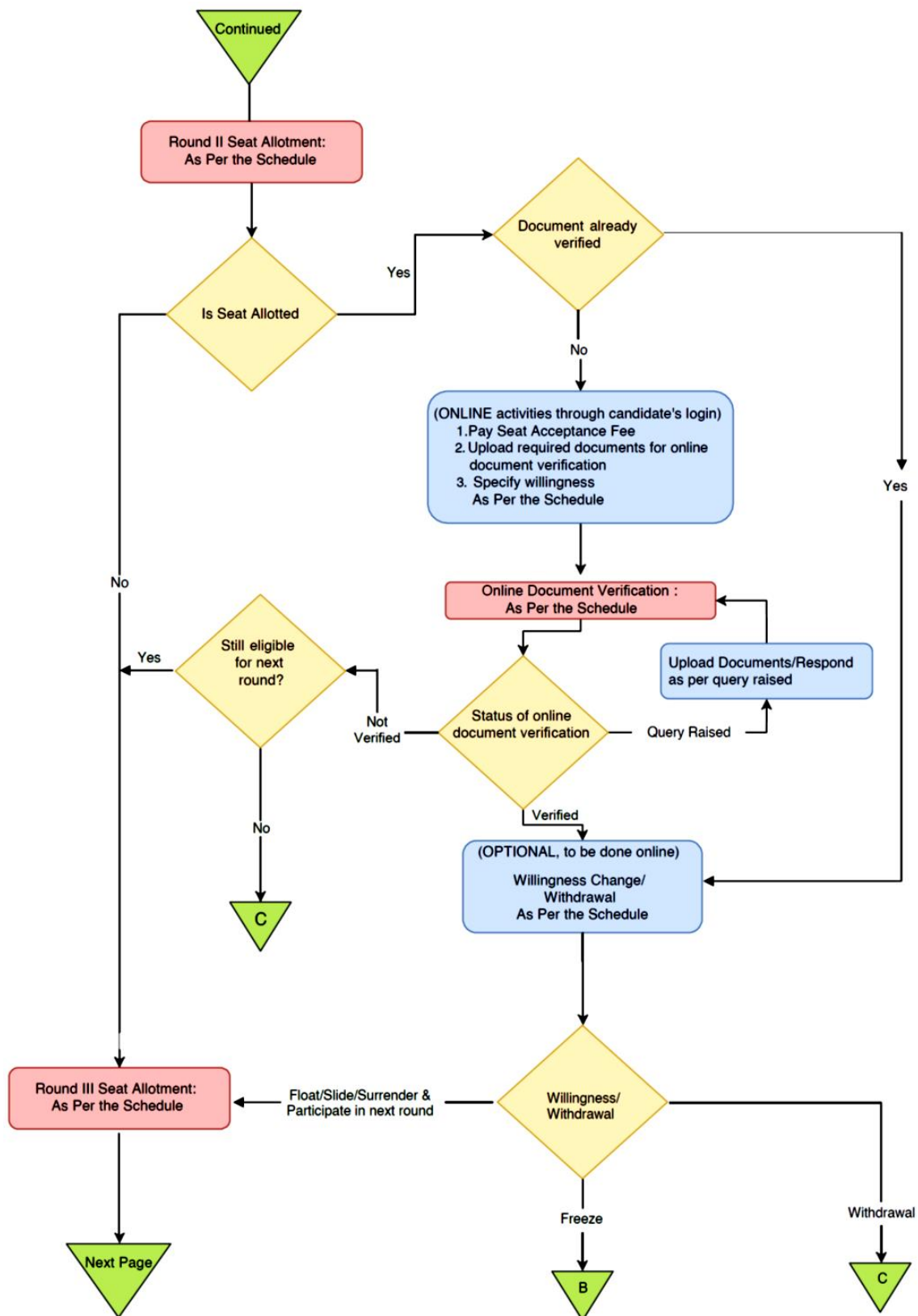
In case of any dispute arising out of the counselling process at any stage up to the final allocation of institution and/or programme, the decision of Chairman, CCMN-2021 shall be final. The jurisdiction for legal disputes, if any, will be limited to District Courts falling under Jaipur district.

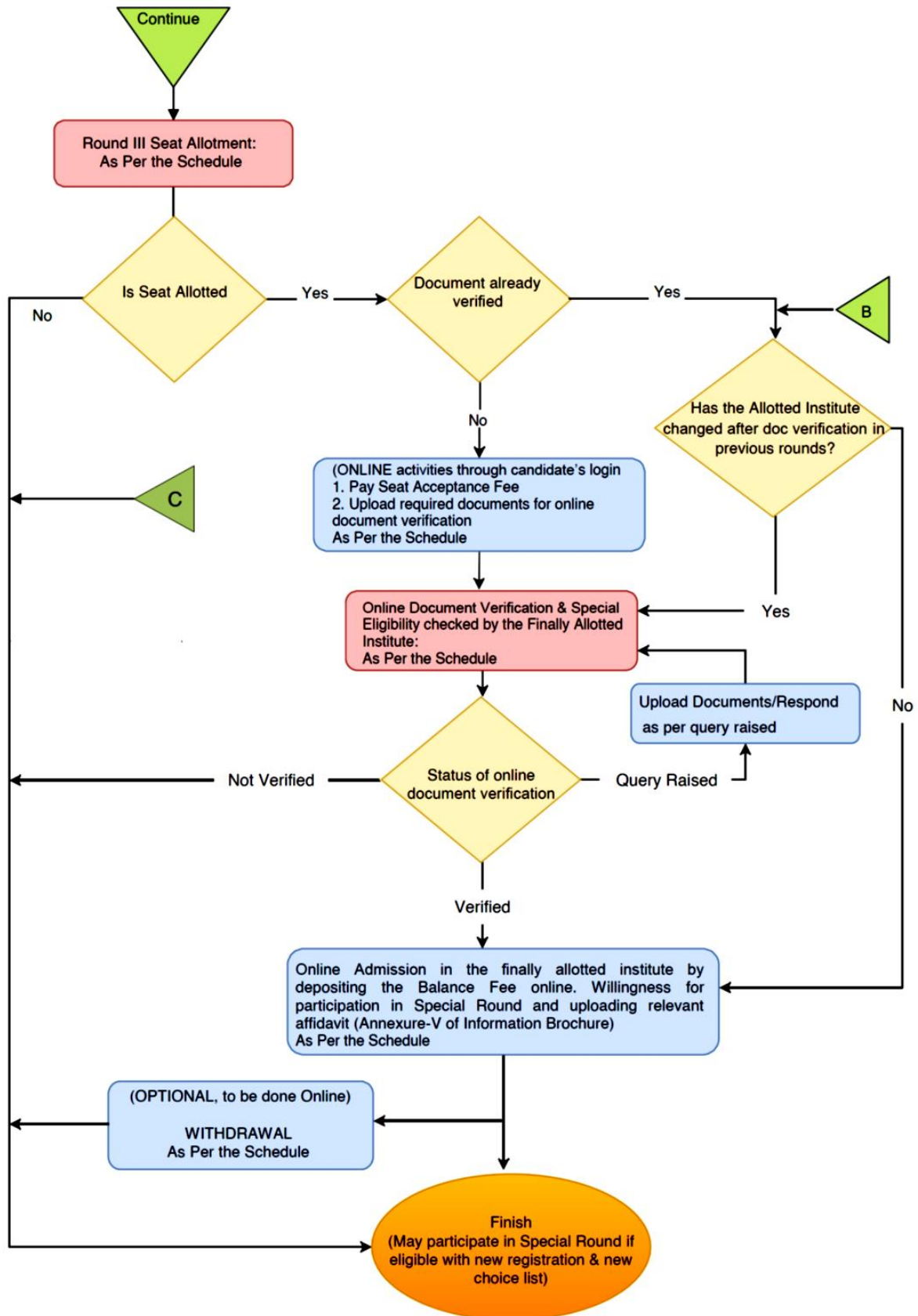
11. Seat and Eligibility Matrix

The category-wise seat matrix provided by the respective Participating Institutes (PI) and eligibility matrix are given on the CCMN-2021 website (<https://ccmn.admissions.nic.in>). Eligibility Matrix is the mapping of degree name with JAM subject for all the programmes in which admissions are offered by PIs through CCMN. The candidates may note that some institutes have divided 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.

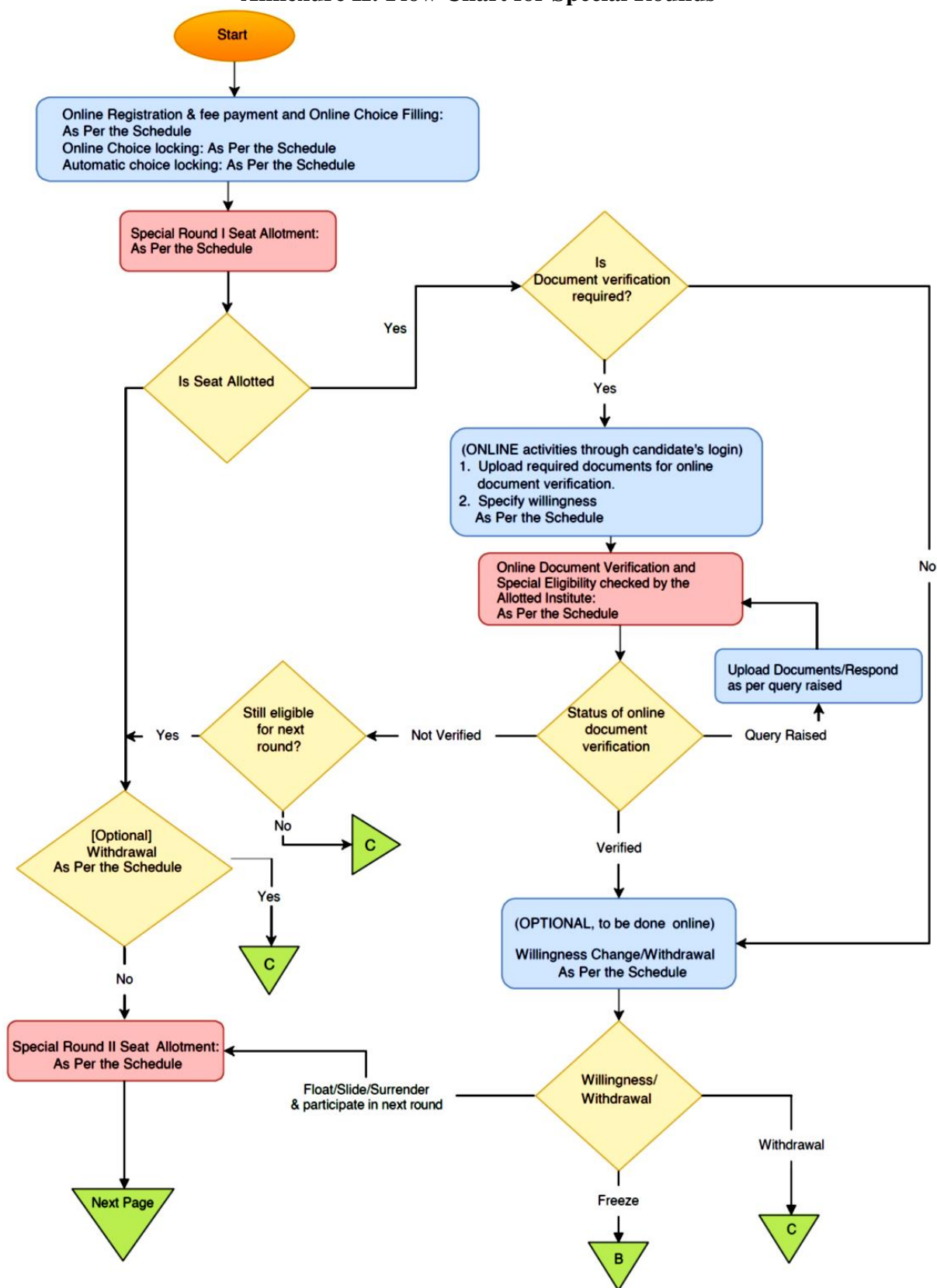
Annexure I: Flow Chart for Regular Rounds

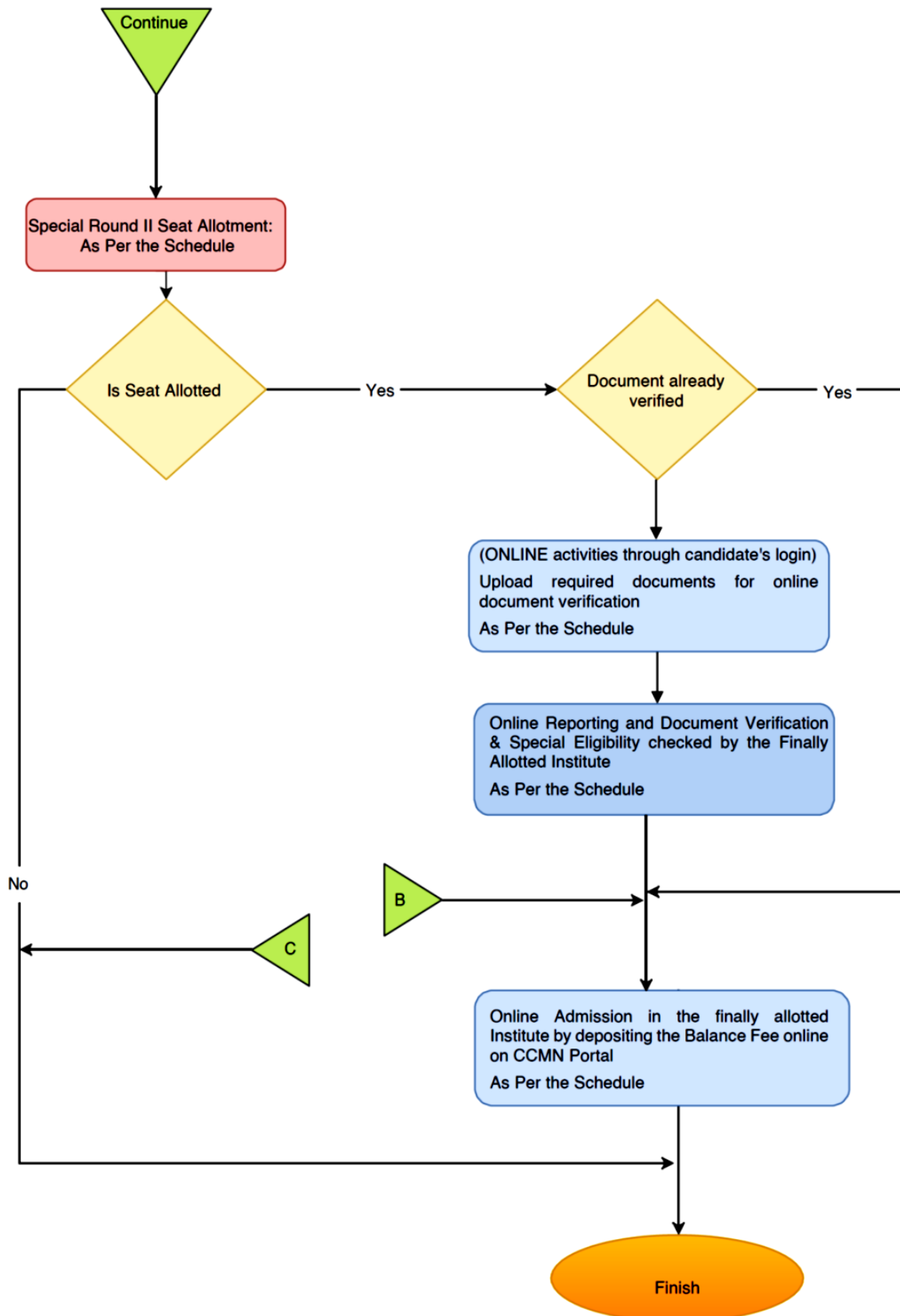






Annexure II: Flow Chart for Special Rounds





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/Marksheet 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 CCMN-2021 website.
6. JAM 2021 score card.
7. Certificate of category (SC/ST/OBC-NCL/EWS), if applicable, as per Government of India format, available on the CCMN-2021 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

- (a) If the candidate is unable to get the OBC-NCL/EWS certificate issued on or after April 1, 2021, he/she 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 final reporting at the finally allotted institute. This is temporary arrangement due to COVID-19 pandemic situation.
- (b) All the candidates who have been issued Caste Certificate from Maharashtra State and offered admission for M.Tech./M.Plan./M.Arch./M.Sc./M.Sc.(Tech.) in SC/ST/OBC category through CCMT/CCMN-2021 but do not possess the caste validity certificate issued by the competent authority as on date can upload the following documents in lieu of caste validity certificate.
 - i. Receipt of submission of application for Caste Validity Certificate
 - ii. Undertaking (Annexure VIII)
8. Undertaking by the candidate on OBC-NCL status in the prescribed format available in CCMN-2021 website.
9. Original Certificate for Persons with Disabilities (PwD), if applicable, issued by the competent authority. Refer CCMN-2021 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, then 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 final reporting at the Finally 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 April 1, 2021, he is required to produce the category certificate in original issued on or after April 1, 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 CCMN-2021 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 CCMN-2021 portal through candidate's login, duly signed by the candidate.
8. Online Document Verification Certificate (ODVC) downloaded from the CCMN-2021 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, then 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 ₹50/- Non Judicial Stamp paper and duly notarized.

AFFIDAVIT

I, _____ (Name of candidate) JAM 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 CCMN-2021.
2. That, I have opted to go for Special Round of CCMN-2021 for admission in NITs/GFTIs.
3. That, I shall be bound by the rules of CCMN-2021.
4. That, I understand that if I do not register and pay Special Round Participation fee during _____ (stipulated time period given in CCMN-2021 schedule available on the website), my current allotted seat of CCMN-2021 Regular Rounds will be CANCELLED and I will not be considered for the Special Rounds. This will be treated as Auto-Withdrawal from the counselling process. The Seat Acceptance Fee paid by me before Special Round, will be refunded by CCMN 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 ₹50/- Non-Judicial Stamp paper and duly notarized.

AFFIDAVIT

(only for PwD candidates)

I, _____ (Name of candidate)

JAM Registration No. _____,

S/D/o _____ resident of _____

_____ do hereby solemnly affirm and state as follows:

1. That, I am registering for the CCMN-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 CCMN-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 CCMN-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)
JAM Registration No. _____,
S/D/O _____ do hereby undertake the following:

1. That, I filled _____ (category) as my category during registration for the CCMN-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 counselling 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 on or after 1st April 2021

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

I, _____ (Name of candidate) registered with
JAM Registration No. _____,
S/D/O _____ of Village/Town _____
District/Division _____ in the _____ State/UT
belongs to the _____ Community which is listed in Central List of
OBCs category available at website: <http://www.ncbc.nic.in> and I do hereby solemnly affirm and
state as follows:

1. That, I know that the OBC-NCL certificate required for CCMN-2021 counselling process should be issued on or after 1st April 2021.
2. That, due to Covid-19 lockdown, I could not get the required OBC-NCL certificate issued after 1st April 2021.
3. That, I am availing the temporary relaxation by CCMN-2021 due to Covid-19.
4. That, I am fully aware that the OBC-NCL certificate issued on or after 1st 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 1st April 2021, my seat may be cancelled and I will not have any claim on the seat allotted by CCMN-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 CCMN-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 1st April, 2021.

Place: _____

Date: _____

Signature of the Candidate

Note: If the candidate does not have OBC-NCL certificate issued on or after 1st April, 2021, then she/he may upload this affidavit along with the proof of application submitted for issue of the OBC-NCL certificate and any older certificate, if available.

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

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

I, _____ (Name of candidate) JAM
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 CCMN-2021 counselling process should be issued on or after 1st April 2021.
2. That, due to Covid-19 lockdown, I could not get the required GEN-EWS certificate issued after 1st April 2021.
3. That, I am availing the temporary relaxation by CCMN-2021 due to Covid-19.
4. That, I am fully aware that the GEN-EWS certificate issued on or after 1st 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 1st April 2021, my seat may be cancelled and I will not have any claim on the seat allotted by CCMN-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 CCMN-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 1st April, 2021.

Place: _____

Date: _____

Signature of the Candidate

Note: If the candidate does not have EWS certificate issued on or after 1st April, 2021, then she/he may upload this affidavit along with the proof of application submitted for issue of the EWS certificate and any older certificate, if available.

**Annexure IX: UNDERTAKING FOR CASTE VALIDITY CERTIFICATE FOR MAHARASHTRA
STATE CANDIDATES TAKING ADMISSION through CCMN -2021**

To,

The Verifying Centre In-charge

_____ (Name of the Verifying Centre)

Subject:- Undertaking for Caste Validity Certificate

Respected Sir,

I _____ S/o/D/o _____

R/o _____ has been allotted seat in M.
Tech./M.Plan./M.Arch./M.Sc./M.Sc.(Tech.) _____ (Name of the Institute)

_____ through CCMT/CCMN-2021. I have not submitted my Caste Validity
Certificate as I am not in receipt of the same till date. I have applied for the Caste Validity Certificate to Social
welfare Department/ Tribal Welfare Department on _____ (Date).

I herewith give the undertaking that I will submit the Caste Validity Certificate issued by competent authority
at the time of physical reporting. I hereby declare that my application for the Caste Validity Certificate is under
process and has not yet been rejected. In case I fail to submit the Caste Validity Certificate by the date as
mentioned above or found ineligible or information provided herein or in Application Form found incorrect at
any stage then the Institute reserves the right to cancel my admission automatically. In such event, I shall be
fully responsible for all consequences arising out of such cancellation of admission. (Name of the Institute)
_____ shall not be held responsible in any case. I also understand that, fee refund
rules of (Name of the Institute) _____ will be applicable in case of cancellation
of my admission.

Signature of the Candidate

Name of the Candidate

Date: _____

Signature of Guardian / Parents

Name of the Guardian/Parents

Date: _____

Contact us

Coordinator, CCMN-2021

Malaviya National Institute of Technology Jaipur-302017

Website: <https://ccmn.admissions.nic.in/>

Email: ccmn2021help@mnit.ac.in