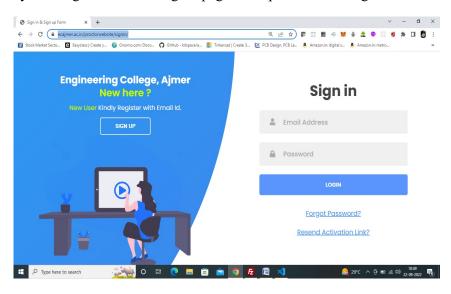
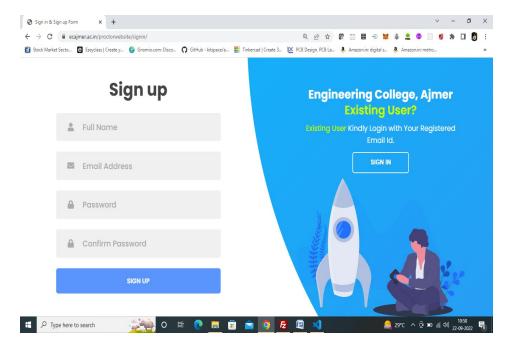
## **General Instructions**

For B.Tech admission in Engineering College Ajmer Every student must follow the following steps:

- 1. Every student must arrange the documents in following order and prepare two self attested photocopies of below mentioned original documents.:
  - 1. REAP-2022 Allotment Letter and REAP-2022 Application Form.
  - 2. JEE (Mains) -2022 / NTA- 2022 Score Card.
  - 3. Secondary Marksheet and Certificate.
  - 4. Senior Secondary Marksheet.
  - 5. Diploma Marksheet (If Any).
  - 6. Migration / Transfer Certificate.
  - 7. Domicile certificate. (if applicable).
  - 8. Income Certificate prescribed by REAP-22 (if applicable).
  - 9. Certificate of category (SC / ST/ OBC /MBC/ EWS), issued by the competent authority (if applicable).
  - 10. Medical Certificate prescribed by REAP-22.
  - 11. Aadhar Card copy / Aadhar Acknowledgement Receipt if available.
  - 12. Two passport size photo.
  - 13. Certificate for Persons with Disabilities (PWD), (if applicable).
  - 14. Certificate for Ex-Service men, (if applicable).
  - 15. Fee according to Branch (as per Fee Structure).
- 2. Every student has to fill an online form link is given on the college website: <a href="https://www.ecajmer.ac.in">www.ecajmer.ac.in</a> or click on the link <a href="https://www.ecajmer.ac.in/proctorwebsite/signin">www.ecajmer.ac.in/proctorwebsite/signin</a> following are the steps for filling online form.
  - a. by clicking above link a signin page will open screenshot given below:



b. register yourself with the signup button given on left side the page will be open and screen will be open as below:



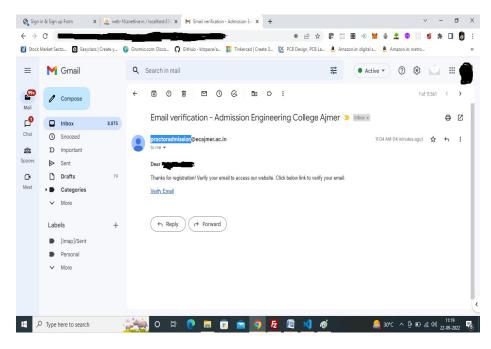
fill your full name, Email Address, Password and confirm your password kindly remember your email id and password.

c. As you click the signup button below message will be pop up which



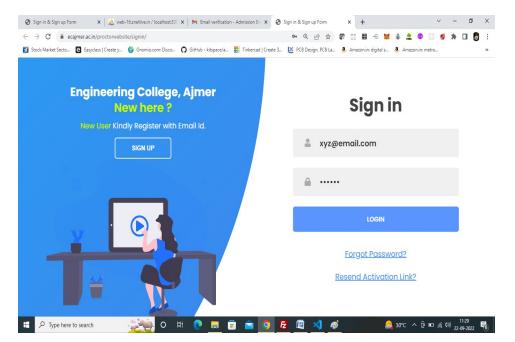


- is "We have sent a verification link to your email xyz@email.com" click ok.
- d. go to your email and check inbox or spam for an verification email from <a href="mailto:proctoradmission@ecajmer.ac.in">proctoradmission@ecajmer.ac.in</a> and click the link verify email snapshot given below:

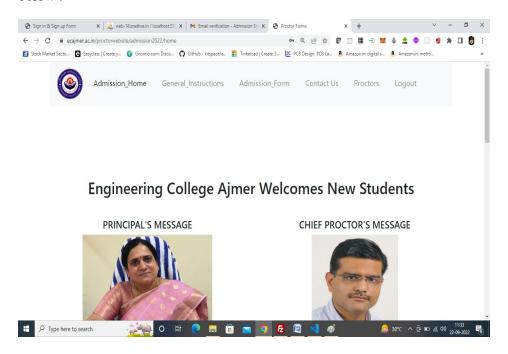


be sure that you are opening latest link. It will redirect you signin page

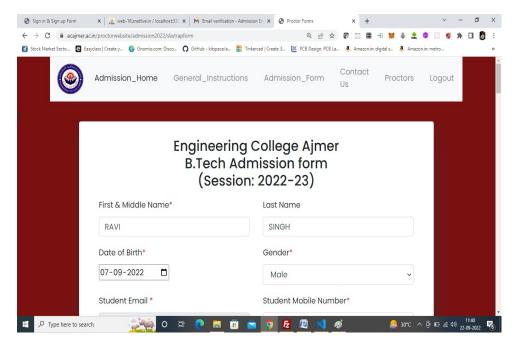
e. Kindly fill your email address and password under sign in at the right side of the page. Now onwards user can login with the sign in button. Snapshot given as below:



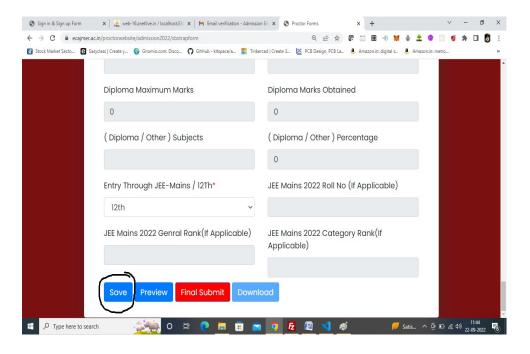
f. It will direct you to the Admission\_Home page which has General\_Instructions, Admission\_Form Contact Us and Logout tabs for the students. Click on the General\_Instructions. Snapshot for home page is given below:



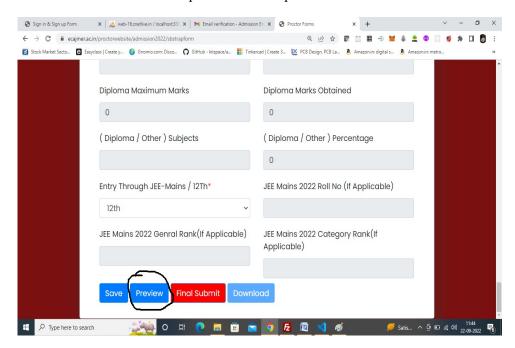
g. Read the general instructions care fully then click on the Admission\_Form



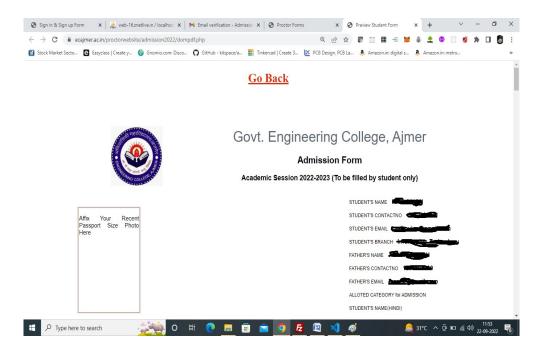
h. fill all the relevant filled in the admission form and save with the help save button.



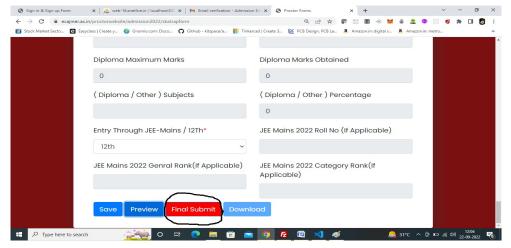
i after that click the button preview for the preview.



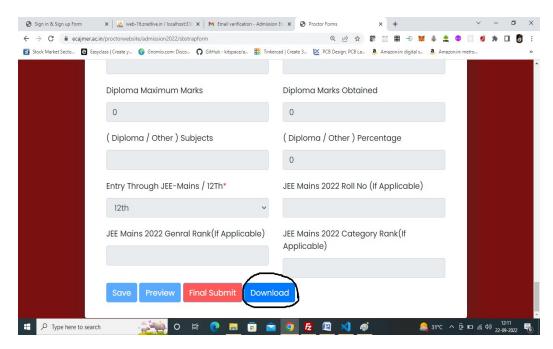
j. will show all the student details on the separate tab.



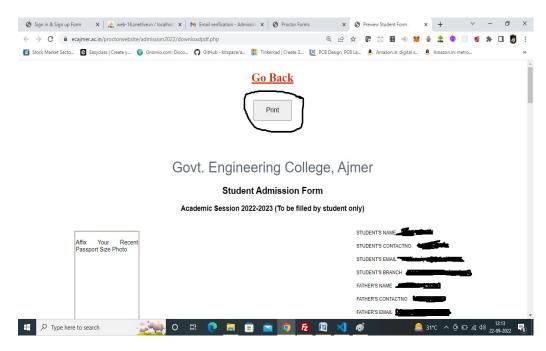
- j. check all the details in preview and click go back to again reaching at admission form if their is changes then you can do it by reaching at that filled and change it and click save button student can save and check preview as many times until he will not press Final Submit button.
- k. If student want to submit form then he has to press the Final Button by click that button student form get finally submitted and after clicking the final button student will not be able to change the information. It is mandatory to click Final Submit for the submission of the form otherwise form will not auto submitted.



l. After clicking the final submit Download button get activated and student can download the form by clicking it. Download button will open a new tab and student details will be shown.



m. by clicking Print button student can save the admission form in their device.



n. student required to take the print of the form and affix the photographs at the Admission form and Identity card.

3. Student after downloading the form, affixing the photographs along with the documents mentioned in step 1 will bring the form and all relevant documents and requisite fee at the institute during reporting.

Important Note: Online form filling is not itself reserves the right to admission. Online form is only to facilitate the students from rush and inconvenience. Final admission will be done after proper checking of documents and fee submission. In any case student not able to fill the form at home he may fill the form at the institute at the time of reporting.