

SPEED POST

महर्षि दयानन्द सरस्वती विश्वविद्यालय, अजमेर

क्रमांक: मदसविवि/वि.व.ले./2022/88935

दिनांक 9/12/22

श्री आर.के. शर्मा
अति. निदेशक ई-मित्र
सूचना एवं तकनीकी विभाग
योजना भवन, जयपुर

विषय:- परीक्षा 2023 की फीस संग्रहण हेतु ।

महोदय,

उपरोक्त विषयान्तर्गत निवेदन है कि विश्वविद्यालय द्वारा वर्ष 2023 के आवेदन पत्र अतिशीघ्र भरवाये जाने हैं जिनका परीक्षा शुल्क राजस्थान पेमेन्ट प्लेटफॉर्म एवं ई-मित्र के माध्यम से परीक्षार्थी जमा करा सके । इस बाबत विश्वविद्यालय स्तर पर हस्ताक्षरित एम.ओ.यू. पत्र के साथ संलग्न हैं। (आपके स्तर पर एम.ओ.यू. पर हस्ताक्षर करके एक प्रति इस कार्यालय को भिजवाने का श्रम करावें) इस बाबत पूर्ण सुविधा प्रदान कराने तथा संग्रहित फीस MOU के अनुसार विश्वविद्यालय के बैंक-खाते में स्थानान्तरित किया जाना सुनिश्चित करावें। परीक्षा फॉर्म में माईक्रोनिक इन्फॉटेक सर्विस, अजमेर द्वारा भरवाए जाएंगे।

भवदीय

कुलसचिव

संलग्न: उपरोक्तानुसार

Memorandum of Understanding

1. DETAILS AND ACCEPTANCE

| | |
|--|---|
| | Date of Execution: <u>8/12</u> , 20 <u>22</u> |
| RISL, Jaipur | RajCOMP Info Services Limited, Government of Rajasthan, Jaipur (RISL) |
| Address for notices | New IT Building, Yojana Bhawan, Tilak Marg, C Scheme, Jaipur |
| Acceptance | RISL agrees to the conditions of this MoU. |
| Signature | |
| Name | (R. K. Sharma) |
| Title | Technical Director |
| | For & on behalf of Chairman and Managing Director, RISL, Jaipur |
| Maharshi Dayanand Saraswati University, Ajmer | Exam Fee 2023, Maharshi Dayanand Saraswati University, Ajmer |
| Address for notices | Registrar, Maharshi Dayanand Saraswati University, Ajmer 305009 |
| Acceptance | Registrar, Maharshi Dayanand Saraswati University, Ajmer 305009 agrees to the conditions of this MoU for Exam fee 2023 etc. |
| Signature | Registrar |
| Name | Maharshi Dayanand Saraswati University |
| Title | Bhagirath Soni Ajmer |
| | Registrar, Maharshi Dayanand Saraswati University, Ajmer 305009 |

This Memorandum of Understanding is signed on the 8th day of December, 2022 between RajCOMP Info Services Limited, Jaipur a company incorporated under the provisions of Company Act, 1956 & having its registered office at New IT Building, Yojana Bhawan, Tilak Marg, C-Scheme, Jaipur and Registrar, Maharshi Dayanand Saraswati University, Ajmer 305009

2. DEFINITIONS

| Item | Definition |
|---------------|---|
| B2C Service | Service offered/sold by private business to the public |
| Exam Fee 2023 | Exam Fee 2023 |
| DeGS | Society formed under instructions of DoIT&C at district level with District Collector as Chairman for implementing e-Governance projects in the district i.e. e-Mitra Society |
| DoIT&C | Department of Information Technology & Communication, Government of Rajasthan |
| GST | Goods & Service Tax |
| LSP | Local Service providers appointed by RISL under the e-Mitra Project |

| | |
|---------------------|---|
| Kiosk holder | Internet kiosk holder appointed by LSP and certified by DeGS/RISL under the e-Mitra Project. |
| Payment Aggregators | Service Providers such as BILLDESK, PAYU etc. that are integrated with e-Mitra / Rajasthan Payment Platform for payment gateway services. |
| MoU | Memorandum of Understanding. |
| RISL | RajCOMP Info Services Ltd. |
| RPP | Rajasthan Payment Platform - RISL has developed the Rajasthan Payment Platform (RPP) - a common platform to be utilized by all Government Departments / Institutions / Corporations / Universities etc. for facilitating its users/citizens for making payment against services offered on their website/application. |
| UPI | Unified Payments Interface. |

3. PREAMBLE

- 3.1 Department of IT & Communication (DoIT&C), through RajCOMP Info Services Ltd. (RISL), in collaboration with District e-Mitra Societies (DeGS), is running e-Mitra project. E-Mitra project is an integrated IT enabled platform for delivery of various services and information to rural and urban masses under single roof by setting up of kiosks at various locations in all districts across Rajasthan with the objective of ushering in e-Governance in the State.
- 3.2 e-Mitra Project is being implemented on a 3-tier model. The first level is that of DoIT&C/RISL. At the second level, there are LSPs selected through open tendering process by RISL & at the third level are the kiosk holders selected by LSP with whom they have signed Agreement/MoU.
- 3.3 RajCOMP Info Services Limited (RISL) is the executive agency under the e-Mitra project on behalf of the Government of Rajasthan.
- 3.4 District e-Governance Societies (DeGS) are Societies formed in all districts under the chairmanship of District Collector to facilitate and monitor implementation and operation of various e-governance initiatives including e-Mitra in the respective districts. The DeGS is responsible for the day to day monitoring and management of the project at district level.
- 3.5 The mechanism of service delivery consists of a Back Office and a Front Office. The Back Office contains infrastructure and application required to enable the system while Front Office hooks on to the back office and provide interface between citizen and government. Front Office management is carried out through Local Service Providers.

4. SERVICES

- 4.1 Exam Fee 2023, Maharshi Dayanand Saraswati University, Ajmer 305009 has taken the initiative to provide service of online application form filling and collection of the corresponding fees from applicant through e-Mitra Platform and the option provided Registrar, Maharshi Dayanand Saraswati University, Ajmer. The process of service delivery will be as below:

- 4.1.1 **Application form filling-** The kiosk holder will have to follow the steps mentioned below for filling up the application form. E-Mitra kiosk will login into e-Mitra portal using his / her credentials and fill the necessary details of applicant in application form in discussion with him.

1. Applicant will re-verify & revalidate the details filled by kiosk and confirm the kiosk holder for final submission of form. Kiosk holder will submit the form after confirmation from applicant.
2. Once the form is submitted by kiosk after confirmation from applicant, no changes or corrections can be made at the end of kiosk.
3. Kiosk will give him the unique transaction id (mentioned on the receipt generated through e-Mitra portal) and charge Rs. 50/- as e-Mitra service charges from applicant for availing service of filling online form with payment. (inclusive of GST)
4. Necessary rate chart must be displayed by Kiosks for such purpose.

4.1.2 Deposition of fees at e-Mitra kiosk- Applicant can fill the form on its own and can avail the services of e-Mitra kiosk and the option provided by Maharshi Dayanand Saraswati University, Ajmer for deposition of fees.

1. Kiosk will give him the unique transaction id (mentioned on the receipt generated through e-Mitra portal) and charge the below rates as e-Mitra service charges from applicant for availing service of making payment.

| S. No. | Name of the Service | e-Mitra Service Charges* | Remarks |
|--------|--|--|---|
| 1. | "Collection of demand note / fees / dues" for exams / recruitments / registration / govt. schemes etc. at e-Mitra kiosk. | Rs 10/- per transaction (For fees upto Rs 2000/-) Increase Rs. 2/- per thousand (on amount above Rs. 2000/-) | These charges are inclusive of GST and will be paid by the applicant. |

4.1.3 Making payment of fees through Debit Card/Credit Card/Net Banking/UPI or through mwallets-

1. In case any applicant has filled the form on his own, he/she can make the payment of fees through Debit Card/ Credit Card/Net Banking/UPI or through mwallets using the payment gateways available via association of RISL with banks at the time of transaction and other option provided by Maharshi Dayanand Saraswati University, Ajmer.

| S. No. | Name of the Service | e-Mitra Service Charges* | Remarks |
|--------|---|--------------------------|---|
| 1. | Making payment of fees, online using DC/CC/Net Banking etc., through Rajasthan Payment Gateway (RPP). | NIL | Transaction Fees** charged by the Bank / Payment Gateway Aggregator will be borne by the Applicant. |
| | Or | | |
| | Making payment of fees, online using DC/CC/Net Banking etc., through Online e-Mitra Payment Gateway | Rs 10/- per transaction | Transaction Fees** charged by the Bank / Payment Gateway Aggregator will be borne by the Applicant. |

* These charges are inclusive of GST and will be paid by the applicant.

**Visit www.rpp.rajasthan.gov.in for more details on transaction processing fees

- 4.2 This MoU will not restrict the rights of any or all the parties to request for changes in the relationship during the tenure of this MoU, which is agreeable to all the parties.
- 4.3 Both parties also agree to modify the scope of work, terms & conditions and arrangement with mutual consent.

5 GENERAL CONDITIONS

5.1 ROLE AND RESPONSIBILITIES OF RISL

- 5.1.1 RISL will coordinate, facilitate and spread awareness for the services of Maharshi Dayanand Saraswati University, Ajmer.
- 5.1.2 RISL shall ensure the availability of latest and updated details of e-Mitrakiosks functioning in Rajasthan on e-Mitra portal.
- 5.1.3 Kiosk holder will generate receipt for submitting of online application and payment of fee on e-Mitra portal and give the same to the applicant.
- 5.1.4 RISL will provide the customized training on the e-Mitra application regarding delivery of above services to all the concerned, till the satisfactory authority if necessary.
- 5.1.5 RISL shall be responsible for the smooth & unhampered functioning of e-Mitra portal during the period of this MoU.
- 5.1.6 RISL shall not be liable to Maharshi Dayanand Saraswati University, Ajmer for any type of loss or damage arising out of use of Exam fee 2023 portal.
- 5.1.7 Online reports regarding transactions / payments will be available to Maharshi Dayanand Saraswati University, Ajmer on reportsemitraapp@rajasthan.gov.in.
- 5.1.8 In case of deficiency in the services, RISL shall be liable for all kinds of loss or damage, if any, arising out of use of e-Mitra portal during the period of this MoU.

5.2 For form(s) filling and making payment of fee at kiosk/ through internet:

1. The applicant shall be charged fee as per the fee details provided by Maharshi Dayanand Saraswati University, Ajmer along with the service charges mentioned at clause 6.1, as applicable. Service charges as per clause 6.1 will be borne by the applicant concerned availing the services through e-Mitra.
2. RISL shall retain their specified share of the transaction/service charges as per clause 6.1 and transfer the actual fee amount as prescribed by Maharshi Dayanand Saraswati University, Ajmer to the Exam Fee 2023 bank account as mentioned below within T+2 RISL working days, where T is the transaction date.
3. The detail of aforesaid Exam fee 2023 bank account for transferring actual fees amount is as under: -

| | |
|-------------|-------------|
| Account No. | 61057391797 |
|-------------|-------------|

| | |
|------------------|---------------------------------|
| Bank Name | State Bank of India |
| Branch Name | MDS University Campus Ajmer |
| Beneficiary Name | Registrar, MDS University Ajmer |
| IFSCCode | SBIN0031942 |

4. Beyond T+2RISLworking days, interest @ of 12% per annum will be payable by RISL for the delay of payment on the delayed amount.
- 5.3 It is obligatory on the part of LSP to ensure the smooth and efficient working and also to control the activities of kiosk holders. If at any stage the kiosk holder of the LSP indulges in any fraudulent activity like (but not restricted to) collection of excess charges etc., then the RISL shall be liable for taking instant legal action against the kiosk holder/LSP, if found guilty.
- 5.4 Role and Responsibilities of Maharshi Dayanand Saraswati University, Ajmer.

- 5.4.1 Manpower Resources: - Maharshi Dayanand Saraswati University, Ajmer shall nominate a nodal officer for the purpose of interaction with RISL and DeGS/LSP/e-Mitra, so that there will be a single point of contact. Similarly, RISL shall also nominate a nodal officer for the purpose of interaction with Maharshi Dayanand Saraswati University, Ajmer for above services.

Nodal Officer from e-Mitra:

Name: Sh. R K Sharma
Designation: Additional Director- OIC e-Mitra, DoIT&C
Mobile Number: 9413387309
Email-id: rksharmadoit@gmail.com; rksharma@rajasthan.gov.in

Nodal Officer from Maharshi Dayanand Saraswati University, Ajmer

Name: Sh. R. D. Meena
Designation: Asstt Registrar (A&F)
Mobile Number: 9414555936
Email Id: araf.mdsu@gmail.com

- 5.4.2 Details of various fees to be charged from applicant will be provided by Maharshi Dayanand Saraswati University, Ajmer
- 5.4.3 Maharshi Dayanand Saraswati University, Ajmer will make necessary arrangements in its portal to take care of last date of delivery of above services.
- 5.4.4 Access to relevant information: - Maharshi Dayanand Saraswati University, Ajmer shall make available relevant static information and

copies of Rules / Circulars in soft or hard copies from time to time to RISL. Maharshi Dayanand Saraswati University, Ajmer shall be responsible for ensuring that the public gets only the latest information on delivery of above services.

- 5.4.5 In case of any chargeback query raised against any online transaction by competent authority, Maharshi Dayanand Saraswati University, Ajmer shall promptly reply to that query. Maharshi Dayanand Saraswati University, Ajmer will be solely responsible for any debit in its bank account due to non-responsiveness towards chargeback issue.
- 5.4.6 Maharshi Dayanand Saraswati University, Ajmer will provide the filled forms (Annexure 1 and Annexure 2) to RISL with the copy of PAN card, at least 7 days before starting of online payment gateway services using RPP.
- 5.4.7 Within 15 days of last date of submission of online application; the nominated Nodal Officer of Maharshi Dayanand Saraswati University, Ajmer shall reconcile the accounts based on transactions made at all districts through e-Mitra platform. Maharshi Dayanand Saraswati University, Ajmer shall raise the issue, if any, in writing to RISL on account reconciliation within 90 days of last date of service. In case of no issue raised within stipulated timelines, it will be considered as the funds transferred by RISL to Maharshi Dayanand Saraswati University, Ajmer are complete, full & final and no request of Maharshi Dayanand Saraswati University, Ajmer regarding discrepancy in account reconciliation related to this service will be entertained thereafter.

6 Service Charges

6.1 RISL service charges:

| S. No. | Name of the Service | e-Mitra Service Charges* | Remarks |
|--------|--|---|--|
| 1. | "Application Form Filling" for exams / recruitments / registration / govt. schemes etc. at e-Mitra kiosk. | Rs 50/- per form | This service is optional. Applicant can fill the form on his own as well. |
| 2. | "Collection of demand note / fees / dues" for exams / recruitments / registration / govt. schemes etc. at e-Mitra kiosk. | Rs 10/- per transaction (For fees up to Rs 2000/-) | Slab-wise e-Mitra service charges. |
| 3. | Making payment of fees, online using DC/CC/Net Banking etc., through Rajasthan Payment Gateway (RPP). | NIL | Transaction Processing Fees** charged by the Bank / Payment Gateway Aggregator will be borne by the Applicant. |
| | Making payment of fees, online using DC/CC/Net Banking etc., through Online e-Mitra Payment Gateway | Rs 10/- per transaction | |

* These charges are inclusive of GST and will be paid by the applicant.

**Visit www.rpp.rajasthan.gov.in for more details on transaction processing fees

6.2 No additional charges will be taken from the applicant beyond prescribed rate.

- 6.3 No charges under this MoU and as also towards any other incidental expenses, stationery, etc. shall be borne by Maharshi Dayanand Saraswati University, Ajmer and entrustment of the work to RISL under this MoU shall constitute full and adequate consideration for all the parties of this MoU and also for all concerned.

7 Indemnity

- 7.1 Maharshi Dayanand Saraswati University, Ajmer shall not be responsible for any claim/damage awarded for the deficiency in service attributable to any act of omission/fraud/theft/missing etc. committed by the staff of kiosks holders set up by LSP either willfully or by negligence or whatsoever.

8 Publicity

- 8.1 Maharshi Dayanand Saraswati University, Ajmer and RISL would also ensure necessary publicity on RMCportal /e-Mitra portal and the kiosks running in the State.

9 ARBITRATION

- 9.1 Any dispute arising between the parties under or in connection with this MoU, shall be referred under the Arbitration & Conciliation Act, 1996 to sole Arbitrator Special Secretary, IT&C, Govt. of Rajasthan; and its decision shall be treated as final and binding upon the parties hereto.

10 Duration

This MoU shall be effective till rescinded by both the parties with mutual consent.

WHEREOF the parties hereto have set and subscribed their respective hands and seals the day and year first hereinabove written.

Signed for
RISL

On behalf of CMD, RISL

(R. K. Sharma)
Technical Director

Signed for Registrar,
Maharshi Dayanand Saraswati University, Ajmer

Registrar
Maharshi Dayanand Saraswati University
Ajmer

Registrar,
Maharshi Dayanand Saraswati University, Ajmer

In the presence of witness

1.....

2.....

(NOTE: - Signature of the Both Parties and the Stamp / Seal on each page of MOU is essential).

In the presence of witness

1.....

2.....

Controller of Examination
Maharshi Dayanand Saraswati University
Ajmer

Annexure A:**RPP Collection-Merchant Onboarding Form**

ANNEXURE-A (V20201216)

Form - (To be filled by Department to integrate with RPP)

Merchant On-boarding form for Online Funds Collection through RPP**Organization/Department Details**

| | | | | | |
|-----------------------------------|---|-------|-----|----------|--------|
| Name of Department / Organization | MAHARSHI DAYANAND SARASWATI UNIVERSITY | | | | |
| Type | <input checked="" type="checkbox"/> Government <input type="checkbox"/> Private <input type="checkbox"/> Board <input type="checkbox"/> Other (Please specify) _____ | | | | |
| Address | PUSHKAR BYE PASS KAYAD ROAD, AJMER | | | | |
| City | AJMER | State | RAS | Pin Code | 305009 |
| Official e-Mail Id | | | | | |

Nodal Officer Details (For any type of Communication)

| | | | | | |
|--------------------|---------------------|--------|--|--|--|
| Name | RAM DHAN MEENA | | | | |
| Designation | ASH. REGISTRAR | | | | |
| Mobile No | 9414 555936 | Tel No | | | |
| Official e-Mail Id | arab.mdsu@gmail.com | | | | |
| SSO ID (If any) | Ramdhanmeena.mdsu | | | | |

Subscription Details (To be filled by RPP)

| | |
|-------------------|---|
| Encryption Method | <input type="checkbox"/> No Encryption <input type="checkbox"/> AES 256 <input type="checkbox"/> 3DES |
| Checksum Method | <input type="checkbox"/> MD5 <input type="checkbox"/> SHA256 <input type="checkbox"/> SHA512 |
| e-Mail alerts | <input type="checkbox"/> Yes / <input type="checkbox"/> No |
| SMS alerts | <input type="checkbox"/> Yes / <input type="checkbox"/> No |

Annexures (Copy of Documents):

| | |
|--------------------------|--|
| <input type="checkbox"/> | Certificate of Incorporation |
| <input type="checkbox"/> | Bank Account details (Where funds are to be Credited [duly sealed & signed by Bank]) |
| <input type="checkbox"/> | PAN / TAN Card of Organization/Department or Corporate Office |
| <input type="checkbox"/> | GST Registration No of Organization/Department or Corporate Office |
| <input type="checkbox"/> | ID Proof of Nodal Officer |
| <input type="checkbox"/> | PAN Card of Nodal Officer |
| <input type="checkbox"/> | _____(Specify if anything else) |

(R. K. Sharma)
Technical Director

Signature and Seal of the HOD/ Project OIC

Date: 8/12/22

Registrar
Maharshi Dayanand Saraswati University
Ajmer, MDSU

Annexure B:**RPP Collection-Bank Account Details Form**

ANNEXURE-B (V20201216)

(To be issued on Entity Letterhead)

Date:

TO WHOMSOEVER IT MAY CONCERN

Sub: Remittance of Funds collected through Partner Bank / Institutions for _____ [Dept Name]

Dear Sir/ Madam,

In reference to subject mentioned, we confirm that the monies dues to us for all transactions routed through RPP be remitted to our account as per the details mentioned below:

| Bank Account Details | |
|-----------------------|---------------------------------------|
| Entity Name | University Examination Fee A/c |
| PAN/TAN Number | University Examination Fee A/c |
| Beneficiary Name | JDHM 06215 G |
| Beneficiary Bank Name | Registrar MDS University Ajmer |
| Branch Address | State Bank of India MDSU Campus Ajmer |
| A/c Number | MDS University Campus, Ajmer |
| IFS Code | 61057391797 |
| | SBIN 0031942 |

| Details of Nodal Officer for Reporting of Chargeback Cases and Fund Settlements | |
|---|---------------------|
| Name of Person with Designation | Ramdlhan Meena, AR |
| Email Id (Multiple if required) | arab.mdsu@gmail.com |
| Mobile (Multiple if required) | 9414555936 |

| Payment Modes Required | | | | |
|---|--------------------------------------|-------------------------------------|------------------------------|-----------------------------|
| Internet Banking <input type="checkbox"/> | Credit Card <input type="checkbox"/> | Debit Card <input type="checkbox"/> | UPI <input type="checkbox"/> | QR <input type="checkbox"/> |

Note: - In case of Credit/ Debit cards as a payment mode type, department is liable to follow international norms for chargeback cases against their accepted payments. It is sole responsibility of department to protect chargeback (by providing asked documents like service delivery proof, payment receipt) cases against their payment collected through RPP. RPP/RISL is not responsible for any types of debit against chargeback.

Thanks & Regards

For _____ [Entity]

Registrar
Maharshi Dayanand Saraswati University
Name: Bhagwan Singh
Designation: CoF & Registrar

Bank Certificate

This is to confirm that the above-mentioned Account details are correct. We certify that the signature agrees with the one on our records.

Date: 3/12/22

Place: Ajmer



(R. K. Sharma)
Technical Director