



**State Common Entrance Test Cell,
Government of Maharashtra**



**Online Registration for
MHT-CET-2023
User Manual
(English)**

Index

Sr. no	Title	Page Number
1	1. User - ✓ Checklist	3
2	2. Application Process Flow	4
3	3. Step 1: New Registration (1st time user)	5
4	4. Forgot Application Number	11
5	5. Forgot Password	11
6	6. Registered Candidates Sign in/ Already registered.	14
7	7. Step 2: Domicile and Category Details	15
8	8. Step 3: Qualification Details	27
9	9. Step 4: MHT-CET Details (Exam Group Selection)	30
10	10. Step 5: Upload Photo and Signature	31
11	11. Step 6: Upload Required Document	34
12	12. Step 7: Preview and Validate Information	38
13	13. Step 8: Pay Application Fee	40
14	14. Step 9: Print Application Form	43
15	15. Use of My Account Menu-Add Group	44

1. User–✓ Checklist:

Below is the list of documents that candidates should keep ready while using MHT-CET 2023 - Online Registration For MHT-CET 2023 first time.

A) Mobile Number:

- Valid mobile number is required for the registration of the user in the system.

B) Email ID:

- Valid Email ID is required for the registration of the user in the system.

C) Documents: (Photograph & Signature)

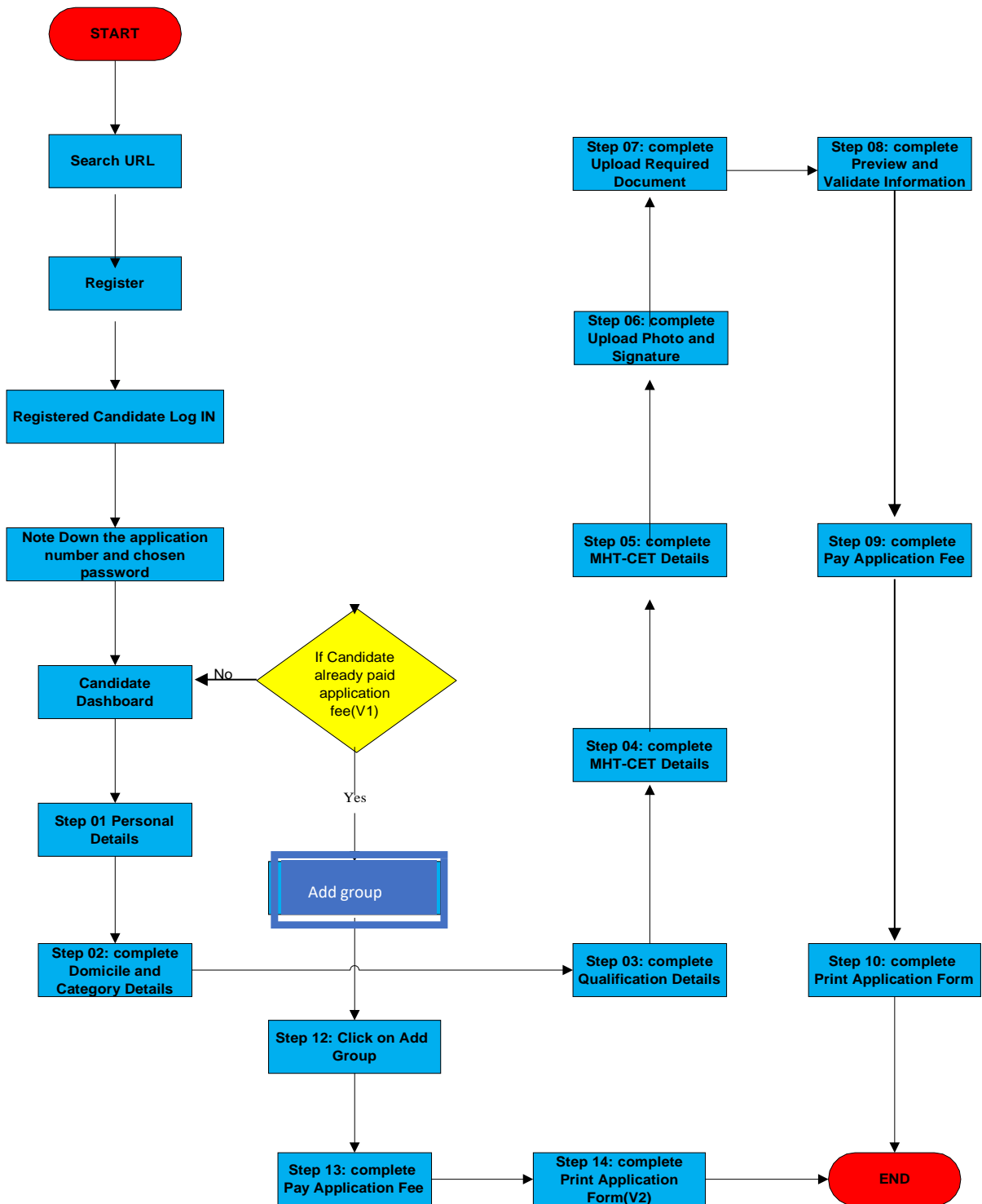
- Scanned copy of the photograph in JPEG/JPG format Max size 50kb.

(Dimensions: breadth 3.5 CMS * height 4.5 CMS)

- Scanned copy of signature in JPEG/JPG format Max size 50kb.

(Dimensions: breadth 3.5 CMS * height 1.5 CMS)

2. Application Process Flow:



3. Step I: New Registration (1st time user):

A) Open Internet Browser (Google Chrome / Mozilla Firefox / Internet Explorer version 9 or higher)



B) Go to the address bar and type the URL:

https://cetcell.mahacet.org/CET_landing_page_2023/

C) And press Enter to open Online Registration For MHT-CET 2023

- ❖ Now the Candidates can register himself by clicking on the
- ❖ "New Registration" button on the home page as highlighted below.



- ❖ Please read the pre-requisite for the MHT-CET-2023 exam, then the candidate needs to click on the **"I Accept and Proceed"** highlighted button as shown below,

Pre-Requisite for MHT-CET-2023 / एमएचटी-सीईटी-2023 परीक्षेसाठी पुढाविहित अट

- Candidate must have passed or appeared for HSC (12th/Equivalent Examination).
- Maharashtra State Candidate MUST clearly mention the Category, in case of reservation (Such as- SC/ST/OBC/VJ/DT-NT(A)/NT(B)/NT(C)/NT(D)/SBC/PWD/etc). Candidate must possess valid documents like Caste Certificate, Caste Validity Certificate and Non Creamy Layer Certificate as is applicable (valid up to 31st March 2024).
- Fees: For General Category Candidates from Maharashtra State, Outside Maharashtra State (OMS) Candidates Rs.800/-
- For Candidates of Backward class categories [SC/ST/OBC/VJ/DT-NT(A)/NT(B)/NT(C)/NT(D)/SBC/EWS/PWD/Candidates from Maharashtra State etc.] Rs.500/-
- All PWD candidates belonging to Maharashtra State will be charged Rs. 600/-
- Please read the User Manual and Information Brochure before filling the **CBT (Computer Based Test)** online registration form and application form. Candidate should verify the application before finally submitting and making payment.
- Candidates should use their active E-mail ID and Mobile Number for the registration of MHT-CET-2023. Candidate should keep their E-mail ID and Mobile Number active till the process of CET and Centralised Admission is over.
- The submitted and fees paid applications will not be edited. Hence candidates are advised to verify the filled in details before making payment.
- Please do not share your Application No, Password and OTP with anybody.
- Please Use Good Quality Photograph, Signature and Document for Proof of Identity Images for Uploading.
- Candidates are advised to Visit official www.mahacet.org website for latest Notifications.
- Candidate can use Only one Mobile No and E-mail ID for One Application Form.**

- एमएचटी-सीईटी-2023 ऑनलाईन परीक्षेसाठी अर्ज करणाऱ्या उमेदवाराचे एच.एस.सी. किंवा समकक्ष परीक्षा उत्तीर्ण केलेली असावी किंवा 12वी/समकक्ष परीक्षा दिलेली असावी.
- संवर्ग विहाय आरक्षणासाठी महाराष्ट्र राज्यातील उमेदवारांनी स्वतःचा संवर् स्पष्टपणे नमूद करावा. (अनुसूचित जाती / अनुसूचित जमाती / इतर मागास वर्ग / भटक्या व विमुक्त जमाती (बी.टी.-एन.टी.(ए) / एन.टी.(बी) / एन.टी.(सी) / एन.टी.(डी) / विशेष मागास वर्ग या उमेदवारांक अप्रतिष्ठ संवर्गचे जत्र प्रमाणपत्र, जत्र वैधते प्रमाणपत्र आणि उमेदवार उच्चत उत्पन्न नटमध्ये मोडत नसल्याचे प्रमाणपत्र जे दिनांक 31 मार्च 2024 पर्यंत वैध आहे, असणे आवश्यक आहे.
- दिव्यांग उमेदवारांजवळ दिव्यांगत्वाचे किमान 40 टक्के किंवा अधिक असे प्रमाणपत्र असणे आवश्यक आहे.
- एमएचटी-सीईटी-2023 शुल्क- महाराष्ट्र राज्यातील शून्या संवर्गातील उमेदवार व महाराष्ट्र राज्याबाहेरील सर्व संवर्गच्या उमेदवारांसाठी वाढणूक प्रवर्गाच्या उमेदवारांसाठी (ओ.एस.एस.) रु.800/-
- महाराष्ट्र राज्यातील मागासवर्गीय प्रवर्गातील उमेदवारांसाठी (अनुसूचित जाती / अनुसूचित जमाती / इतर मागास वर्ग / भटक्या व विमुक्त जमाती (बी.टी.-एन.टी.(ए)/(एन.टी.(बी)/एन.टी.(सी)/एन.टी.(डी) / विशेष मागास वर्ग / अप्रतिष्ठता मागासवर्ग / महाराष्ट्र राज्यातील दिव्यांग उमेदवार) रु. 600/-
- उमेदवारांनी कृपया **संगणक आधारित चाचणीचा** ऑनलाईन नोंदणी अर्ज भरण्यापूर्वी माहिती पुस्तिका काळजीपूर्वक वाचावी.
- ऑनलाईन भरलेला अर्ज काळजीपूर्वक तपासून नंतरच अर्जाचे शुल्क अदा करावे. एकदा ऑनलाईन शुल्क अदा केलेल्या अर्जात बदलेली माहिती उमेदवारांना दुरुस्त करता येणार नाही आणि ती माहिती उमेदवारांवर धनकारक राहील.
- ऑनलाईन अर्ज भरण्यासाठी उमेदवारांचा स्वतःचा ब्रह्मणध्वनी क्रमांक आणि ईमेल आय डी असणे आवश्यक आहे. प्रवेश प्रक्रिया पूर्ण होई पर्यंत उमेदवारांचे स्वतःचा ब्रह्मणध्वनी क्रमांक आणि ईमेल आय डी बदलू नये.
- कृपया आपला अप्रतिष्ठित नंबर , पासवर्ड आणि ओटीपी कोणत्याही देऊ नका.
- कृपया घायाचित्र, स्वाक्षरी आणि ओळखपत्र घेऊन प्रवेश प्रक्रिया पूर्ण होई पर्यंत.
- उमेदवारांनी अधिक माहितीसाठी तसेच नवीन सूचनांकरिता www.mahacet.org या अधिकृत संकेतस्थळा लक्ष घ्यावे.

I Accept and Proceed >>>

After opening the online registration form, the candidates should first Enter their Full Name (As Printed on SSC/HSC Mark sheet) minimum Two (2) words are mandatory, Enter Father's Name (FIRST NAME ONLY), Mother's Name (FIRST NAME ONLY), select Gender and confirm the Selected Gender (Both has to be same), Date of Birth, Religion, Region, Mother Tongue, Annual Family Income (Optional), and Nationality, etc. All the information needs to be filled correctly as Shown Below,

Registration Details			
Personal Details			
Candidate's Full Name उमेदवाराचे पूर्ण नाव		AROH RAGHUNATH BIKAR (As Per 10th/12th Marksheet) (वहावी/बादवी गुणपत्रिकेवर प्रकाशित केल्याप्रमाणे)	
Father's Name (First Name Only) वहावीचे नाव	RAGHUNATH	Mother's Name (First Name Only) आईचे नाव	ASHWANI
Gender लिंग	Female	Confirm Your Gender लिंग पुष्टी करा	Female
Date Of Birth (DD/MM/YYYY) जन्म तारीख (दिनांक/महिना/वर्ष)	01/01/2001	Confirm Your Date Of Birth (DD/MM/YYYY) जन्म तारीख (दिनांक/महिना/वर्ष) पुष्टी करा	01/01/2001
Religion धर्म	Hindu	Region to which you belong? उमेदवार कोणत्या भागाचा रहिवासी आहे?	Urban
Annual Family Income वार्षिक कुटुंबिक उत्पन्न	6,00,001 - 7,00,000 (Optional)	Mother Tongue मातृभाषा	Marathi
Nationality राष्ट्रीयत्व	Indian		

- ❖ Permanent Address: the candidate has to enter the home address, State, District, Taluka, Village, and Pin Code.

Permanent Address			
Address Line 1 पत्ता ओळ 1	<input type="text" value="F 409 4TH FLOOR"/>	Note : Maximum allowed length for each row is 50 characters.	
Address Line 2 पत्ता ओळ 2	<input type="text" value="JANRANJANI"/>		
Address Line 3 पत्ता ओळ 3	<input type="text" value="Pune"/>		
State राज्य	<input type="text" value="Maharashtra"/>	District जिल्हा	<input type="text" value="Pune"/>
Taluka तालुका	<input type="text" value="Pune City"/>	Village गाव	<input type="text" value="Pune (M Corp.)"/>
PIN Code पिन कोड	<input type="text" value="411038"/>		

- ❖ Address for correspondence: the candidate has to enter the address for correspondence, State, District, Taluka, Village, and Pin Cod.

Address for Correspondence [Same as Permanent Address <input type="checkbox"/>			
Address Line 1 पता ओळ 1	<input type="text" value="101 LAUT APPARTMENT"/>		Note : Maximum allowed length for each row is 50 characters.
Address Line 2 पता ओळ 2	<input type="text" value="NEAR PAWAR PABLIC SCHOOL"/>		
Address Line 3 पता ओळ 3	<input type="text" value="DIP ROAD"/>		
State राज्य	<input type="text" value="Maharashtra"/>	District जिल्हा	<input type="text" value="Pune"/>
Taluka तालुका	<input type="text" value="Pune City"/>	Village गाव	<input type="text" value="Pune (CB)"/>
PIN Code पिन कोड	<input type="text" value="410008"/>	Telephone No दूरध्वनी क्रमांक	<input type="text" value="67890"/> - <input type="text"/>

- ❖ If the Permanent and correspondence address of the candidate is the same then, the candidate can copy the above entered personal address by clicking on the check box as shown below (personal address will be copied as entered Below).

Address for Correspondence [Same as Permanent Address <input checked="" type="checkbox"/>			
Address Line 1 पता ओळ 1	<input type="text" value="F 409 4TH FLOOR"/>		Note : Maximum allowed length for each row is 50 characters.
Address Line 2 पता ओळ 2	<input type="text" value="JANRANJANI"/>		
Address Line 3 पता ओळ 3	<input type="text" value="Pune"/>		
State राज्य	<input type="text" value="Maharashtra"/>	District जिल्हा	<input type="text" value="Pune"/>
Taluka तालुका	<input type="text" value="Pune City"/>	Village गाव	<input type="text" value="Pune (M Corp.)"/>
PIN Code पिन कोड	<input type="text" value="411038"/>	Telephone No दूरध्वनी क्रमांक	<input type="text" value="67890"/> - <input type="text"/>

The candidates are required to fill in the correct information, as the candidates will receive contact/correspondence/instructions based on the entered information.

Note:

One Time Password (OTP) will be sent to the mobile number given below for activation of your login.

Kindly make sure that mobile number is correct. This mobile number will be used for all future communications.

Candidate can use one Mobile No and E-mail ID for One Application Form.

- ❖ The candidate has to enter the mobile and Email. (Candidate can use only one Mobile No and E-mail ID for One Application Form.)
- ❖ The candidates have to enter the password twice (Same) as per the instructions given on the screen to create the Application Number.

One Time Password (OTP) will be sent to the mobile number given below for activation of your login.
Kindly make sure that mobile number is correct. This mobile number will be used for all future communications.
Candidate can use one Mobile No for One Application Form.

Mobile No * E-Mail ID *

Choose Password

The Password must be as per the following Password policy :

- Password must be 8 to 13 character long.
- Password must have at least one Upper case alphabet.
- Password must have at least one Lower case alphabet.
- Password must have at least one numeric value.
- Password must have at least one special characters eg.!@#%&*~
- You can not Copy(Ctrl + C) & Paste(Ctrl + V) and Right Click Passwords into a Password Field

Choose Your Password *

Confirm Password *

Enter Security Pin Given Below (case sensitive) *

Security Pin **U F 5 W G**

Save & Proceed >>>

- ❖ Then click on **“Save and Proceed”** button as highlighted in above

❖ **OTP Verification:**

State CET Cell will send you a One Time Password (OTP) on your registered mobile number and email ID to Verify Your Login. After receiving One Time Password (OTP), Please Enter it. and click **“Verify OTP”** as highlighted below.

❖ **Mobile Number Verification:**

State CET Cell will send you a One Time Password (OTP) on your registered mobile number to verify it. If candidate do not receive OTP on your entered mobile number clickon **“Resend OTP”** button and try again after the waiting time ends by clicking on **“Resend”** button.

Mobile OTP Verification

Instructions :

- State CET Cell will send you a One Time Password (OTP) on Your Registered Mobile Number to Verify Your Login
- After receiving One Time Password (OTP), Please Enter it.
- After Verification of One Time Password (OTP), You can Proceed to Complete Your Activities.

Enter One Time Password(OTP) Sent on 98XXXXX474 *

Verify OTP Resend OTP

❖ **Email ID Verification:**

State CET Cell will send you a One Time Password (OTP) on your registered email ID to verify it after successful verification of your mobile number. If candidate do not receive OTP on your entered email ID, click on " **Resend OTP**" button and try again after the waiting time ends by clicking on " **Resend**" button.

Email OTP Verification

Instructions :

- State CET Cell will send you a One Time Password (OTP) on Your Registered Email ID to Verify Your Login
- After receiving One Time Password (OTP), Please Enter it.
- After Verification of One Time Password (OTP), You can Proceed to Complete Your Activities.

Enter One Time Password(OTP) Sent on
bh*****e@gmail.com

Verify Email OTP

Resend Email OTP

After successful verification of One Time Password (OTP), sent on your mobile number and email ID you can proceed to Complete Your Activities.

- ❖ **Application Number :** After verification of OTP, the Candidates will be given an " **Application Number**" generated by a computer system.

Click on ' **Proceed to complete application form** button as shown below.

Instructions

Registered Successfully for MHT-CET Academic Year 2023-24

Application No. : 231000068

Important Instruction :

1. Please note down system generated Application No. and chosen Password for all future logins.
2. Candidate is advised not to disclose or share their password with anybody. CET Cell will not be responsible for violation or misuse of the password of a candidate.
3. Candidate can change his/her passwords after login, if desired.
4. Candidate should remember to log out at the end of their session so that the particulars of the candidate cannot be tampered or modified by unauthorized persons.
5. Candidate can reset Password using a verification code sent via text message (SMS) to Candidate's Registered Mobile No.
6. Application No. has been sent to Candidate's Registered Mobile Number.

Proceed to Complete Application Form >>>

4. Forgot Application number:

If Applicant has already registered and if he/she has forgot his/her Application Number then it can be retrieved using **I Can't Access My account** on log in screen.

Steps 01: -click on “**I Can't Access My account**” on log in screen as shown below,

Registered Candidates Sign In

Application No. :

Password :

Sign In

[I can't access my account ?](#)

Instructions :

1. The Candidate who is already registered should enter Application No. and Password.
2. Candidate should note down the Application no and the Password in the diary and keep it in the safe custody.
3. In case candidate forgets his / her Application No. / Password, he / she can retrieve it by using 'I can't access my account ?'.
4. Candidate is advised NOT TO disclose or share their password with anybody. CET Cell will not be responsible for violation or misuse of the password of a candidate by anybody.
5. Only Authorised and Bonafide users are legally allowed to proceed further.
6. Your IP Address and other information will be captured for security reasons by the system.
7. You are deemed to have read and accepted the instructions when you proceed further.

Step 2: Select I forgot my Application No.

Having trouble signing in ?

Please Select

☐ I forgot my Password.

☒ I forgot my Application No.

CONTINUE

Step 3: click on “**Continue**”

Step 4: Enter the following Information

Enter Candidate's Name (Full name as per SSC/HSC Mark sheet)Enter

Father's Name (First Name Only)

Enter Mother's Name (First Name Only)

Enter DOB (DD/MM/YYYY) (Candidates Date of Birth)

Forgot Application No. ?

Enter the following information

Candidate's Name	<input type="text" value="AROH"/>
Father's Name	<input type="text" value="RAGHUNATH"/>
Mother's Name	<input type="text" value="ASHWANI"/>
DOB (DD/MM/YYYY)	<input type="text" value="01/01/2001"/>

SUBMIT

Step 5: After entering all the details click on “Submit” button.

Instructions

Registered Successfully for MHT-CET Academic Year 2023-24

Application No. : 231000068

Important Instruction :

1. Please note down system generated Application No. and chosen Password for all future logins.
2. Candidate is advised not to disclose or share their password with anybody. CET Cell will not be responsible for violation or misuse of the password of a candidate.
3. Candidate can change his/her passwords after login, if desired.
4. Candidate should remember to log out at the end of their session so that the particulars of the candidate cannot be tampered or modified by unauthorized persons.
5. Candidate can reset Password using a verification code sent via text message (SMS) to Candidate's Registered Mobile No.
6. Application No. has been sent to Candidate's Registered Mobile Number.

Proceed to Complete Application Form >>>

Step 6: Kindly note down your Application No. that is required for future reference. And click on “Click here to login” button.

5. Forgot Password:

If the candidate has already registered and he/she has forgotten his/her application password then it can be retrieved using the I Can't Access My Account on the login screen

Steps: -click on “I Can't Access My account” on log in screen

Registered Candidates Sign In

Application No. : 231000068

Password :

Sign In

[I can't access my account?](#)

Instructions :

1. The Candidate who is already registered should enter Application No. and Password.
2. Candidate should note down the Application no and the Password in the diary and keep it in the safe custody.
3. In case candidate forgets his / her Application No. / Password, he / she can retrieve it by using 'I can't access my account?'.
4. Candidate is advised NOT TO disclose or share their password with anybody. CET Cell will not be responsible for violation or misuse of the password of a candidate by anybody.
5. Only Authorised and Bonafide users are legally allowed to proceed further.
6. Your IP Address and other information will be captured for security reasons by the system.
7. You are deemed to have read and accepted the instructions when you proceed further.

Step 2: Select I forgot my Password.

Step 3: click on “Continue”.

Having trouble signing in ?

Please Select

☒ I forgot my Password.

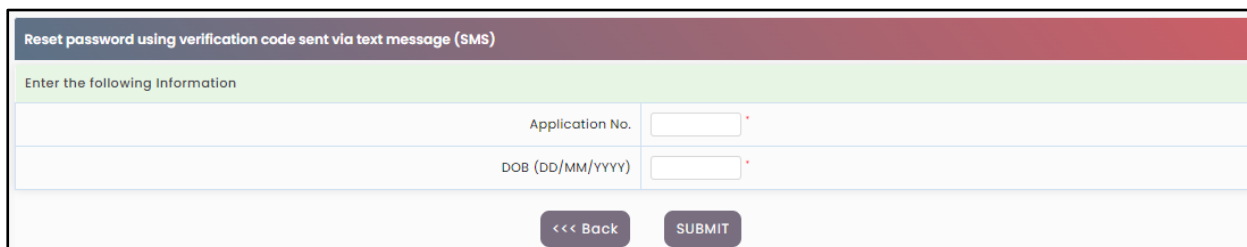
☐ I forgot my Application No.

CONTINUE

Step 4: Enter the following Information

Enter Application No.

Enter DOB (DD/MM/YYYY) (Candidates Birth Date).



Reset password using verification code sent via text message (SMS)

Enter the following Information

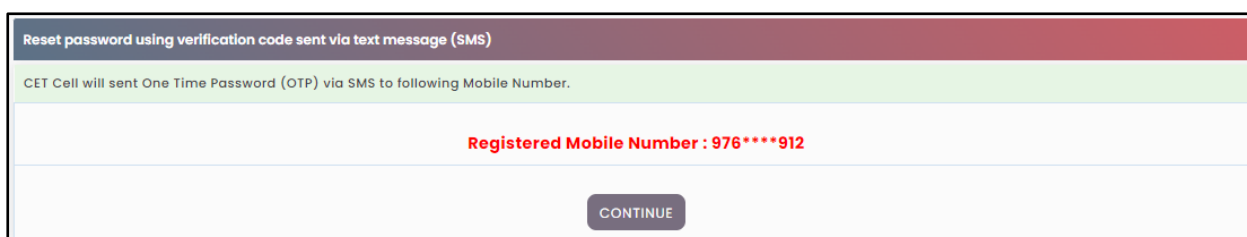
Application No. *

DOB (DD/MM/YYYY) *

<<< Back SUBMIT

Step 5: click on “Submit”.

Step 6: Candidate will receive OTP on registered Mobile number (Mobile Number will be displayed on Screen.)



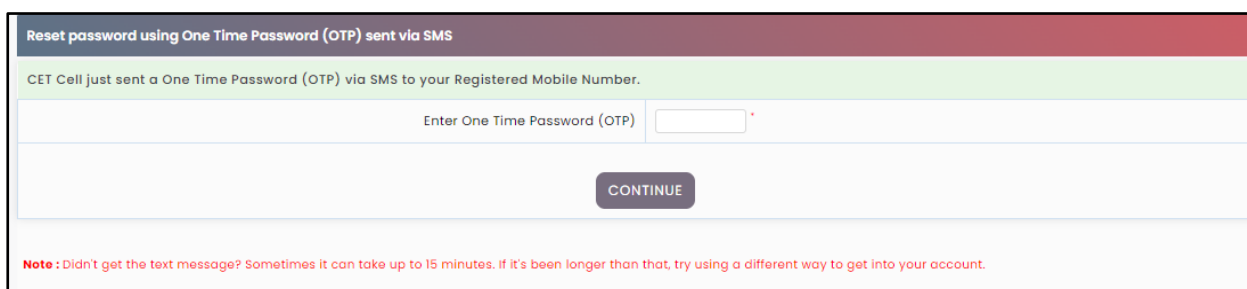
Reset password using verification code sent via text message (SMS)

CET Cell will sent One Time Password (OTP) via SMS to following Mobile Number.

Registered Mobile Number : 976****912

CONTINUE

Step 7: click on “Continue” to enter and verify the OTP.



Reset password using One Time Password (OTP) sent via SMS

CET Cell just sent a One Time Password (OTP) via SMS to your Registered Mobile Number.

Enter One Time Password (OTP) *

CONTINUE

Note : Didn't get the text message? Sometimes it can take up to 15 minutes. If it's been longer than that, try using a different way to get into your account.

Step 8: Once OTP Verified then, candidate needs to enter password.

(Enter new Password. Password must be at least 8 characters long and must contain at least one capital alphabet, one small alphabet, one number & one special character.)

Step 9: Re-enter password in Confirm password field

Reset Your Password

The Password must be as per the following Password policy :

- Password must be 8 to 13 character long.
- Password must have at least one Upper case alphabet.
- Password must have at least one Lower case alphabet.
- Password must have at least one numeric value.
- Password must have at least one special characters eg !@#%&'*~
- You can not Copy (Ctrl + C) & Paste (Ctrl + V) and Right Click Passwords into a Password Field

Ensure that your NEW PASSWORD cannot be identical to any of the previous 3 passwords

New Password

Confirm New Password

RESET PASSWORD

Step 10: click on “**RESET PASSWORD**” button.

6. Registered Candidates Sign in/ Already registered:

D) After registering online, enter the application number generated by system and the chosen password while registering on the login screen and click on the “**Sign In**” button as shown below.

Registered Candidates Sign In

Application No. :

Password :

Sign In

[I can't access my account ?](#)

Instructions :

1. The Candidate who is already registered should enter Application No. and Password.
2. Candidate should note down the Application no and the Password in the diary and keep it in the safe custody.
3. In case candidate forgets his / her Application No. / Password, he / she can retrieve it by using 'I can't access my account ?'.
4. Candidate is advised NOT TO disclose or share their password with anybody. CET Cell will not be responsible for violation or misuse of the password of a candidate by anybody.
5. Only Authorised and Bonafide users are legally allowed to proceed further.
6. Your IP Address and other information will be captured for security reasons by the system.
7. You are deemed to have read and accepted the instructions when you proceed further.

❖ A total of 09 stages of application are shown on the candidate's login dashboard and out of them, the first stage that is **Registration/Personal Details** has been completed and the remaining stages (**From Step 2 to Step 9**) are required for the candidates to complete. Also, a message about the current status of the application is displayed on the main page. To continue click on “**Incomplete**” button as Shown below (Start from Step 2)

Registration Form Status		
Your Application Form is Incomplete. Please Fill-up the Form Step by Step.		
Step ID	Step Details	Status
Step 1	Registration/Personal Details	Complete
Step 2	Domicile and Category Details	Incomplete
Step 3	Qualification Details	Incomplete
Step 4	MHT-CET Details	Incomplete
Step 5	Upload Photo and Signature	Incomplete
Step 6	Upload Required Document for Proof of Identity	Incomplete
Step 7	Preview and Validate Information	Incomplete
Step 8	Pay Application Fee	Incomplete
Step 9	Print Application Form	Incomplete

the candidate wants to make some changes in Registration/Personal Details then he/she needs to click on “**completed**” as shown below.

Step 2: Domicile and Category Details:

To complete the Step 2 the candidate has to click on “**Incomplete**” tab as highlighted below,

Your Application Form is Incomplete. Please Fill-up the Form Step by Step.		
Step ID	Step Details	Status
Step 1	Registration/Personal Details	Complete
Step 2	Domicile and Category Details	Incomplete
Step 3	Qualification Details	Incomplete
Step 4	MHT-CET Details	Incomplete
Step 5	Upload Photo and Signature	Incomplete

- ❖ **Domicile Details:** If the candidate or one of his parents is domiciled in the State of Maharashtra and possesses a domicile certificate of Maharashtra then candidate has to select “**Yes**”. Otherwise select “**No**”

Domicile and Category Details	
Domicile Details	
Are you Domiciled in the State of Maharashtra? तुम्ही महाराष्ट्र राज्यात वास्तव्यास आहात का?	<div>-- Select --</div> <div> <div>Yes</div> <div>No</div> </div>
Category Details	

Open Category:

If the candidates select the “Open” as category in the candidate category.

Category Details	
Category of candidate आपका जात संदर्भ लिखें	Open
Your Annual Family Income आपका वार्षिक आय	-- Select Category --
Do you want to Apply for EWS (Economically Weaker Section) Seats ? आपका ईकॉनॉमिकली वीकल सेक्शन (EWS) के लिए सीटें अप्लाई करना चाहते हैं ?	Open
Are you Person With Disability ? आपका दिव्यांगता है ?	SC
	ST
	DT/VJ
	NT 1 (NT-B)
	NT 2 (NT-C)
	NT 3 (NT-D)
	OBC
	SBC

Note:

The combined income of the families mentioned by the candidates in filling in the personal information. Whose family income from all sources is less or up to 8 Lakh. Such candidates are eligible for the category of economically weaker section (EWS).

- ❖ Then the candidates have been asked whether they want to apply in the category of Economically weaker section (EWS). Candidates should select “Yes” in Drop Down if they want to apply for the Economically weaker section (EWS) category. Otherwise select “No” in Drop Down as shown below,
- ❖ If the candidate wants to apply for EWS then he/she needs to choose the status of the Certificate of Economically Weaker Section (EWS) category from drop down list (Available, Applied but Not Received).

Category Details	
Category of candidate आपला जात संवर्ग निवडा	Open ▼ *
Your Annual Family Income कोटुंबिक वार्षिक उत्पन्न	6,00,001 - 7,00,000
Do you want to Apply for EWS (Economically Weaker Section) Seats ? आपण ईडब्ल्यूएस (आर्थिकदृष्ट्या कमकुवत विभाग) जागांसाठी अर्ज करू इच्छिता?	No ▼ *
	-- Select --
Are you Person With Disability ? आपण दिव्यांग व्यक्ती आहात का?	No Yes *

- ❖ If the candidate selects “Available” Status.

Category Details	
Category of candidate आपला जात संवर्ग निवडा	Open ▼ *
Your Annual Family Income कोटुंबिक वार्षिक उत्पन्न	6,00,001 - 7,00,000
Do you want to Apply for EWS (Economically Weaker Section) Seats ? आपण ईडब्ल्यूएस (आर्थिकदृष्ट्या कमकुवत विभाग) जागांसाठी अर्ज करू इच्छिता?	Yes ▼ *
Select EWS Certificate (Eligibility Certificate for Economically Weaker Section) Status ईडब्ल्यूएस (आर्थिक दृष्ट्या दुर्बल घटक) प्रमाणपत्राची स्थिती निवडा	Available ▼ *

(For The Purpose of 10% Reservation prescribed Economical weaker section Vide government resolution ku सामान्य प्रशासन विभाग कु राजाधो 4016 / पु कु 31/16 -अ dated 12 february 2019)

- ❖ If “**Apply But Not Received**” status is selected, then, the candidate has to provide EWS Certificate Application Number, date of application, district, and taluka where the application was submitted.

Select EWS Certificate (Eligibility Certificate for Economically Weaker Section) Status ईडब्ल्यूएस (आर्थिक दृष्ट्या दुर्बल घटक) प्रमाणपत्राची स्थिती निवडा	Applied but Not Received ▼
(For The Purpose of 10% Reservation prescribed Economical weaker section Vide government resolution ku संमान्य परासन विभाग कु टागायी 4015 / पु कु 31/16 -अ dated 12 february 2019)	
EWS Certificate Application Number ईडब्ल्यूएस (आर्थिक दृष्ट्या दुर्बल घटक) प्रमाणपत्राचा अर्ज क्रमांक	I2345
EWS Certificate Application Date ईडब्ल्यूएस (आर्थिक दृष्ट्या दुर्बल घटक) प्रमाणपत्राचा अर्ज दिनांक	01/03/2023
EWS Certificate Issuing District ईडब्ल्यूएस (आर्थिक दृष्ट्या दुर्बल घटक) प्रमाणपत्र निर्गमित प्राधिकरणाचे जिल्हा	Beed ▼
EWS Certificate Issuing Taluka ईडब्ल्यूएस (आर्थिक दृष्ट्या दुर्बल घटक) प्रमाणपत्र निर्गमित प्राधिकरणाचे तालुका	Bid ▼

❖ Scheduled Castes (SC) / Scheduled Tribes (ST) –

- ❖ The Candidates who belong to the category of Scheduled Castes / Scheduled Tribes at the beginning should select the option "the Scheduled Castes (SC) / Scheduled Tribes (ST) category."

Category Details	
Category of candidate आपला जात संवर्ग निवडा	SC ▼
Do you possess Caste Certificate आपल्याकडे जात प्रमाणपत्र आहे का?	-- Select Category -- Open SC ST
Do you possess Caste Validity जात / जमात वैधता प्रमाणपत्राची स्थिती निवडा	DT/VJ NT 1 (NT-B) NT 2 (NT-C) NT 3 (NT-D)
Are you Person With Disability ? आपण दिव्यांग व्यक्ती आहात का?	OBC SBC

- ❖ The candidate has to choose the status of the caste certificate from the drop-downlist.
"Available, Apply But Not Received, Not Applied"

- ❖ If the candidate selects the “Available” Status, then, the candidate is required to upload the Caste Certificate clearly mentioning the Category of the Candidate and also the remarks that the Caste is recognized as backward class in the State of Maharashtra at the time of CAP Process.

Category Details	
Category of candidate आपला जात संवर्ग निवडा	SC
Do you possess Caste Certificate आपल्याकडे जात प्रमाणपत्र आहे का?	-- Select --
Do you possess Caste Validity जात / जमात वैधता प्रमाणपत्राची स्थिती निवडा	Available
Are you Person With Disability ? आपण दिव्यांग व्यक्ती आहात का?	Yes

If the candidate chooses the status “Apply But Not Received”, then the candidates should have to enter the Caste Certificate Receipt No, Caste Certificate Application Date.

Category Details	
Category of candidate आपला जात संवर्ग निवडा	SC
Do you possess Caste Certificate आपल्याकडे जात प्रमाणपत्र आहे का?	Applied but Not Received
Caste Certificate Receipt No	1234
Caste Certificate Application Date	01/03/2023
Are you Person With Disability ? आपण दिव्यांग व्यक्ती आहात का?	Yes
Type of Disability दिव्यांग प्रकार निवडा	-- Select Disability --
Do you Require Scribe ? आपल्याला मदतनीस घी घटून आहे का ?	-- Select --
<p>You are required to Upload the Caste Certificate clearly mentioning the Category of the Candidate and also the remarks that the Caste is recognised as backward class in the State of Maharashtra at the time of Centralised Admission Process(CAP 2023).</p> <p>You are required to Upload the Caste / Tribe Validity Certificate in the name of the Candidate, issued by the caste validity committee of Maharashtra State at the time of Centralised Admission Process(CAP 2023).</p> <p>Candidate shall carry Disability Certificate at the time of Examination. (For All PWD Candidates)</p>	
<p>Save & Proceed >>></p>	

If candidate select caste certificate status as NOT Applied, then in that case the candidate's category is by default converted to OPEN category and he/she will not able to claim his reservation in the Caste category.

Category Details	
Category of candidate आपला जात संवर्ग निवडा	SC
Do you possess Caste Certificate आपल्याकडे जात प्रमाणपत्र आहे का?	Not Applied
Are you Person With Disability ? आपण दिव्यांग व्यक्ती आहात का?	Yes

If candidate select caste certificate status as **NOT Applied**, then in that case the candidate's category is by default converted to **OPEN** category and he/she will not able to claim his reservation in the Caste category.

- ❖ The Candidates who belong to the category of Destitute Castes / Nomadic Tribes (DT / VJ) / Nomadic Tribes-B (NT1 (NT-B) / Nomadic Tribes-C (NT2 (NT-C) / Nomadic Tribes-D) / NT3 (NT-D) / (OBC) / V.M.P. (SBC) should select the caste category as applicable. As shown below.

Category Details	
Category of candidate आपला जात संवर्ग निवडा	NT 2 (NT-C)
Do you possess Caste Certificate आपल्याकडे जात प्रमाणपत्र आहे का?	-- Select Category --
Do you possess Caste Validity जात / जमात वैधता प्रमाणपत्राची स्थिती निवडा	Open SC ST DT/VJ NT 1 (NT-B) NT 2 (NT-C) NT 3 (NT-D) OBC SBC
Do you have Non Creamy Layer Certificate valid up to 31 March 2024? उन्नत / प्रगत गटात मोडत असलेल्या प्रमाणपत्राची स्थिती निवडा	

- ❖ After selecting the category, the candidate has to choose the status of the caste certificate from the drop-down list. "**Available**, Apply But Not Received, "**Not Applied**"

Category Details	
Category of candidate आपला जात संवर्ग निवडा	NT 2 (NT-C)
Do you possess Caste Certificate आपल्याकडे जात प्रमाणपत्र आहे का?	-- Select --
Do you possess Caste Validity जात / जमात वैधता प्रमाणपत्राची स्थिती निवडा	-- Select -- Available Applied but Not Received Not Applied

- ❖ If the candidate selects the "**Available**" Status, the candidate has to upload the Caste Certificate in the next stage.

Category Details	
Category of candidate आपला जात संवर्ग निवडा	NT 2 (NT-C) ▼ *
Do you possess Caste Certificate आपल्याकडे जात प्रमाणपत्र आहे का?	Available ▼ *
Do you possess Caste Validity जात / जमात वैधता प्रमाणपत्राची स्थिती निवडा	-- Select -- ▼ *

- ❖ If the candidate chooses the status “**Apply But Not Received**”, then the candidate has to enter the Caste Certificate Receipt No, Caste Certificate Application Date.

Category Details	
Category of candidate आपला जात संवर्ग निवडा	NT 2 (NT-C) *
Do you possess Caste Certificate आपल्याकडे जात प्रमाणपत्र आहे का?	Applied but Not Received *
Caste Certificate Receipt No	1234 *
Caste Certificate Application Date	01/03/2023 *

Category Details	
Category of candidate आपला जात संवर्ग निवडा	NT 2 (NT-C) *
Do you possess Caste Certificate आपल्याकडे जात प्रमाणपत्र आहे का?	Not Applied *
Are you Person With Disability ? आपण दिव्यांग व्यक्ती आहात का?	-- Select -- *

If candidate select caste certificate status as **NOT Applied**, then in that case the candidate's category is by default converted to **OPEN** category and he/she will not able to claim his reservation in the Caste category.

After selecting the category, the candidates who have the caste certificate and selected status as “**Available**” those candidates only asked to fill the information of Caste Validity Certificate Status from the drop-down list “**Available**, **Apply but Not Received**, **Not Applied**.”

Category of candidate आपला जात संवर्ग निवडा	NT 2 (NT-C) *
Do you possess Caste Certificate आपल्याकडे जात प्रमाणपत्र आहे का?	Available *
Do you possess Caste Validity जात / जमात वैधता प्रमाणपत्राची स्थिती निवडा	-- Select -- Available Applied but Not Received Not Applied

- ❖ If the candidate selects the Available Status, the candidate has to upload the Caste / Tribe Validity Certificate in the next stage.

Category Details	
Category of candidate आपला जात संवर्ग निवडा	NT 2 (NT-C) *
Do you possess Caste Certificate आपल्याकडे जात प्रमाणपत्र आहे का?	Available *
Do you possess Caste Validity जात / जमात वैधता प्रमाणपत्राची स्थिती निवडा	Available *

- ❖ If the candidate chooses the status “**Apply But Not Received**”, then the candidate should have Caste / Tribe Validity Certificate Application Number, Caste / Tribe Validity Certificate Application Date, Caste / Tribe Validity Certificate Issuing Authority Name, caste / Tribe Validity Certificate Issuing District, Name as Per Caste / Tribe Validity Certificate.

Category Details	
Category of candidate आपला जात संवर्ग निवडा	NT 2 (NT-C) *
Do you possess Caste Certificate आपल्याकडे जात प्रमाणपत्र आहे का?	Available *
Do you possess Caste Validity जात / जमात वैधता प्रमाणपत्राची स्थिती निवडा	Applied but Not Received *
Caste / Tribe Validity Certificate Application Number जात / जमात वैधता प्रमाणपत्र अर्ज क्रमांक	*
Caste / Tribe Validity Certificate Application Date जात / जमात वैधता प्रमाणपत्र अर्ज करण्याची तारीख	*
Caste / Tribe Validity Certificate Issuing Authority Name जात / जमात वैधता प्रमाणपत्र निर्गमित केलेल्या प्राधिकारणाचे नाव	*
Caste / Tribe Validity Certificate Issuing District जात / जमात वैधता प्रमाणपत्र निर्गमित केलेल्या जिल्ह्याचे नाव	-- Select District -- *
Candidate Name as per Caste Certificate जात प्रमाणपत्राप्रमाण अर्जदाराचे नाव	*

If candidate select caste certificate status as **NOT Applied**, then in that case the candidate's category is by default converted to **OPEN** category and he/she will not able to claim his reservation in the Caste category.

Category Details	
Category of candidate आपला जात संवर्ग निवडा	NT 2 (NT-C) ▼ *
Do you possess Caste Certificate आपल्याकडे जात प्रमाणपत्र आहे का?	Available ▼ *
Do you possess Caste Validity जात / जमात वैधता प्रमाणपत्राची स्थिती निवडा	Not Applied ▼ *
Do you have Non Creamy Layer Certificate valid up to 31 March 2024? उन्नत / प्रगत गटात मॉडत अंदाळेल्या प्रमाणपत्राची स्थिती निवडा	-- Select -- ▼ *
Are you Person With Disability ? आपण दिव्यांग व्यक्ती आहात का?	-- Select -- ▼ *

- ❖ If the candidates are belonging to Destitute Castes / Nomadic Tribes (DT / VJ) / Nomadic Tribes-B (NT1 (NT-B) / Nomadic Tribes-C (NT2 (NT-C) / Nomadic Tribes-D) / NT3 (NT-D) / (OBC) / V.M.P. (SBC) caste then he/she needs to possesses the Valid **Non-Creamy Layer** Certificate valid up to **31 March 2024**.

Category Details	
Category of candidate आपला जात संवर्ग निवडा	NT 2 (NT-C) ▼ *
Do you possess Caste Certificate आपल्याकडे जात प्रमाणपत्र आहे का?	Available ▼ *
Do you possess Caste Validity जात / जमात वैधता प्रमाणपत्राची स्थिती निवडा	Not Applied ▼ *
Do you have Non Creamy Layer Certificate valid up to 31 March 2024? उन्नत / प्रगत गटात मॉडत अंदाळेल्या प्रमाणपत्राची स्थिती निवडा	-- Select -- ▼ *
Are you Person With Disability ? आपण दिव्यांग व्यक्ती आहात का?	<div> -- Select -- Available Applied but Not Received Not Applied </div>

- ❖ If the candidate has the Non-Creamy Layer Certificate, then he/she should select status as "**Available**".
- ❖ If the candidate selects the status of Non-Creamy Layer Certificate as "**Apply But Not Received**", then the candidate should provide the Non-Creamy Layer

Certificate Application Number, Non-Creamy Layer Certificate ApplicationDate, Non-Creamy Layer Certificate Issuing Authority Name.

Category Details	
Category of candidate आपला जात संवर्ग निवडा	NT 2 (NT-C) *
Do you possess Caste Certificate आपल्याकडे जात प्रमाणपत्र आहे का?	Available *
Do you possess Caste Validity जात / जमात वैधता प्रमाणपत्राची स्थिती निवडा	Applied but Not Received *
Caste / Tribe Validity Certificate Application Number जात / जमात वैधता प्रमाणपत्र अर्ज क्रमांक	
Caste / Tribe Validity Certificate Application Date जात / जमात वैधता प्रमाणपत्र अर्ज कटण्याची तारीख	
Caste / Tribe Validity Certificate Issuing Authority Name जात / जमात वैधता प्रमाणपत्र विनिर्मित केलेल्या प्राधिकारणाचे नाव	
Caste / Tribe Validity Certificate Issuing District जात / जमात वैधता प्रमाणपत्र विनिर्मित केलेल्या जिल्ह्याचे नाव	-- Select District -- *
Candidate Name as per Caste Certificate जात प्रमाणपत्रानुसार उमेदवाराचे नाव	
Do you have Non Creamy Layer Certificate valid up to 31 March 2024? उन्नत / प्रगत गटात मोडत असलेल्या प्रमाणपत्राची स्थिती निवडा	-- Select -- *

If candidate select caste certificate status as **NOT Applied**, then in that case the candidate's category is by default converted to **OPEN** category and he/she will not able to claim his reservation in the Caste category.

Category Details	
Category of candidate आपला जात संवर्ग निवडा	NT 2 (NT-C) *
Do you possess Caste Certificate आपल्याकडे जात प्रमाणपत्र आहे का?	Available *
Do you possess Caste Validity जात / जमात वैधता प्रमाणपत्राची स्थिती निवडा	Not Applied *
Do you have Non Creamy Layer Certificate valid up to 31 March 2024? उन्नत / प्रगत गटात मोडत असलेल्या प्रमाणपत्राची स्थिती निवडा	-- Select -- *

❖ If the candidate has a **Disability**, then the candidate has to select the type of disability from the drop-down list (**at least a 40%**).

Are you Person With Disability ? आपण दिव्यांग व्यक्ती आहात का?	Yes *
Type of Disability दिव्यांग प्रकार निवडा	-- Select Disability -- *
Do you Require Scribe ? आपल्याला मदतनीस ची गरज आहे का ?	-- Select -- *

- ❖ If the candidate is **Do not have** a **Disability**, then the candidate should select the “**No**” and click on “**Save and proceed**” as highlighted below.
- ❖ If the candidate has Disability And requires the scribe, then he/she should select “**Yes**” from drop down list otherwise select “**No**”
- ❖ Also, if candidate required more time, then, he/she should select “**Yes**” from drop down list otherwise select “**No**”. Click on “**Save and proceed**” as highlighted below.

Are you Person With Disability ? आपण दिव्यांग व्यक्ती आहात का?	Yes	*
Type of Disability दिव्यांग प्रकार निवडा	Muscular Dystrophy	* Minimum 40% benchmark disability required.
Do you Require Scribe ? आपल्याला मदतलीत घी गटण आहे का ?	Yes	*
Do you Require Extra Time ? आपल्याला अतिरिक्त वेळ हवा आहे का?	Yes	*
Candidate shall carry Disability Certificate at the time of Examination. (For All PWD Candidates)		
Save & Proceed >>>		

Step 3: Qualification Details:

- ❖ If the candidate has passed SSC or Equivalent Exam from India, then he/she should select “Yes” otherwise “No” from the given dropdown list.
- ❖ If the candidate selects “Yes” then he/she need to enter the details as ShownBelow,

Qualification Details	
SSC / Equivalent Details	
Have you passed SSC or Equivalent Exam from India? आपण एसएससी किंवा समकक्ष परीक्षा भारतातून उत्तीर्ण केली आहे का?	Yes <input type="button" value="v"/>
Select SSC/Equivalent Board दहावी परीक्षा मंडळ निवडा	-- Select Board -- <input type="button" value="v"/>
Select SSC/Equivalent Passing Year दहावी उत्तीर्ण वर्ष	-- Passing Year -- <input type="button" value="v"/>
Enter SSC/Equivalent Percentage दहावी टक्केवारी प्रविष्ट करा (Upto two decimal. If marks awarded in grades, convert it into equivalent Percent/ दोन दशांश स्थळापर्यंत, जर गुणांची श्रेणी दिलेली असल्यास त्याचे टक्केवारीत रूपांतर करावे)	<input type="text"/> %

- ❖ The candidate needs to Select SSC/Equivalent Board from the dropdown as shown below,

SSC / Equivalent Details	
Have you passed SSC or Equivalent Exam from India? आपण एसएससी किंवा समकक्ष परीक्षा भारतातून उत्तीर्ण केली आहे का?	Yes <input type="button" value="v"/>
Select SSC/Equivalent Board दहावी परीक्षा मंडळ निवडा	-- Select Board -- <input type="button" value="v"/>
Select SSC/Equivalent Board दहावी परीक्षा मंडळ निवडा	<div><div>-- Select Board --</div><div><div>MAHARASHTRA</div><div>Maharashtra State Board of Secondary and Higher Secondary Education, Pune</div><div>ALL INDIA BOARDS</div><div>Central Board of Secondary Education, Delhi</div><div>Council for Indian School Certificate Examinations, New Delhi</div><div>International Baccalaureate</div><div>International General Certificate of Secondary Education</div><div>National Institute of Open Schooling (formerly National Open School), New Delhi</div><div>ANDHRA PRADESH</div><div>Andhra Pradesh Board of Intermediate Education, Hyderabad</div><div>Andhra Pradesh Board of Secondary Education, Hyderabad</div><div>Andhra Pradesh Open School Society, SCERT Campus, Hyderabad</div><div>ASSAM</div><div>Assam Higher Secondary Education Council, Assam State Open School Bongaivaidan, Guwahati</div></div></div>
Enter SSC/Equivalent Percentage दहावी टक्केवारी प्रविष्ट करा (Upto two decimal. If marks awarded in grades, convert it into equivalent Percent/ दोन दशांश स्थळापर्यंत, जर गुणांची श्रेणी दिलेली असल्यास त्याचे टक्केवारीत रूपांतर करावे)	<input type="text"/> %
Select State From Which you Passed ज्या राज्यातून दहावी परीक्षा उत्तीर्ण झाली	
Select District From Which you Passed तुमची दहावीची शाळा ज्या जिल्ह्यात आहे	
Select Taluka From Which you Passed तुमची दहावीची शाळा ज्या तालुक्यात आहे	

- ❖ If the candidate selects “No”.
- ❖ Then candidates need to Select SSC/Equivalent Board.

Qualification Details	
SSC / Equivalent Details	
Have you passed SSC or Equivalent Exam from India? आपण एसएससी किंवा समकक्ष परीक्षा भारतातून उत्तीर्ण केली आहे का?	No
Select SSC/Equivalent Board दहावी परीक्षा मंडळ निवडा	-- Select Board --
Select SSC/Equivalent Passing Year दहावी उत्तीर्ण वर्ष	-- Select Board --
Enter SSC/Equivalent Percentage (Upto two decimal. If marks awarded in grades, convert it into equivalent Percent/ दोन दशांश स्थळांपर्यंत. जर गुणांची श्रेणी दिलेली असल्यास त्याचे टक्केवारीत रूपांतर करावे)	
HSC / Equivalent Details	
Are you Appearing / Appeared 12th (HSC) आपण 2023 मध्ये 12 वी (एचएससी) परीक्षा देणार आहात / द्यात आहात	
Select HSC/Equivalent Board बारावी परीक्षा मंडळ निवडा	
Select State Where your 12th(HSC)/Col आपले 12 वी (एचएससी) महाविद्यालय जेथे	
Select District Where Your 12th/(HSC)Col आपले 12 वी (एचएससी) महाविद्यालय जेथे	

- ❖ **Select SSC/Equivalent Passing Year:** Here candidate needs to select the SSC/Equivalent Passing Year from the dropdown list. As shown below

Qualification Details	
SSC / Equivalent Details	
Have you passed SSC or Equivalent Exam from India? आपण एसएससी किंवा समकक्ष परीक्षा भारतातून उत्तीर्ण केली आहे का?	No
Select SSC/Equivalent Board दहावी परीक्षा मंडळ निवडा	Maharashtra State Board of Secondary and Higher Secondary Education, Pune
Select SSC/Equivalent Passing Year दहावी उत्तीर्ण वर्ष	-- Passing Year --
Enter SSC/Equivalent Percentage (Upto two decimal. If marks awarded in grades, convert it into equivalent Percent/ दोन दशांश स्थळांपर्यंत. जर गुणांची श्रेणी दिलेली असल्यास त्याचे टक्केवारीत रूपांतर करावे)	

- ❖ **Enter SSC/Equivalent Percentage:** Here the candidates need to convert marks if marks are awarded in **grades**, convert it into equivalent **Percent**. Select State from Which you Passed SSC/Equivalent and elect District from Which you Passed SSC/Equivalent, Select Taluka from Which you Passed SSC/Equivalent, Enter School Name of SSC/Equivalent As shown below,
- ❖ **HSC / Equivalent Details:**

Qualification Details	
SSC / Equivalent Details	
Have you passed SSC or Equivalent Exam from India? आपण एसएससी किंवा समकक्ष परीक्षा भारतातून उत्तीर्ण केली आहे का?	Yes
Select SSC/Equivalent Board दहावी परीक्षा मंडळ निवडा	Maharashtra State Board of Secondary and Higher Secondary Education, Pune
Select SSC/Equivalent Passing Year दहावी उत्तीर्ण वर्ष	2016
Enter SSC/Equivalent Percentage (Upto two decimal. If marks awarded in grades, convert it into equivalent Percent/ दोन दशांश स्थळांपर्यंत. जर गुणांची श्रेणी दिलेली असल्यास त्याचे टक्केवारीत रूपांतर करावे)	88 %
Select State From Which you Passed SSC/Equivalent ज्या राज्यातून दहावी परीक्षा उत्तीर्ण झाले ते राज्य निवडा.	Maharashtra
Select District From Which you Passed SSC/Equivalent जुनची दहावीची शाळा ज्या जिल्ह्यात आहे ती निवडा निवडा	Pune
Select Taluka From Which you Passed SSC/Equivalent जुनची दहावीची शाळा ज्या तालुक्यात आहे ती निवडा निवडा	Pune City
Enter School Name of SSC/Equivalent ज्या शाळेतून दहावी परीक्षा उत्तीर्ण झालेली त्या शाळेचे नाव प्रविष्ट करा	PAWAR PUBLIC HIGH SCHOOL

Are you Appearing /Appeared 12th (HSC) exam in 2023 If the candidate has passed HSC or Equivalent Exam from India, then he/she should select “Yes” otherwise “No” from given dropdown list.

- ❖ If the candidate selects “Yes” then he/she need to enter the details as shown below,

HSC / Equivalent Details	
Are you Appearing /Appeared 12th (HSC) exam in 2023 आपण 2023 मध्ये 12 वी (एचएससी) परीक्षा देत आहात का?	Yes *
Select HSC/Equivalent Board वाढवी परीक्षा मंडळ निवडा	Maharashtra State Board of Secondary and Higher Secondary Education, Pune *
Select State Where your 12th(HSC)College is Situated आपले 12 वी (एचएससी) महाविद्यालय नेथे आहे राज्य निवडा.	Maharashtra *
Select District Where Your 12th/(HSC)College is situated निथे आपले 12 वी / (एचएससी) महाविद्यालय आहे तो जिल्हा निवडा.	Pune *
Select Taluka Where Your 12th/(HSC) College is situated निथे आपले 12 वी / (एचएससी) महाविद्यालय आहे तो तालुका निवडा.	Pune City *
Enter HSC School/College Name एचएससी स्कूल / कॉलेजचे नाव	PAWAR PUBLIC HIGH SCHOOL *
Save & Proceed >>>	

- ❖ If the candidate selects “No” then he/she need to enter the details as shown below,

HSC / Equivalent Details	
Are you Appearing /Appeared 12th (HSC) exam in 2023 आपण 2023 मध्ये 12 वी (एचएससी) परीक्षा देत आहात का?	No *
Select HSC/Equivalent Board वाढवी परीक्षा मंडळ निवडा	Maharashtra State Board of Secondary and Higher Secondary Education, Pune *
HSC Passing Year वाढवी उत्तीर्ण वर्ष	2016 *
Select State Where your 12th(HSC)College is Situated आपले 12 वी (एचएससी) महाविद्यालय नेथे आहे राज्य निवडा.	Maharashtra *
Select District Where Your 12th/(HSC)College is situated निथे आपले 12 वी / (एचएससी) महाविद्यालय आहे तो जिल्हा निवडा.	Pune *
Select Taluka Where Your 12th/(HSC) College is situated निथे आपले 12 वी / (एचएससी) महाविद्यालय आहे तो तालुका निवडा.	Pune City *
Enter HSC School/College Name एचएससी स्कूल / कॉलेजचे नाव	PAWAR PUBLIC HIGH SCHOOL *
Save & Proceed >>>	

After Filling all the Mandatory details accurately. Candidate should click on “Save and Proceed” button.

Step 4: MHT-CET Examination Details:

Here the candidate needs to Select Subject Group for MHT-CET 2023 “PCB and PCM or PCB &PCM”. From the given drop down list.

MHT-CET-2023 Examination Details		
Select Subject Group for MHT-CET-2023	-- Select Group -- *	
Select Language/Medium of the Question Paper	<div>PCB PCM Both(PCM and PCB)</div> <div><input type="radio"/> Marathi <input type="radio"/> Urdu *</div>	
Confirm Your Language/Medium of the Question Paper	<div><input type="radio"/> Marathi <input type="radio"/> Urdu *</div>	
Specify Preferences for MHT-CET-2023 Examination Center		

Note:

- ❖ If the candidate wants to apply for single group with main subject as biology, then he/she needs to select “**PCB**” group option from given dropdown list.
- ❖ If the candidate wants to apply for single group with main subject as Mathematics, then he/she needs to select “**PCM**” group option from given dropdown list.
- ❖ If candidate wants to apply for both the group then he/she needs to select the both “**PCM&PCB**” option from given dropdown list.

After the Group selection candidate needs to select the medium/Language of examination and confirm the medium/ Language of examination.

MHT-CET-2023 Examination Details		
Select Subject Group for MHT-CET-2023	PCM Physics, Chemistry and Mathematics	
Select Language/Medium of the Question Paper	<div><input type="radio"/> English <input type="radio"/> Marathi <input type="radio"/> Urdu *</div>	
Confirm Your Language/Medium of the Question Paper	<div><input type="radio"/> Marathi <input type="radio"/> Urdu *</div>	
Specify Preferences for MHT-CET-2023 Examination Center		

- ❖ Specify Preferences for MHT-CET-2023 Examination Center:
Here the candidate needs to select the State for MHT-CET-2023 Examination Center from the given dropdown list. And select the examination center preference. As shown below and highlighted,
- ❖ First candidate needs to select state for examination Center.

- ❖ If candidates select state, then the First preference will be locked on the respective capital (Except Maharashtra) of the state as shown below, (For example: Karnataka)

Specify Preferences for MHT-CET-2023 Examination Center	
Select State for MHT-CET-2023 Examination Center	Karnataka *
Select Exam Center at Preference Number 1	Bengaluru (Bangalore) *
Select Exam Center at Preference Number 2	Mumbai City *
Select Exam Center at Preference Number 3	Nanded *
Select Exam Center at Preference Number 4	Mumbai Suburban *
<input type="button" value="Save & Proceed >>>"/>	

- ❖ Candidate has to select the examination center preference from number 2, and 3,4.

Then, Click on “**Save & Proceed**” button.

Step 5: Upload Photo and Signature:

- ❖ The candidate should upload candidate’s Photo and candidate’s Signature
- ❖ To Upload Photograph please follow mentioned Step below,

Step 1: click on “**select the upload type**”

Upload Photograph & Signature	
Note : 1. The Photograph and Signature Image should be in jpg/jpeg/png format. 2. Ensure that Photograph and Signature Image is of good quality. 3. Select the relevant type (Photograph OR Signature) you want to upload from the dropdown given below. 4. Use 'OPEN' button to select Photograph/Signature File and Click 'CROP' if needed and Click 'UPLOAD' button to upload the Photograph/Signature.	
Select Upload Type : Photograph ▼ <div> <div> --Select-- Photograph Signature </div> <div> Photograph छायाचित्र Signature स्वाक्षरी </div> </div>	<div> <input type="button" value="Open"/> <input type="button" value="Camera"/> <input type="button" value="Reload"/> <input type="button" value="Crop"/> <input type="button" value="Upload"/> </div>

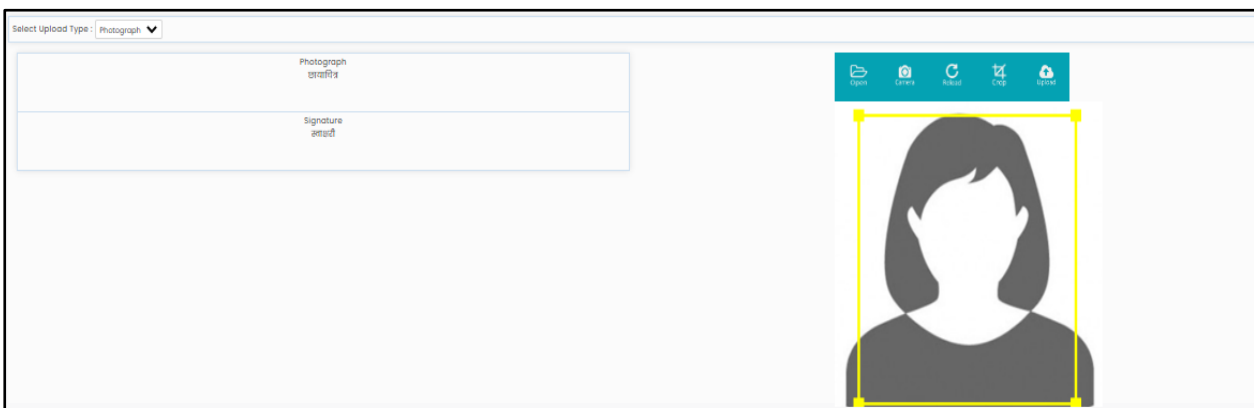
Step 02: select the upload type “**Photograph**”

Note : 1. The Photograph and Signature Image should be in jpg/jpeg/png format. 2. Ensure that Photograph and Signature Image is of good quality. 3. Select the relevant type (Photograph OR Signature) you want to upload from the dropdown given below. 4. Use 'OPEN' button to select Photograph/Signature File and Click 'CROP' if needed and Click 'UPLOAD' button to upload the Photograph/Signature.	
Select Upload Type : Photograph ▼ <div> <div> Photograph छायाचित्र </div> </div>	<div> <input type="button" value="Open"/> <input type="button" value="Camera"/> <input type="button" value="Reload"/> <input type="button" value="Crop"/> <input type="button" value="Upload"/> </div>

Step 03: Click on “Open” Button. Navigate the candidate photo and select.

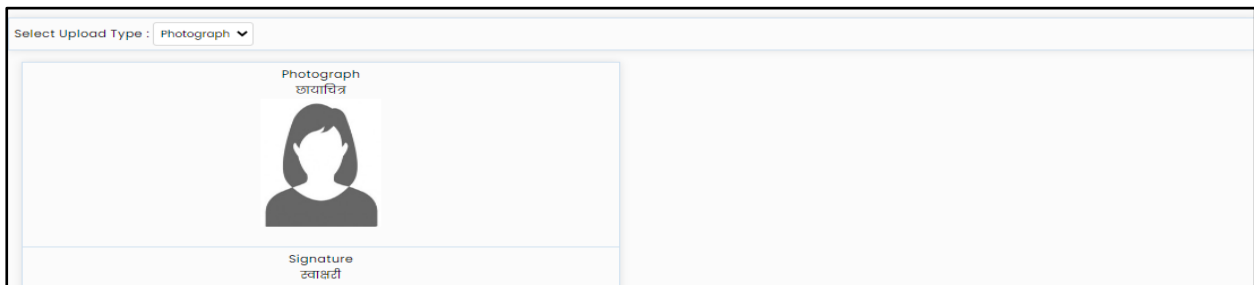


- ❖ Step 04: To resize the selected photo, click on “Crop” Option/tab as shown below and crop the photo. Then, to upload the photo candidate needs to click on Upload tab as shown.



Step 05: Now to upload the photo candidate needs to click on Upload button. As shown above.

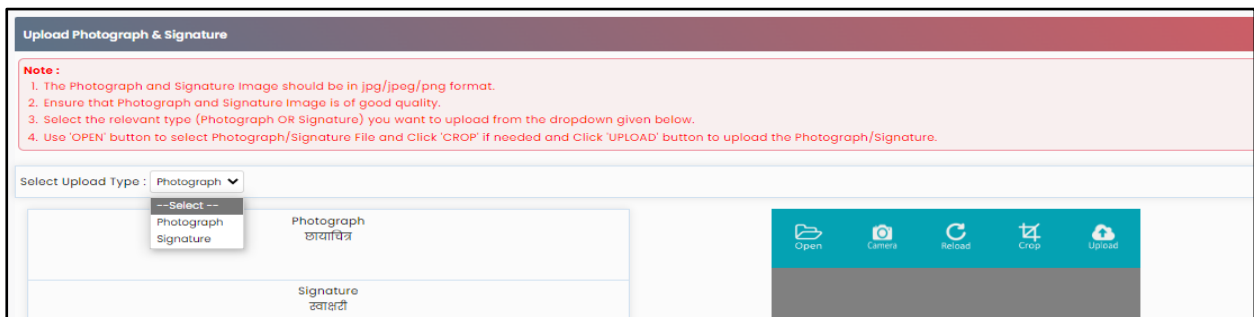
- ❖ Uploaded Photograph of candidate will be displayed on screen.



The screenshot shows a web interface with a dropdown menu labeled "Select Upload Type:" set to "Photograph". Below the dropdown is a large rectangular area containing a placeholder image of a person's head and shoulders. Above the image is the text "Photograph छायाचित्र" and below it is "Signature स्वाक्षरी".

To Upload the Signature:

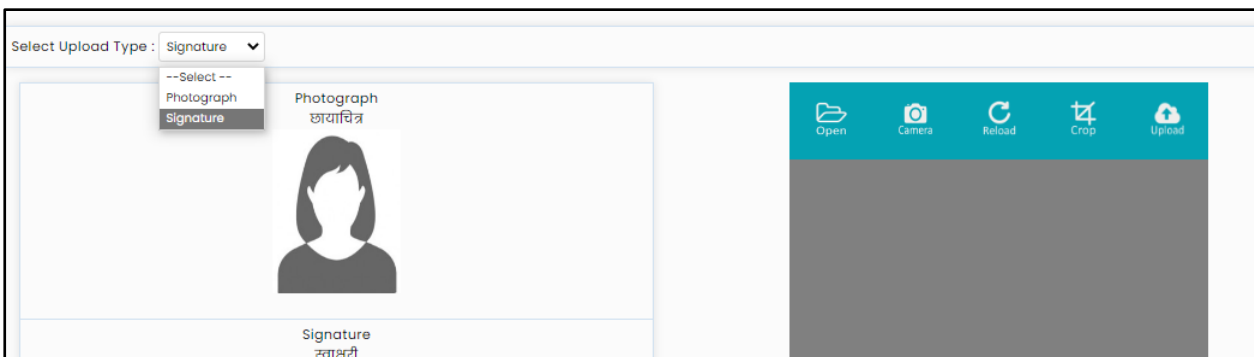
- ❖ To Upload Signature please follow mentioned Step below, Step 01: Click on Select Upload type



The screenshot shows the "Upload Photograph & Signature" section. A red note box contains instructions: 1. The Photograph and Signature Image should be in jpg/jpeg/png format. 2. Ensure that Photograph and Signature Image is of good quality. 3. Select the relevant type (Photograph OR Signature) you want to upload from the dropdown given below. 4. Use 'OPEN' button to select Photograph/Signature File and Click 'CROP' if needed and Click 'UPLOAD' button to upload the Photograph/Signature. Below the note, the "Select Upload Type:" dropdown is open, showing options: "--Select --", "Photograph", and "Signature". The "Photograph" option is currently selected. To the right of the dropdown are buttons: "Open", "Camera", "Reload", "Crop", and "Upload".

Step 02: Select Upload type as Signature

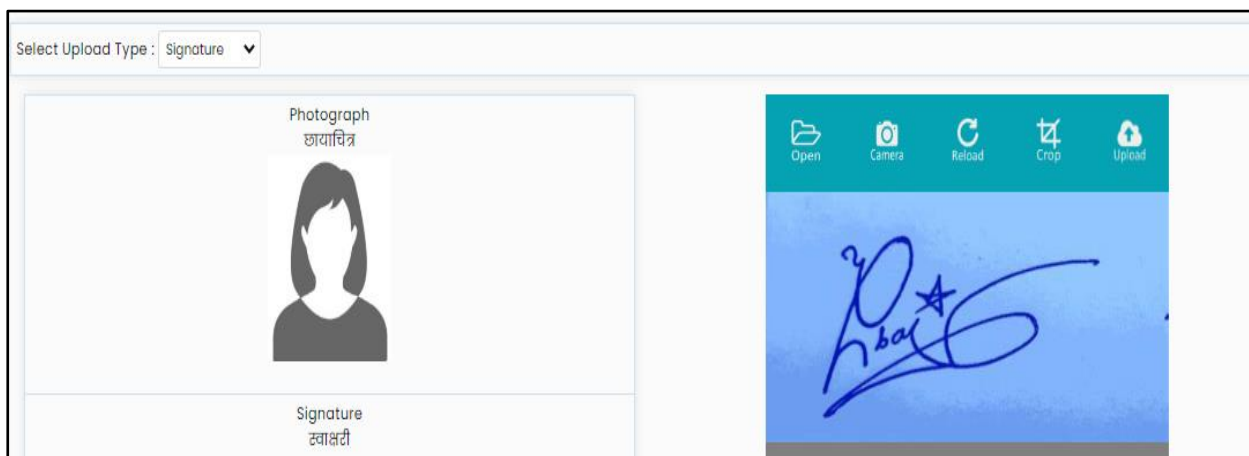
Step 03: Click on “Open” Button. Navigate the candidate photo of Signature and select



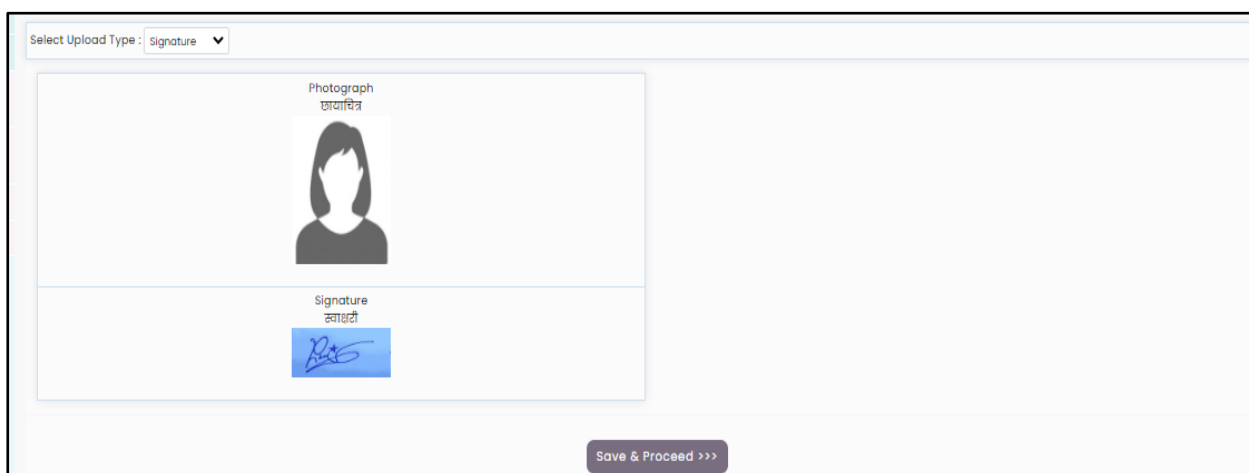
The screenshot shows the same interface as before, but the "Select Upload Type:" dropdown is now set to "Signature". The placeholder image of a person's head and shoulders is still visible. The "Open", "Camera", "Reload", "Crop", and "Upload" buttons are still present on the right.

Step 04: To resize the selected photo, click on “Crop” Option/tab as shown below and crop the photo. Then, to upload the photo candidate needs to click on Upload tab as shown.

Step 05: Upload the Signature



❖ After selecting both images (Photograph/Signature), it will display both images.



❖ Click on “Save and Proceed” button to save selected Photograph and Signature.

Step 6: Upload Required Document:

1) Upload the document of identity proof:


In this the candidate needs to select one of the documents from the given dropdown to Upload as shown below.

Upload Required Document for Proof of Identity

Instructions :

- Please Use Latest Version Of **Google Chrome** or **Mozilla Firefox** To Upload Documents.
- File Types Allowed : **pdf, jpg, jpeg, png.**
- Maximum File Size Allowed : **500 KB.**
- Upload any One Document from the list displayed bellow for the Proof of Identity.
- Carry the Copy of Uploaded Document at the time of Examination for the Proof of Identity.


Select Document which you are uploading -- Select Document --

Sr. No.	Document Name	Upload	View	Edit
1	Certificate of Disability from the Director, All India Institute of Physically Handicapped (Central Govt./ State Govt. Authority)			

Save & Proceed >>>

- ☐ Then click on upload tab to upload the select document type.

Select Document which you are uploading PAN Card

Sr. No.	Document Name	Upload	View	Edit
1	PAN Card			

- ☐ Now click on Open tab to locate the file and select the files as shown below.

Upload Document

Upload Document For : PAN Card 

 Open
  Camera
  Reload
  Crop
  Upload

- ☐ To resize the selected photo, click on “**Crop**” Option/tab as shown below and crop the photo. Then, to upload the photo candidate needs to click on Upload tab as shown

आयकर विभाग
INCOME TAX DEPARTMENT

भारत सरकार
GOVT. OF INDIA

[YOUR NAME]
[FATHER'S NAME]
DATE OF BIRTH
Permanent Account Number
ABCDE1234F
Your Signature
Signature

Your Photo

- ☐ After uploading the documents, uploaded document will be displayed on screen.(The Candidate can edit or delete the document before final submission) as shown below.

Upload Required Document for Proof of Identity

Instructions :

- Please Use Latest Version Of **Google Chrome** or **Mozilla Firefox** To Upload Documents.
- File Types Allowed : **pdf, jpg, jpeg, png**.
- Maximum File Size Allowed : **500 KB**.
- Upload any One Document from the list displayed below for the Proof of Identity.
- Carry the Copy of Uploaded Document at the time of Examination for the Proof of Identity.

Select Document which you are uploading PAN Card

Sr. No.	Document Name	Upload	View	Edit
1	PAN Card			
2	Certificate of Disability from the Director, All India Institute of Physically Handicapped (Central Govt./ State Govt. Authority)			

Save & Proceed >>>

2) Upload the document of Disability proof:

In this the candidate needs to select required documents of disability proof to

Upload as shown below.

- After uploading the documents, uploaded document will be displayed on screen.(The Candidate can edit or delete the document before final submission). As shown below


Select Document which you are uploading				
PAN Card				
Sr. No.	Document Name	Upload	View	Edit
1	PAN Card			
2	Certificate of Disability from the Director, All India Institute of Physically Handicapped (Central Govt./ State Govt. Authority)			
Save & Proceed >>>				


- After uploading the required documents candidate should click on “**Save** and **Proceed**” tab to preview and validate the information.

Step 7: Preview and Validate Information:

In this the candidate needs to validate the entered information before proceeding towards final submissions.

- ☐ If the candidate wants to change the information, then he/she should click on Edit button as highlighted below,

Preview and Validate Application Form			
Application No. : 231000068			
Personal Details 			
Candidate's Full Name AROHI RAGHUNATH BIDKAR			
Father's Name	RAGHUNATH	Mother's Name	ASHWANI
Gender	Female	Date of Birth	01/01/2001
Religion	Hindu	Region	Urban
Mother Tongue	Marathi	Annual Family Income	6,00,001 - 7,00,000
Nationality	Indian		
Permanent Address			
Address Line 1	F 409 4TH FLOOR		
Address Line 2	JANRANJANI		
Address Line 3	Pune		
State	Maharashtra	District	Pune
Taluka	Pune City	Village	Pune (M Corp.)
PIN Code	411038		

Address for Correspondence			
Address Line 1	F 409 4TH FLOOR		
Address Line 2	JANRANJANI		
Address Line 3	Pune		
State	Maharashtra	District	Pune
Taluka	Pune City	Village	Pune (M Corp.)
PIN Code	411038		
Telephone No	72912 -		
Mobile No	9769972912	E-Mail ID	bhagwandasadagale@gmail.com
Domicile and Category Details 			
Are you Domiciled in the State of Maharashtra? Yes			
Category NT 2 (NT-C)			
Do you possess Caste Certificate Available			
Do you possess Caste Validity Not Applied			
Do you Possess Non-Creamy Layer Available			
Are you Person With Disability ? Yes			
Type of Disability	Multiple Sclerosis		
Do you Require Scribe ?	Yes	Do you Require Extra Time ?	Yes

Qualification Details	
SSC / Equivalent Details	
Have you passed SSC or Equivalent Exam from India?	Yes
SSC/Equivalent Board	Maharashtra State Board of Secondary and Higher Secondary Education, Pune
SSC/Equivalent Passing Year	2016
SSC/Equivalent Percentage	88.00
State From Which you Passed SSC/Equivalent	Maharashtra
District From Which you Passed SSC/Equivalent	Pune
Taluka From Which you Passed SSC/Equivalent	Pune City
School Name of SSC/Equivalent	PAWAR PUBLIC HIGH SCHOOL
HSC / Equivalent Details	
Are you Appearing /Appeared 12th (HSC) exam in 2023	No
HSC/Equivalent Board	Maharashtra State Board of Secondary and Higher Secondary Education, Pune
HSC Passing Year	2016
State Where your 12th(HSC)College is Situated	Maharashtra
District Where your 12th(HSC)College is Situated	Pune
Taluka Where your 12th(HSC)College is Situated	Pune City
HSC School/College Name	PAWAR PUBLIC HIGH SCHOOL

Photograph and Signature	
Photograph	Signature
Document Uploaded	
Sr. No.	Document Name
1.	PAN Card
2.	Certificate of Disability from the Director, All India Institute of Physically Handicapped (Central Govt./ State Govt. Authority)
Note :	
<ul style="list-style-type: none"> You are required to Upload the Caste Certificate clearly mentioning the Category of the Candidate and also the remarks that the Caste is recognised as backward class in the State of Maharashtra at the time of Centralised Admission Process(CAP 2023). You are required to Upload the Caste / Tribe Validity Certificate in the name of the Candidate, issued by the caste validity committee of Maharashtra State at the time of Centralised Admission Process(CAP 2023). You are required to Upload Non-Creamy Layer Certificate issued by Sub Divisional officer or Deputy Collector of the district in addition to the caste certificate valid upto 31/03/2024 at the time of Centralised Admission Process(CAP 2023). Candidate shall carry Disability Certificate at the time of Examination. (For All PWD Candidates) 	
<input checked="" type="checkbox"/> I have read all Important Instructions.	
Proceed for Payment >>>	

- ☐ After Validation, if all the details filled in by the candidate are correct and final then the candidate should click on the “**Proceed for Payment**” button as shown below, for payment.

Step 8: Pay Application Fee:

- Candidate needs to check the details filled in the Application Form carefully before proceeding towards the Payment. After making Payment, the Candidate will not be able to make any Changes in the Application Form Details. To proceed towards payment, click on “Yes” as shown below.

Self Confirmation

Note :

- Please check the details filled in the Application Form carefully before making the Payment. After making Payment, you will not be able to make any Changes in the Application Form Details.

Are you sure to Proceed to Payment?

Yes

No

- After Self confirmation, the candidate selected Group list will be displayed as well as details of payment as per the selected group and reservation (If applicable). The Candidate needs to click on select Tab to confirm the payment of selected group. To pay the fees, click on “Proceed To Payment” button. as highlighted below,

Application Fee Cart

Details of Candidate on which Fees is Decided

Is Maharashtra Candidate	Yes	Category	NT 2 (NT-C)
Applied for EWS	No	Person with Disability	Multiple Sclerosis
Subject Group	PCM (Physics, Chemistry and Mathematics)		

Fees Details

Total Application Fee Required to Pay(₹)	600/-
Online Application Fee Paid (₹)	0/-
Remaining Online Application Fee to be Paid (₹)	600/-

Note :

Following Payment has not been done. Select the Fee Type(s) for which you want to pay the fee.

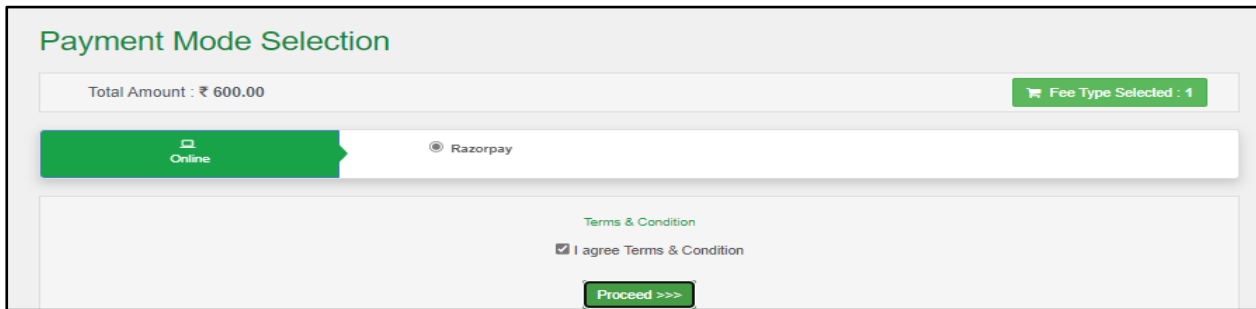
Select the Fee Type to Make Payment & Click On "Proceed To Payment >>>" Button.

Select	Fee Type	Fee Amount(₹)
<input checked="" type="checkbox"/>	Application Fee	600

Total Fee(₹) 600.00

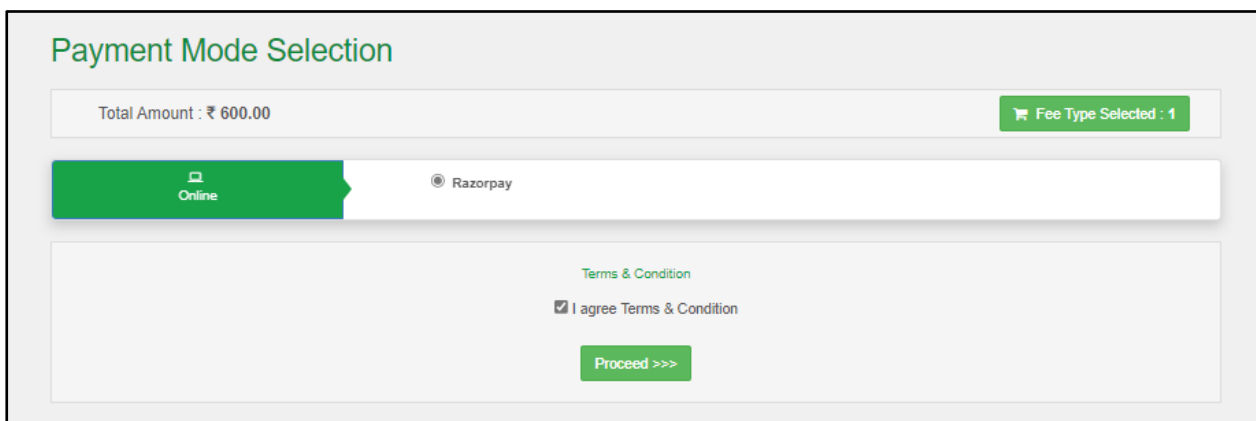
Proceed To Payment >>>

- To Pay the Application Fee the Candidates needs to Select “**Razorpay**” as shown Below.



The screenshot shows a web interface titled "Payment Mode Selection". At the top left, it displays "Total Amount : ₹ 600.00". At the top right, there is a green button labeled "Fee Type Selected : 1". Below this, there are two radio button options: "Online" (which is highlighted with a green background and a right-pointing arrow) and "Razorpay" (which is selected with a radio button). Below the radio buttons, there is a section titled "Terms & Condition" with a checkbox labeled "I agree Terms & Condition" that is checked. At the bottom center, there is a green button labeled "Proceed >>>".

- Then Instructions about Online Payment will be displayed on screen. Read the instructions carefully, then click on “**I agree Terms & Condition**”. Button as shown .below

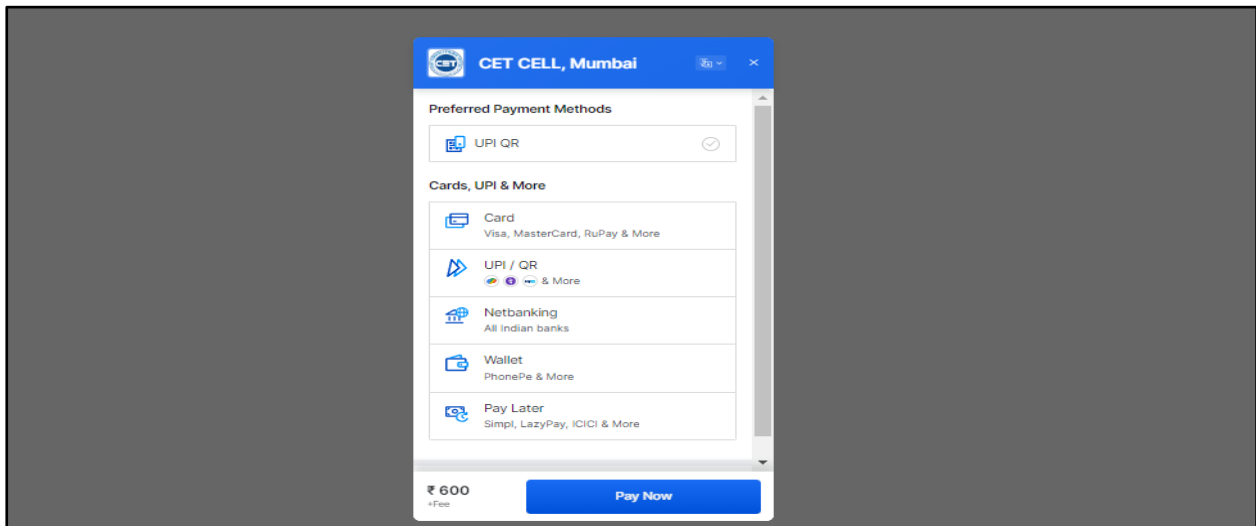


This screenshot is identical to the one above, showing the "Payment Mode Selection" screen. It displays the total amount of ₹ 600.00, the fee type selected, and the "Online" and "Razorpay" payment options. The "Razorpay" option is selected, and the "I agree Terms & Condition" checkbox is checked. The "Proceed >>>" button is visible at the bottom.

- ❖ On click of Proceed, it will ask to select Mode of Payment, Candidate can pay fees using options:

For Example

1. Card
2. UPI/QR
3. Net banking



- ❖ If candidate selects Online Payment mode, then system will redirect candidate to Payment Gateway to proceed the Online Payment Process. Candidate can Pay the fees using Debit Card, Credit Card, Online Banking.

Follow these steps

- ☐ On the Checkout, select Card as the payment method.
- ☐ Enter the card details.
- ☐ Enter future date as the expiry date.
- ☐ Enter CVV.
- ☐ Click Pay. A sample payment page is displayed.
- ☐ Enter the OTP
- ☐ Click on Verify/Submit OTP

- On Successful payment. System automatically will display application form. where candidate can check the details and take the printable copy of application form.

UPI/QR: If the candidate selects payment option as UPI/QR code then,

Step 1: Scan the QR Code shown on screen Using (Google Pay, Phone Pay, Etc.) or enter the UPI ID

Step 2: Once the QR code is detected, it will then take you to the UPI interface where you will be required to enter your UPI security PIN and click on the **Submit** button. **Step 3:** Your payment will get confirmed and the payable amount which is as per the selected group will get deducted from your linked bank account.

- **Net banking:** If the candidate s Select **Net Banking** as payment method.
 1. Accept the Services Agreement (which are the relevant terms) and Privacy Statement.
 2. Review your Payment details, and then click **Pay Now**. You'll be redirected to the Net Banking website.
 3. Choose from the list of available banks and select **Continue**.
 4. Sign in to your Net Banking account using your bank credentials Approve the Payment.
 5. Your payment will get confirmed and the payable amount which is as per the selected group will get deducted from your linked bank account.

Step 09: Print Application Form:

On successful payment of the application fee, a confirmation of the same will be displayed online. Candidates shall print the receipt for future references. After successful payment, Candidate shall take the print out of its online application form for MHT-CET 2023.

Print Application Form

Important Instructions for Printing :

1. Before printing access the "**Page Setup**" Option from file menu and configure the following values :
 - a. Left Margin = 0.25
 - b. Right Margin = 0.25
 - c. Top Margin = 0.25
 - d. Bottom Margin = 0.25
 - e. Header should be blank
 - f. Footer should be blank
2. Make sure that the printer is ready with **A4** size papers in it.
3. The online system will print **Application Form**.
4. Confirm whether you have received correct set of printout if not then please take the printouts again.

15. Use of My Account Menu-Add Group:

In this candidate can change (Add) the group
To change (Add) the selected group, the candidate needs to click on “**Add Group**” option.

Now candidate can change (Add) the group from
PCM to both PCM & PCB and PCB to both PCM & PCB.

Only possible change (Add) group option will be displayed on screen. (Both PCM&PCB).

Note:

If the candidate already selected the group as “both PCM & PCB” then he/she unable to change the group.

Also, if candidate wants to switch the group from PCB to PCM or PCM to PCB are not allowed as per guideline of CET Cell.

After group change (Add) candidate has to pay the Fee for the selected group as the candidate has already paid the Fees for one of the groups (PCM or PCB), Only additional Fee needed to pay.

To Clear Group Change (Add) Fee the candidate needs to click on “**Proceed**” button.

Note: On Successful application fee of the change (Add) group only then Group change will be confirmed.

❖ Payment:

Note: Please Refer page number 40.

6. After successful payment system will be redirected to the Candidate Home page. Where candidate can print the Application form (V2). By clicking on “**Print Application form**” Button
7. On successful payment of the application fee, a confirmation of the same will be displayed online.
8. Candidates shall print the receipt for future references. After successful payment, Candidate shall take the print out of its online application form for MHT-CET-2023.

Keep a copy of MHT-CET-2023 Application No., Log-In ID & Password.

Thank You.