User Manual for
First Year Post Graduate Technical Courses in Engineering and Technology Admissions 2023-24

Helpline Number
(09:00 AM to 07:00 PM)
+91-9175108612, 18002103111
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*Click on the topic to go the respective page*
Registration form is available on following link:

https://me2023.mahacet.org/StaticPages/HomePage

1. New Registration

To fill new application form, click on “New Registration“ button.

Read all displayed instruction carefully and click on check box (I have read all important Instruction) and click on Yes button.

**Important Instructions for Candidates :**

1. Read the information brochure carefully before filling in the CAP application form.
2. Make sure all supporting documents are properly scanned and uploaded for documents verification as per the Proforma mentioned in the information brochure.
3. Kindly check following details before sending for verification:- Verify Your Name, Category, Gender, Photo, Signature, Exam Marks and Name on Marksheet as well as any additional information, such as the status of the EWS, validity, required format, etc.
4. Check daily SMS, WhatsApp messages on your registered mobile number; login to your account to read messages in your message box; and registered e-mail for important information from State CET Cell until the end of the CAP process.
5. Check the official State CET website daily for the latest notification published by the State CET cell.
6. Please check the important dates of the various activities and complete the activities according to schedule.
7. Download & install mobile app from play store iOS/ android for latest updates.

I have read all Important Instructions.
2. Registration Details

To Generate Application ID candidate needs to fill the following information correctly.

1. Registration Category Details
2. Personal Details
3. Candidature Type, Category and Special Reservation Details
4. Communication Details
5. Choose Password

Registration Category Details
Candidate needs to click on –Select Registration Category—and select the registration Category as shown below. After selection of the Registration Category required document list with detailed information will be displayed candidate need to read all the information before proceeding further.

1. Personal Details
Fill the information as per instruction given on screen.
2. Candidature Type, Category and Special Reservation Details

In this candidate need to select the Candidature type and select your Category and Special Reservation.

<table>
<thead>
<tr>
<th>Candidature Type</th>
<th>Category</th>
<th>Special Reservation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maharashtra - Type A</td>
<td>G8</td>
<td>Non-Creamy Layer Certificate Status</td>
</tr>
<tr>
<td>Type of Document required for uploading (Type-A)</td>
<td>Birth Certificate</td>
<td>Person with Disability Ability Certificate</td>
</tr>
<tr>
<td>Cost</td>
<td></td>
<td>Cost Certificate Status</td>
</tr>
<tr>
<td>Cost Certificate Status</td>
<td>Available</td>
<td>NCL should be valid till 31st March 2024.</td>
</tr>
<tr>
<td>Non-Creamy Layer Certificate Status</td>
<td>Available</td>
<td></td>
</tr>
<tr>
<td>Are you Orphan?</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Belongs to Minority Candidature Type</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

3. Communication Details:

Enter address, select state, select district, select taluka, select village, enter pin code, enter telephone number (optional), mobile number and email ID. Candidates are required to fill all the information correctly as the candidates will receive communication/instructions based on the provided information.
4. Choose Password
Enter the password as per the instruction shown on screen.

Choose Password
The Password must be as per the following Password policy:
- Password must be 8 to 12 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 character.
- You cannot use any space, period (.), comma (,), special characters (e.g., @, #, $, %, ^, &, *).

Choose Your Password
Apply Password

Confirm Password
Apply Password

Enter Captcha Given Below (case sensitive)
Captcha XZALF

Save & Proceed

3. Verify One Time Password
The candidate will receive OTP on his/her mobile number mentioned by the candidate for verification. Enter the OTP received and click on the ‘Verify OTP’ button below.

Verify One Time Password

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 97XXXXX9I2 420634

Verify OTP
Resend OTP-90 Second

4. Application ID
Please note down your Application Number for future login.

Application ID: ME23610077

Important Instructions:
1. Please note down system generated Application ID 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 ID has been sent to Candidate’s Registered Mobile Number.
Account Login:
To fill the remaining details candidate, need to login, to login candidate need to enter the Application ID and Password. As shown below.

5. Select SC Verification Mode/Option
Candidate needs to select verification mode; before the selecting the verification mode read the given instruction.

6. Candidate Application form Dashboard
In the Application form candidate required to complete the 07 stages are shown on the candidate’s login dashboard, out of which the first stage has been completed and the remaining stages are required to the candidates to complete.

a message about the current application form status is displayed under “Application form Verification Status.”
Click on “Incomplete” button of Step 2 to proceed towards completing application form.
7. Qualification Details
Choose your Graduation Degree, Graduation Branch, Place of Graduation University / Autonomous Institute, University / Autonomous Institute, Graduation Passing Year, Graduation Status Graduation and Marks Type, enter Marks Obtained, and enter Marks out of Graduation.

1. SSC and HSC Details
Enter the marks as per the qualification displayed on your mark sheet.
**Sponsorship Details**
Enter the Sponsorship details and click on “Save and Proceed” button.

<table>
<thead>
<tr>
<th>Sponsorship Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company Name: xxxx</td>
</tr>
<tr>
<td>Address: xxxx</td>
</tr>
<tr>
<td>Mobile No:</td>
</tr>
</tbody>
</table>

**Save & Proceed >>>**

8. **Work Experience Details**
For Sponsored candidate Minimum 730 Days should be completed for completing two years of experience.
Enter the details and click on Add button to add the experience details.

**Work Experience Details**

<table>
<thead>
<tr>
<th>Work Experience Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Work Experience Details</td>
</tr>
<tr>
<td>Instructions:</td>
</tr>
<tr>
<td>1. Last date for Calculating Experience is 30/11/2022.</td>
</tr>
<tr>
<td>2. Minimum 730 Days should be completed for completing 2 years of experience.</td>
</tr>
<tr>
<td>Company Name:</td>
</tr>
<tr>
<td>From Date (DD/MM/YYYY):</td>
</tr>
<tr>
<td>To Date (DD/MM/YYYY):</td>
</tr>
</tbody>
</table>

**Your Work Experience Details**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Company Name</th>
<th>From Date</th>
<th>To Date</th>
<th>Experience (In Days)</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>XXXX</td>
<td>03/06/2021</td>
<td>03/06/2023</td>
<td>731</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Add**

After entering the experience details, click on save and proceed.

9. **Upload Photograph & Signature**
Read the instruction given below and select Upload type >> select File>>click on Crop>>select area>>click on Crop>>upload by following mentioned step.
Candidate needs to upload both Photo and Signature.

After uploading both (Photo and Signature) click on “Save & Proceed” button.

10. Upload Required Documents
As per the selection made by candidate in previous steps from 1 to 5, candidate asked to upload the respective documents.
To upload the documents, follow the step.
Click on Upload Icon> > Open> > Select file> > Upload. Candidate can delete the uploaded document to delete uploaded document.

Read all the instruction given on screen. After uploading all the documents click on “Save & Proceed” button.
11. Application Fee Cart
As per rules mentioned in the information brochure application fee will be displayed, select the check box, and click on “Proceed to Payment” and pay the application fee using available Payment method.

Select the payment selection mode

Submit Application form for e-Verification.
After successful payment candidate can change the information as per the requirements. If no changes required, then click on Submit Application form for e-Verification
Lock your Application Form
Enter your login password and click on Verify Password.

12. Print Application form.
After submission of application form candidate must take out the print of the 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 = 2.5
   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 paper 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 printout again.

13. Verification of Application form

E-Scrutiny Mode
On successful submission of application form E-SC will be assigned for verification of application form.

Physical Scrutiny Mode
If candidates select Physical Scrutiny mode; on successful submission of application form candidate needs to visit the Physical Scrutiny center for the verification of the application form.

Only verified application forms will be considered for CAP admission process.