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
INDEX

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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.
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.

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 characters e.g. @ # $ % ^ & -.
- You can not Copy(Ctrl + C) & Paste(Ctrl + V) and Right Click Passwords into a Password Field |

<table>
<thead>
<tr>
<th>Password</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose Your Password लॉगइन पासवर्ड</td>
<td>Confirm Password पासवर्ड मिलामिल</td>
</tr>
<tr>
<td>Your password</td>
<td>Your password</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Enter Captcha Given Below</th>
<th>Captcha</th>
</tr>
</thead>
<tbody>
<tr>
<td>(case sensitive)</td>
<td>XZALF</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Verify One Time Password</th>
</tr>
</thead>
</table>
| 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. |

<table>
<thead>
<tr>
<th>Enter One Time Password(OTP) Sent on 97XXXXXXXX912</th>
<th>Resend OTP - 90 Second</th>
</tr>
</thead>
<tbody>
<tr>
<td>420630</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Application ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application ID : ME23610077</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Important Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Please note down system generated Application ID and chosen Password for all future logins.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>3. Candidate can change his/her passwords after login, if desired.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>5. Candidate can reset Password using a verification code sent via text message (SMS) to Candidate’s Registered Mobile No.</td>
</tr>
<tr>
<td>6. Application ID has been sent to Candidate’s Registered Mobile Number.</td>
</tr>
</tbody>
</table>

[Proceed to Complete Application Form]
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</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Mobile No.</td>
</tr>
<tr>
<td>Telephone No.</td>
</tr>
</tbody>
</table>

**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>Sr. No.</th>
<th>Company Name</th>
<th>From Date</th>
<th>To Date</th>
<th>Experience (in Days)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>XXXX</td>
<td>01/06/2021</td>
<td>01/06/2023</td>
<td>731</td>
</tr>
</tbody>
</table>

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 = 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.

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.