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.

**Self Confirmation**

**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 e-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.

[Yes] [No]
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.

<table>
<thead>
<tr>
<th>Documents Required for Sponsored Candidate</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Proforma - P (Format of Certificate by the Employer/Management for Sponsored Candidates)</td>
</tr>
<tr>
<td>b. Proforma - Q Undertaking (FOR SPONSORED CANDIDATES)</td>
</tr>
</tbody>
</table>

**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>Maharashtra - Type A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Document required for uploading (Type-A)</td>
<td>Birth Certificate</td>
</tr>
<tr>
<td>Category</td>
<td>GJC</td>
</tr>
<tr>
<td>Cost</td>
<td></td>
</tr>
<tr>
<td>Coste / Tribe Validity Certificate Status</td>
<td>Available</td>
</tr>
<tr>
<td>Non-Creamy Layer Certificate Status</td>
<td>Available</td>
</tr>
<tr>
<td>Person with Disability</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Are you Orphan?</td>
<td>Yes</td>
</tr>
<tr>
<td>Belongs to Minority Candidature Type</td>
<td>No</td>
</tr>
</tbody>
</table>

NCL should be valid till 31st March 2024.

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.

<table>
<thead>
<tr>
<th>Address Line 1</th>
<th>F 409, B WING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Line 2</td>
<td>LALT APARTMENT</td>
</tr>
<tr>
<td>Address Line 3</td>
<td>LBS ROAD</td>
</tr>
<tr>
<td>State</td>
<td>Maharashtra</td>
</tr>
<tr>
<td>District</td>
<td>Pune</td>
</tr>
<tr>
<td>Taluka</td>
<td>Pune City</td>
</tr>
<tr>
<td>Village</td>
<td>Pune (M Corp.)</td>
</tr>
<tr>
<td>PIN Code</td>
<td>413105</td>
</tr>
<tr>
<td>Mobile No.</td>
<td></td>
</tr>
<tr>
<td>E-Mail ID</td>
<td></td>
</tr>
</tbody>
</table>

-
4. Choose Password
Enter the password as per the instruction shown on screen.

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.

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

Registered Candidates Sign In

Instructions:
1. The Candidate who is already registered should enter Application ID and Password.
2. In case candidate forgets his / her Application ID / Password, he / she can retrieve it by using "I can't access my account?".
3. 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.
4. Only authorised users are allowed to proceed further.
5. Your IP Address and other information will be captured. No recording or screenshots.
6. The SC, ST, VJ/DT- NT(A), NT(B), NT(C), NT(D), OBC, SBC and EWS Candidates who submitted receipt of Caste/ Tribe Validity Certificate, Non Creamy Layer Certificate, EWS Certificate during registration, physical document verification and confirmation period should upload and verify original Caste/ Tribe Validity Certificate, Non Creamy Layer Certificate, EWS Certificate at SC and submit original certificate to the admitted institute on or before 09/11/2022 up to 03.00 p.m., otherwise these candidates admission will get automatically cancelled and shall be considered as Open category candidates for next institute level round provided candidate full fill eligibility criteria for open category.

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

Select SC Verification Mode/Option

- e-Scrutiny Mode - Candidate Document verification and confirmation through e-Scrutiny
  a. If the Candidate selects the mode of verification as e-Scrutiny through their login.
  b. Candidates will have to upload all their documents.
  c. e-SC shall electronically verify candidate’s information and do the confirmation.
  d. Candidates can raise their grievance online for any found discrepancy.
  e. e-SC will Facilitate to support candidates to resolve all grievances.

- Physical Scrutiny Mode - Candidate Document verification and confirmation through in person Scrutiny
  a. If the Candidate selects the mode of verification as physical Scrutiny through their login.
  b. Candidates will have to visit the Scrutiny Center in person for document verification and confirmation.
  c. In this mode candidate will select a nearby SC center and select the available time slot for document verification and confirmation.
  d. For any document discrepancy found, candidates can visit the SC center.
  e. SC center will facilitate support to candidates to resolve the all discrepancy.

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.

### Qualification Details

<table>
<thead>
<tr>
<th>Graduation Degree</th>
<th>B.E./B.Tech. [ACCE]</th>
<th>B.Pharmacy</th>
</tr>
</thead>
</table>

Passed Bachelor Degree in the relevant field of Engineering and Technology or Pharmacy from All India Council for Technical Education or Central or State Government approved institutions or equivalent.

- **Graduation Branch**: Civil Engineering
- **Place of Graduation University / Autonomous Institute**: India / Abroad

### SSC and HSC Details

<table>
<thead>
<tr>
<th>Qualification</th>
<th>Marks Obtained</th>
<th>Marks Out Of</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSC English Marks OR Equivalent</td>
<td>60</td>
<td>100</td>
<td>60.00</td>
</tr>
<tr>
<td>SSC Science Marks OR Equivalent</td>
<td>110</td>
<td>150</td>
<td>73.33</td>
</tr>
<tr>
<td>SSC Mathematics Marks OR Equivalent</td>
<td>75</td>
<td>150</td>
<td>50.00</td>
</tr>
<tr>
<td>SSC Aggregate Marks OR Equivalent</td>
<td>450</td>
<td>600</td>
<td>75.00</td>
</tr>
<tr>
<td>HSC/Diploma Aggregate Marks OR Equivalent</td>
<td>500</td>
<td>600</td>
<td>83.33</td>
</tr>
</tbody>
</table>

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**

- **Instructions:**
  1. Last date for calculating experience is 15/11/2022.
  2. Minimum 730 Days should be completed for completing 2 years of experience.

Enter Work Experience Details

**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>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>XXXX</td>
<td>03/06/2021</td>
<td>03/06/2023</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.

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.