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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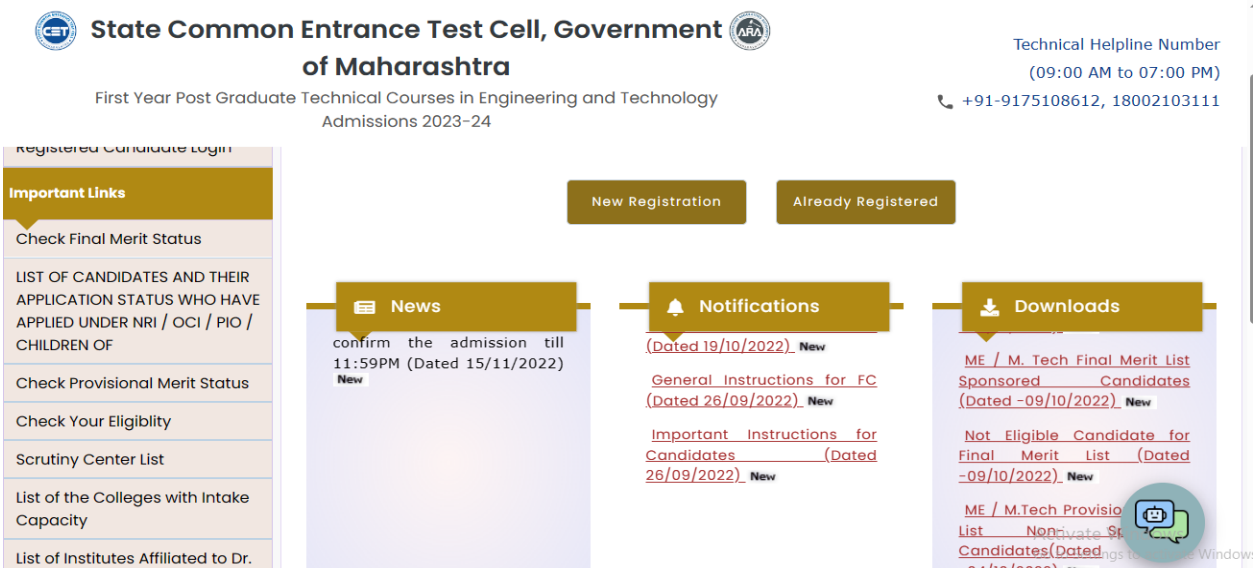
Click on the topic to go the respective page

Registration form is available on following link:

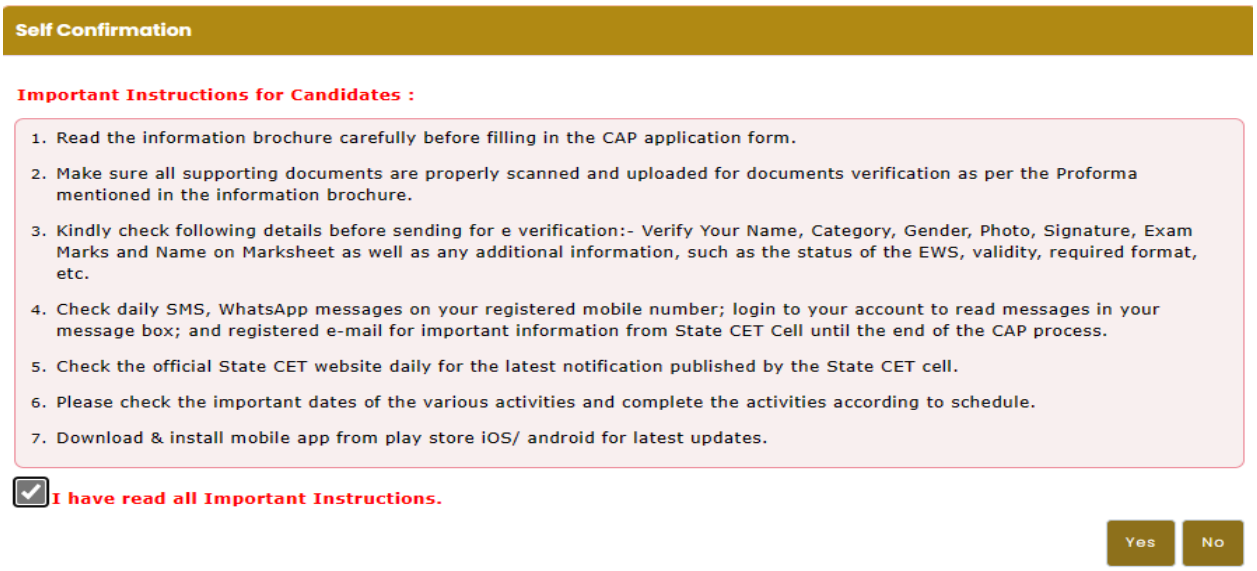
https://me2023.mahacet.org/StaticPages/HomePage

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.

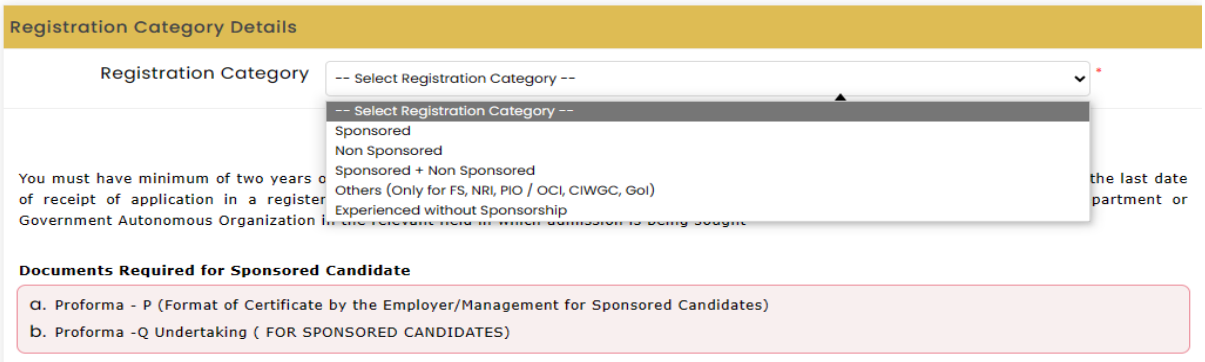


2. Registration Details

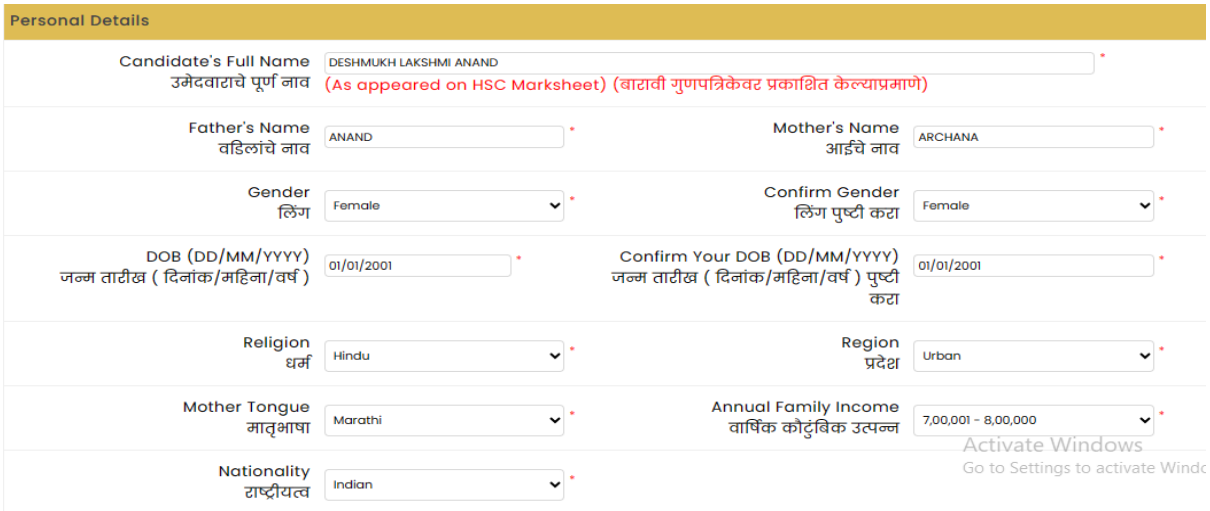
To Generate Application ID candidate needs to fill the following information correctly.

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.

Candidature Type, Category and Special Reservation Details	
Candidature उमेदवारी प्रकार	Maharashtra - Type A *
Type of Document required for uploading (Type-A)	Birth Certificate *
Category	OBC *
Caste	Barai (13) *
Caste / Tribe Validity Certificate Status	Available *
Non-Creamy Layer Certificate Status	Available * **NCL should be valid till 31st March 2024.**
Person with Disability अपंग व्यक्ती	Not Applicable
Are you Orphan? तुम्ही अनाथ आहात का?	No
Belongs to Minority Candidature Type	No

.

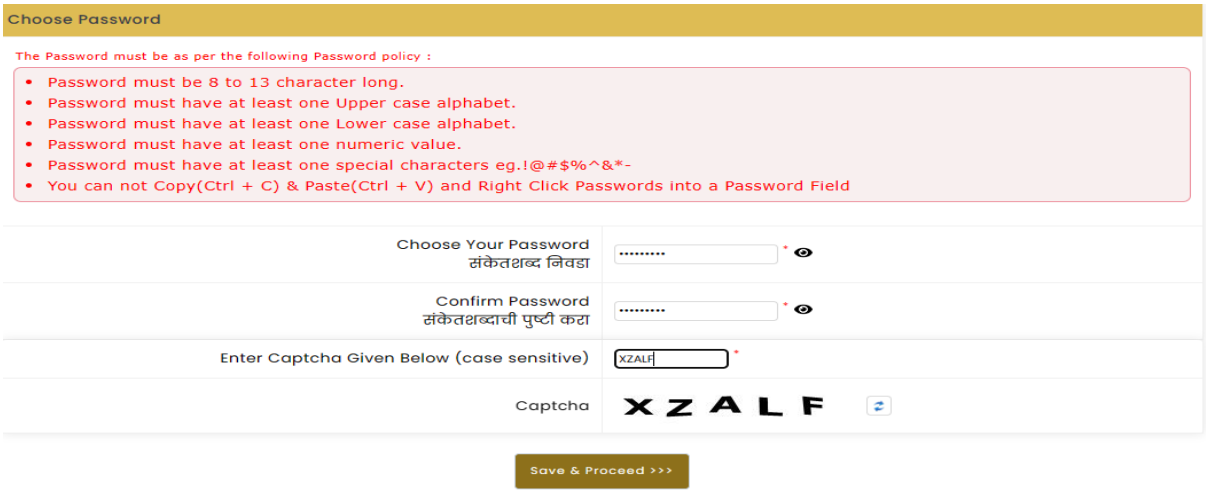
3.Communication Details:

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.

Communication Details			
Address Line 1 पत्ता ओळ 1	F 409 , B WING *		
Address Line 2 पत्ता ओळ 2	LALIT APPARTMENT *		
Address Line 3 पत्ता ओळ 3	L.B.S. ROAD		
State राज्य	Maharashtra *	District जिल्हा	Pune *
Taluka तालुका	Pune City *	Village गाव	Pune (M Corp.) *
PIN Code पिन कोड	411038 *	Telephone No दूरध्वनी क्रमांक	-
Mobile No भ्रमणध्वनी क्रमांक	*	E-Mail ID ई - मेल आयडी	*

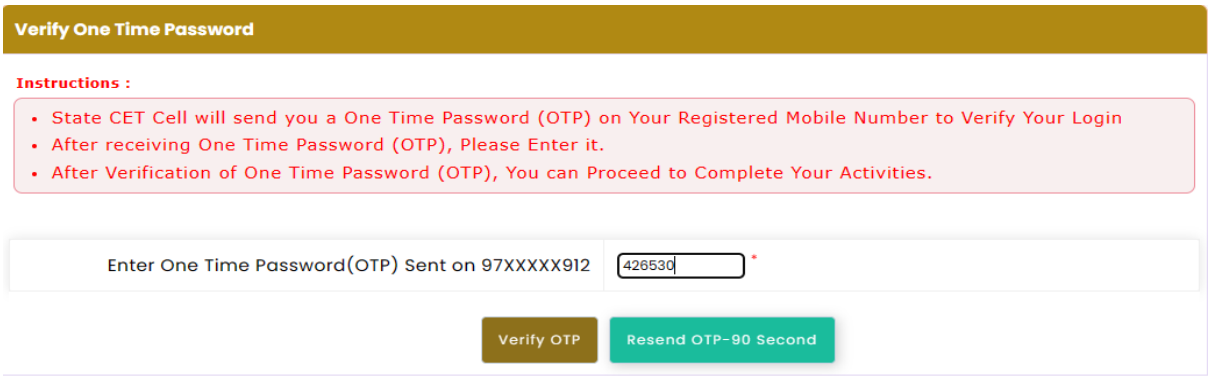
4.Choose Password

Enter the password as per the instruction shown on screen.



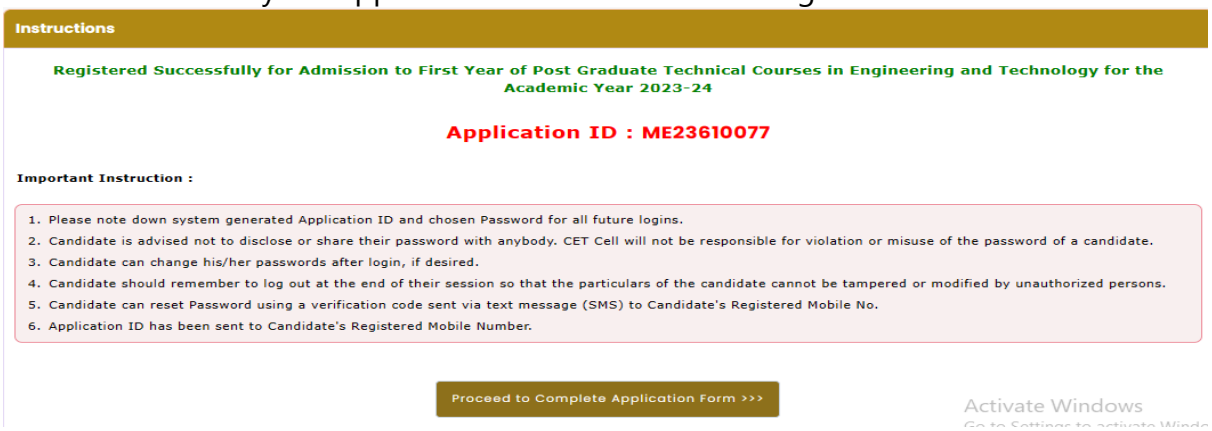
3. Verify One Time Password

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.



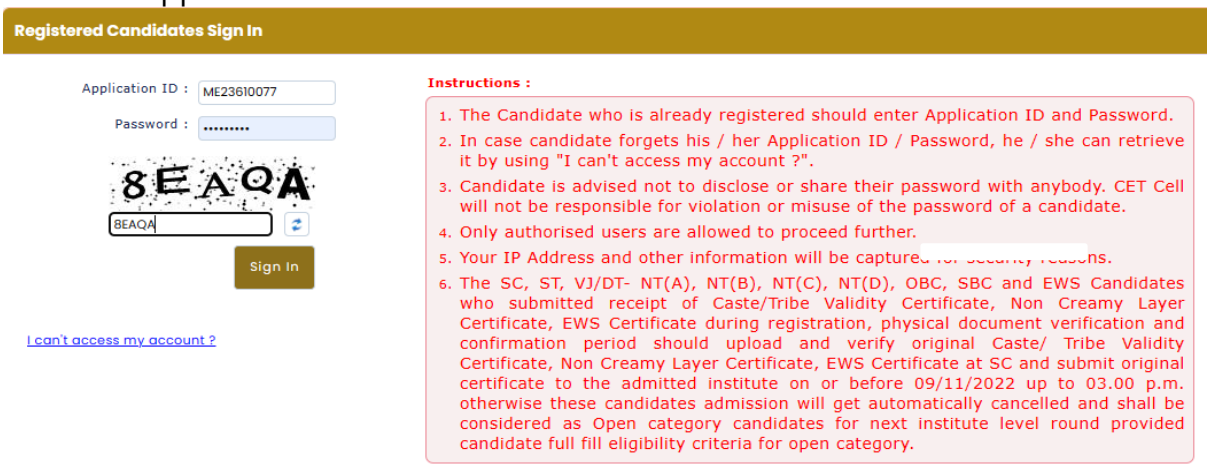
4. Application ID

Please note down your Application Number for future login.



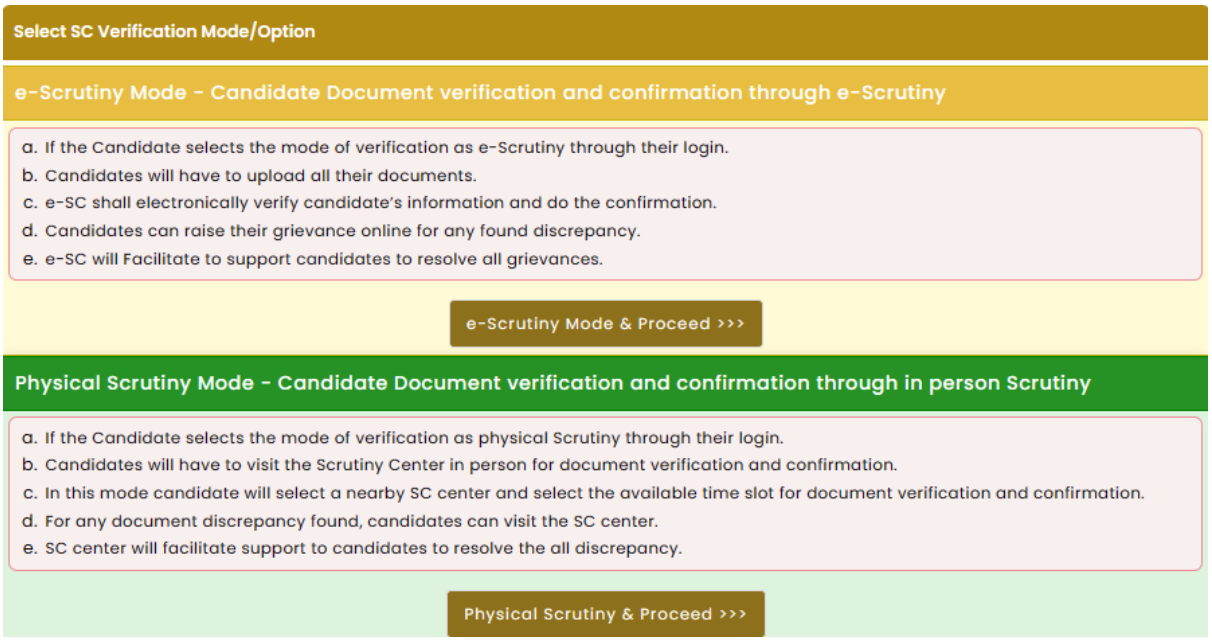
Account Login:

To fill the remaining details candidate, need to login, to login candidate need to enter the Application ID and Password. As shown below.



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.

Application Form Verification Status

Your Application Form is incomplete, Please Fill the Complete Application Form for e-Verification and Confirmation.

Application Form Status

Step ID	Step Details	Status
Step 1	Registration Details	Complete
Step 2	Qualification Details	Incomplete
Step 3	Work Experience Details	Incomplete
Step 4	Upload Photograph & Signature	Incomplete
Step 5	Upload Required Documents	Incomplete
Step 6	Pay Application Fee	Incomplete
Step 7	Confirm Application Form At Scrutiny Center	Incomplete

Activate Windows

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

Graduation Details

Graduation Degree: (●) B.E./B.Tech. (AICTE) ( ) B.Pharmacy

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 *

Note : Kindly contact on helpline number if your Graduation Branch/Course is not mentioned in the given list.

Place of Graduation University / Autonomous Institute: (●) India ( ) Abroad

University / Autonomous Institute: Savitribai Phule Pune University *

Graduation Passing Year: 2021 *

Graduation Status: (●) Passed ( ) Appearing

Graduation Marks Type: (●) Percentage ( ) CGPA

Qualification	Marks Obtained	Marks Out Of	Percentage
Graduation	1200 *	1800 *	66.67

1. SSC and HSC Details

Enter the marks as per the qualification displayed on your mark sheet.

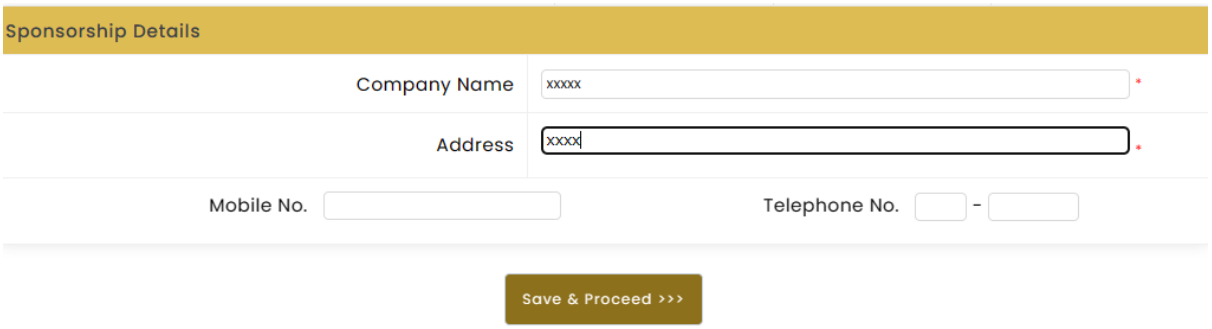
SSC and HSC Details

Qualification	Marks Obtained	Marks Out Of	Percentage
SSC English Marks OR Equivalent	60 *	100 *	60.00
SSC Science Marks OR Equivalent	110 *	150 *	73.33
SSC Mathematics Marks OR Equivalent	75 *	150 *	50.00
SSC Aggregate Marks OR Equivalent	450 *	600 *	75
HSC/Diploma Aggregate Marks OR Equivalent	500 *	600 *	83.33

Activate Windows

Sponsorship Details

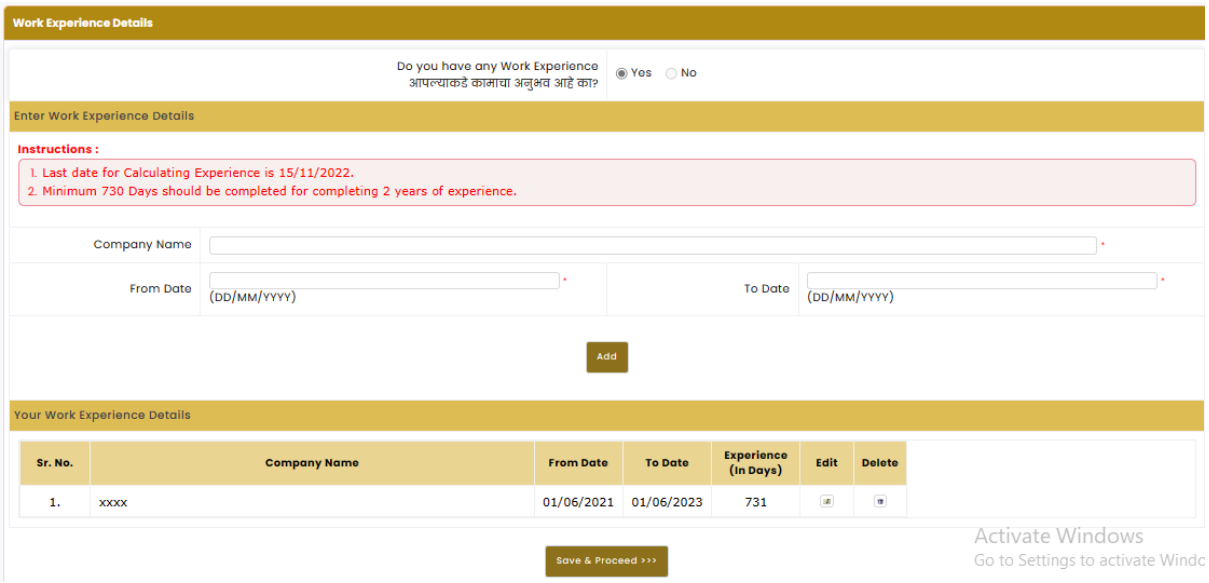
Enter the Sponsorship details and click on “Save and Proceed” button.



8. Work Experience Details

For Sponsored candidate Minimum 730 Days should be completed for completing two years of experience.

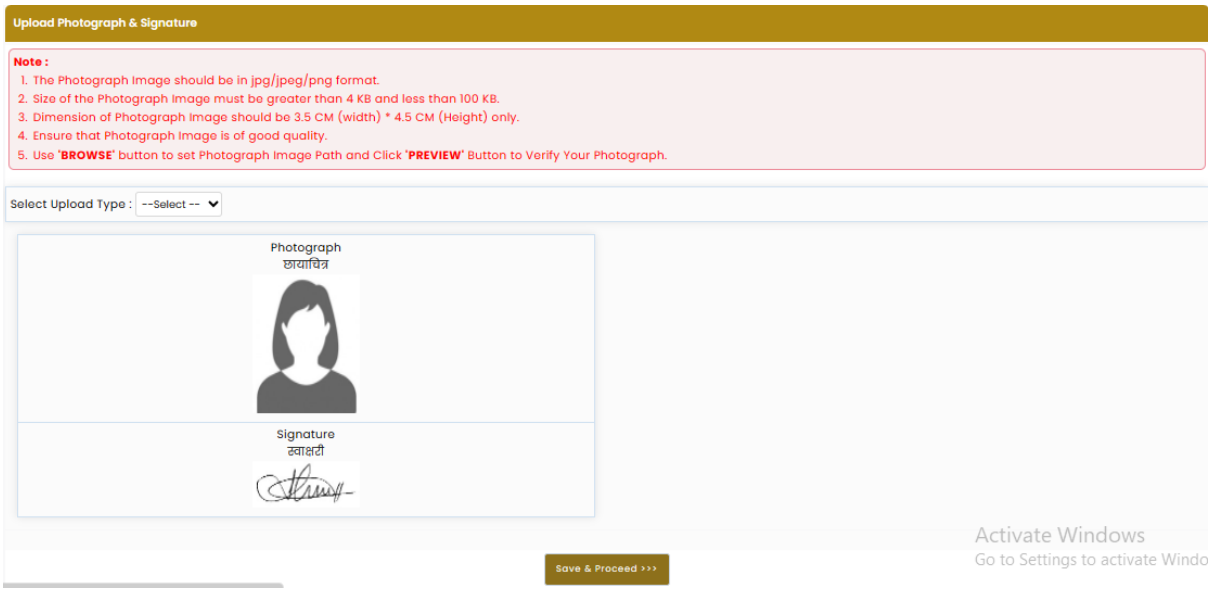
Enter the details and click on Add button to add the experience details.



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.

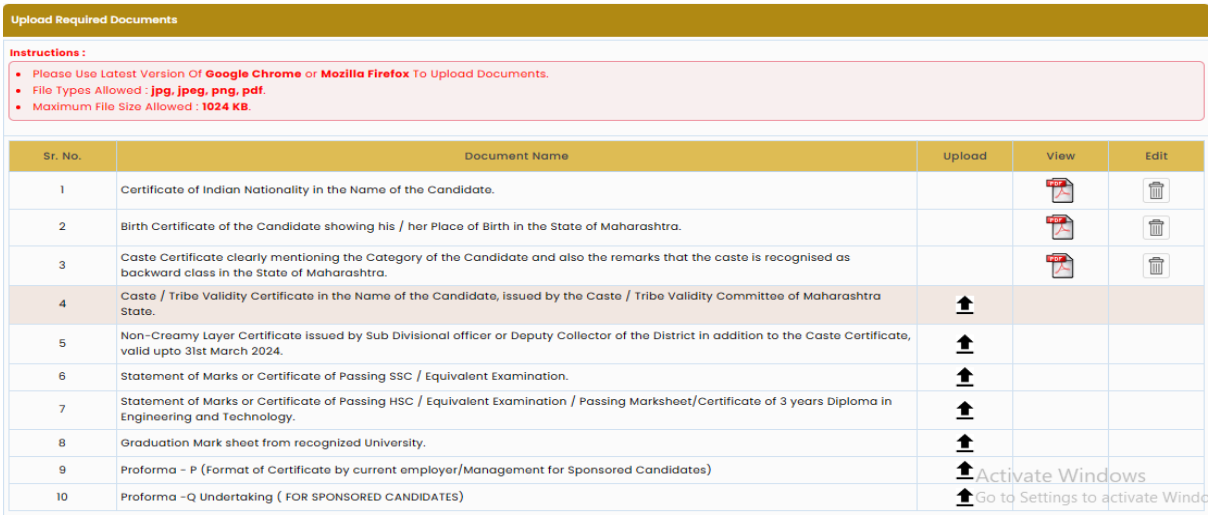


Candidate needs to upload both Photo and Signature.

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

10. Upload Required Documents

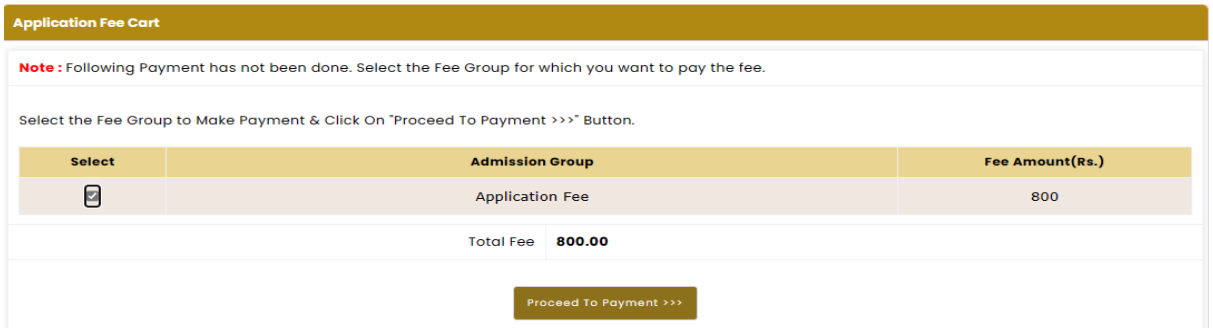
As per the selection made by candidate in previous steps from 1 to 5, candidate asked to upload the respective documents.
To upload the documents, follow the step.
Click on Upload Icon>>Open>>Select file>>Upload. Candidate can delete the uploaded document to delete uploaded document.



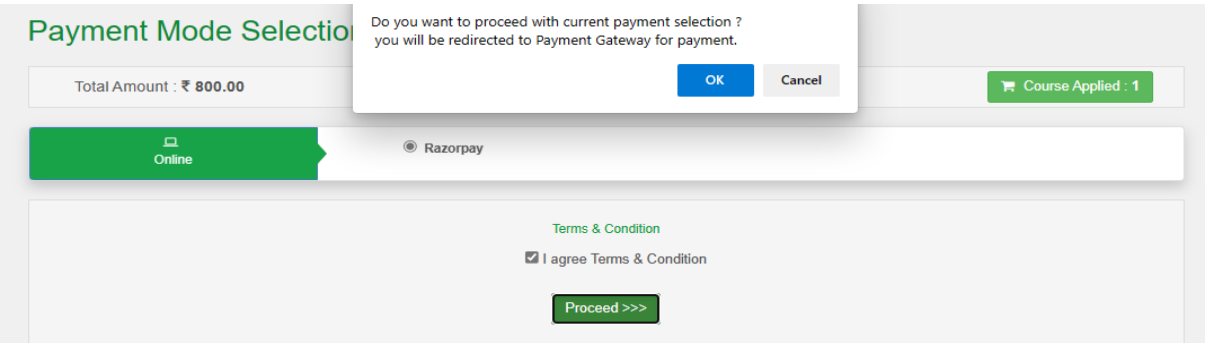
Read all the instruction given on screen. After uploading all the documents click on “Save & Proceed” button.

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

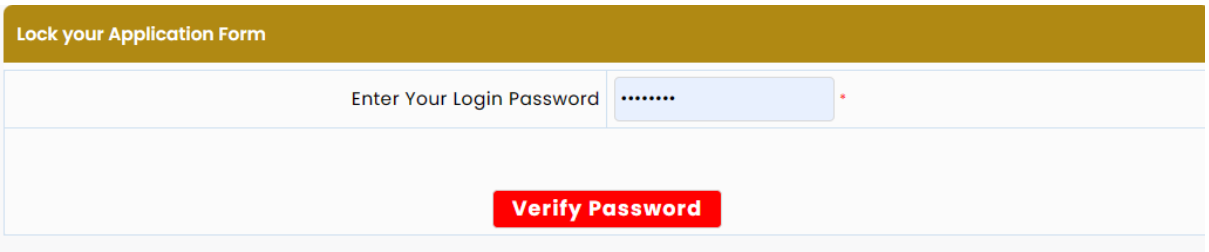


Submit Application form for e-Verification.

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.