User Manual of Online Admission Procedure for
The First Year Engineering and Technology Course for the Year 2021-22

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New Registration (1st time user)

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

1. B) Go to the address bar and type the URL:
   https://fe2021.mahacet.org/StaticPages/HomePage and press Enter
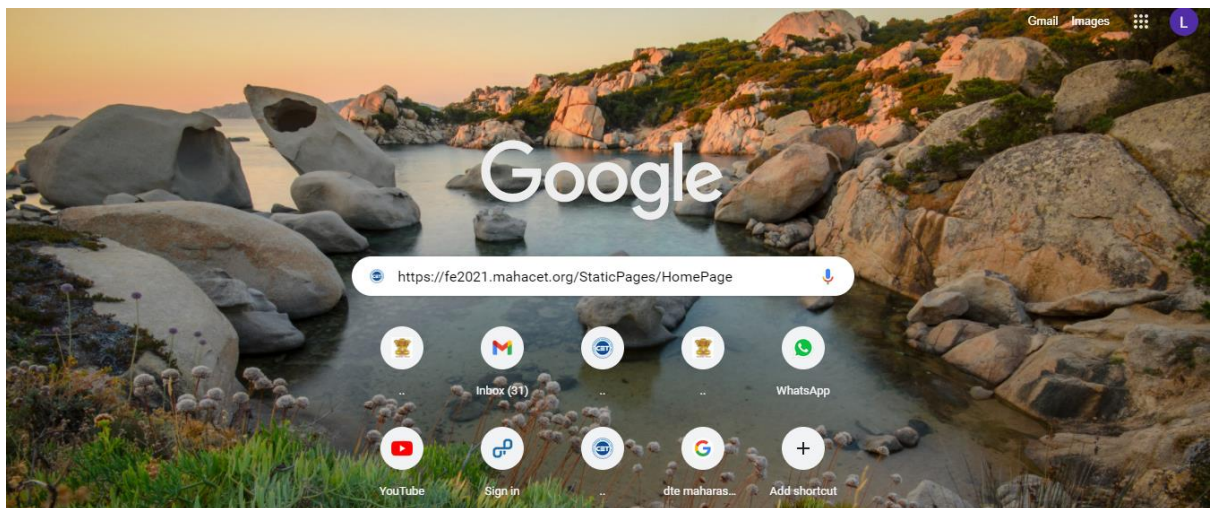
General Note:

1] Candidates who have registered for MHT-CET 2021 are not required to pay any fee for registration for admission. However other candidates who have obtained score which is valid for admission in academic year 2021-22 in JEE (Main) and have not registered for MHT-CET 2021 are required to pay fee as given below only by Credit Card/ Debit Card/ Net Banking etc. through Online mode. Fees paid are non-refundable. (No other mode of payment shall be permitted.)

General Category Candidates from Maharashtra State, Outside Maharashtra State (OMS), Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant candidates & children of Indian workers in Gulf countries (CIWGC).	₹ 800/-
Reserved Category Candidates of Backward Class Categories [SC, ST, VJ/DT-NT(A), NT(B), NT(C), NT(D), OBC, SBC, EWS] & Persons with Disability Candidates belonging to Maharashtra State only.	₹ 600/-
NRI/OCI/PIO/FN Candidates	₹ 5,000/-

Candidates can register by clicking the **New Registration** button on the home page of the First Year under Graduate Technical Courses in Engineering and Technology Admissions 2021-22

Step 1 - Select the candidature type -

First candidates are asked whether they have appeared for MHT-CET 2021 exam
And candidate required to read the important instructions mentioned.

If the candidate clicks on the '**Yes**' button, then the candidate required to enter the application number & seat number and Date of birth as enter in while filling up application form for MHT-CET registration and is all the details entered by candidate are correct then, click on the '**Check CET Details**' button.

MHT-CET 2021 Details	
Have you Appeared for MHT-CET 2021 ?	⦿ Yes ◯ No
MHT-CET 2021 Application Number	200000018 *
MHT-CET 2021 Roll Number	21410004790003 *
MHT-CET 2021 DOB	07/03/2001 *(DD/MM/YYYY)
	Check CET Details
MHT-CET 2021 Percentile Score	
Candidate Name As Per CET	RATHOD LAXMAN CHANDRASHEKHAR
Physics	90.2142444
Chemistry	95.4752254
Mathematics	93.2004301
Total PCM	93.7463810

The candidate will then be shown the marks obtained in the common examination.

Here candidate need to make sure that the marks fetched are correct and truly belong to him/her, if in further process of verification it found that the marks/Name fetched are belongs to other candidate then your application form will be cancelled without any prior notice.

If the candidate has not appeared for the MHT-CET 2021 exam, the candidate should click on the **No** button.

MHT-CET 2021 Details	
Have you Appeared for MHT-CET 2021 ?	◯ Yes ⦿ No
Have you Appeared for JEE (Main) 2021 Paper-1 NTA Score ?	◯ Yes ⦿ No
Are You Foreign National / NRI / PIO / OCI / CIWGC / NEUT / JKSSS Candidate ?	◯ Yes ⦿ No
Qualifying Exam	◯ HSC ⦿ Diploma in Engineering & Technology

Important Instructions for Candidates :

1. Read the information brochure carefully before filling in the CAP application form.
2. Make sure all supporting documents are available at the time of documents verification as specified by various authorities and as per the Proforma mentioned in the information brochure.
3. Before you submit your CAP application and confirm your CAP application by E-FC or Facilitation Center. 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, TFWS, validity, required format, etc.
4. Check daily SMS 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.

☑ **I have read all Important Instructions.**

Save & Proceed >>>

Candidates are then asked if they have passed the JEE (Main) 2021 exam. If the candidate clicks on the **'Yes'** button, the candidate has to fill in the next step information. Otherwise, the candidate has to click on **'No'** button and if eligible for Foreign National / NRI / PIO / OCI / CIWGC / NEUT / JKSSS then need to click on **'Yes'** button. If not, click on 'No' button and the candidate will be asked whether he has passed the Engineering and Technical Diploma. If yes, candidate needs to click on the **'Yes'** button below and fill in the information for the next stage.

Then click on '**Save & Proceed'** button below.

Personal Information Registration:

After opening the online registration form, the candidates should first enter their full name (Candidate name should be as per HSC mark sheet), father's name, mother's name, gender, date of birth, religion, region, mother tongue, annual family income and nationality etc. The information has to be filled accurately.

Communication Details:

At this stage of the online registration application, information related to the candidate's correspondence address, state, district, taluka, village, pin code, telephone number (no problem if not) mobile number and email id. etc has been asked. Candidates are required to fill in the correct information as the candidates will receive communication/correspondence/instructions based on the above information.

Communication Details

Address Line 1 पत्ता ओळ 1	R m Colony *	**Note :** Maximum allowed lenght for each row is 50 characters.
Address Line 2 पत्ता ओळ 2	old Mumbai *	
Address Line 3 पत्ता ओळ 3		

State राज्य	Maharashtra *	District जिल्हा	Mumbai City *
Taluka तालुका	Mumbai *	Village गाव	Mumbai *
PIN Code पिन कोड	400001 *	Telephone No दूरध्वनी क्रमांक	–

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 भ्रमणध्वनी क्रमांक	9156491083 *	E-Mail ID ई - मेल आयडी	Test@gmail.com *

Password Details:

At this stage of the online registration, the candidates have to enter the desired password as per the instructions on the screen to create an account and click on the **'Save & Proceed'** button below

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 संकेतशब्द निवडा	········· *	
Confirm Password संकेतशब्दाची पुष्टी करा	········· *	

Save & Proceed >>>

OTP Verification:

At this stage of the online registration, 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. If you do not receive OTP on your mentioned mobile number, then click on **'Retry on Call'** button, then candidate will get call from system regarding "OTP".

Details of application ID received:

After verification of the OTP, application ID will be assigned to the candidate.

This application ID needs to be preserved permanently throughout the process by the candidate

Instructions

Registered Successfully for Admission to First Year of Under Graduate Technical Courses in Engineering and Technology for the Academic Year 2021-22

Application ID : EN21282593

Important Instruction :

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.

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

Registered Candidates Sign In

Application ID : EN21282593

Password : ••••••••••

Sign In

I can't access my account ?

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 for security reasons.
6. प्रवेशासाठी अर्ज करताना ज्या उमेदवारांनी EWS, NCL आणि CVC प्रमाणपत्र प्राप्त करून घेण्यासाठी पावती सादर केली होती अशा सर्व उमेदवारांना केंद्रीभूत प्रवेश प्रक्रियेत त्या-त्या संबंधीत प्रवर्गातून जागा वाटप करण्यात येईल. सदरचा प्रवेश हा तात्पुरता प्रवेश म्हणून ग्राह्य धरण्यात येईल. संबंधीत अभ्यासक्रमांची केंद्रीभूत प्रवेश प्रक्रिया संपण्यांच्या अंतिम दिवसाच्या आत संबंधीत उमेदवारांनी मुळ प्रमाणपत्रे सादर करणे बंधनकारक राहील..

Selection of Scrutiny mode:

After login candidate have to select Scrutiny mode;

As candidate can view there are two Scrutiny mode candidates are free to select their choice of Scrutiny mode as per convenience.

1] E-Scrutiny Mode

2] Physical Scrutiny Mode

Process for E-Scrutiny Mode selected candidates:

- ✓ Such candidate shall fill online application form and scan original document and upload the required documents from any computer/smartphone connected to internet from anywhere.
- ✓ Such candidate need not have to visit to FC for verification and confirmation of the application form. His/Her application & documents shall be verified and confirmed by the FC through e-Scrutiny Mode.
- ✓ During e-Scrutiny of Application Form of such candidate:
- ✓ If no error is found: the status of verification & confirmation of the application form shall be available in candidates Login along with receipt cum Acknowledgement.
- ✓ If error is found: the details of errors shall be intimated to candidates by reverting back his/her Application for its rectification through candidates Login.
- ✓ Candidate shall edit the reverted Application form and re-submit the application for e-Scrutiny through his/her login.
- ✓ Candidate shall edit the reverted Application in given schedule e-Scrutiny through his/her login.

Process for Physical Scrutiny Mode selected Candidates

- ✓ Such candidate shall visit the facilitation Centre online selected by himself/herself, along with the required documents as per the allotted time slot for online filling, scanning & uploading of required documents, verification and confirmation of application form.
- ✓ After verification & Confirmation of application form, FC shall issue the receipt cum Acknowledgement.

Select FC 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-FC shall electronically verify candidate's information and do the confirmation.
d. Candidates can raise their grievance online for any found discrepancy.
e. e-FC will Facilitate to support candidates to resolve all grievances.

E-Scrutiny Mode & Proceed >>>

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 Facilitation Center in person for document verification and confirmation.
c. In this mode candidate will select a nearby FC center and select the available time slot for document verification and confirmation.
d. For any document discrepancy found, candidates can visit the FC center.
e. FC center will facilitate support to candidates to resolve the all discrepancy.

Physical Scrutiny & Proceed >>>

Personal Information:

In the Application form candidate required to complete the 10 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.

Candidates will not be able to send their online application for e-scrutiny till the total 09 steps on the dashboard are completed.

To send your application form verification candidate required to complete the remaining steps on the dashboard.

Also a message about the current status of the application is displayed on the main page.

Application Form Status

Step ID	Step Details	Status
Step 1	Fill Registration Details	Complete
Step 2	Fill Candidature Type Details	Incomplete
Step 3	Fill Home University & Category Details	Incomplete
Step 4	Fill Special Reservation Details	Incomplete
Step 5	Fill Qualification Details	Incomplete
Step 6	Fill JEE (Main) 2021 Paper-1 Details	Incomplete
Step 7	Upload Photograph	Incomplete
Step 8	Upload Required Documents	Incomplete
Step 9	Pay Application Fee	Incomplete
Step 10	Confirm Application Form at Scrutiny Centre	Incomplete

Step 2: Select Candidature Type:

In this, the candidate has to choose the type of candidature.

Details of Candidature type is given on screen for candidate reference

Claim Your Type of Candidature

Note :
- Read all the types carefully and claim your Type of Candidature by clicking on the radio button and then click on 'Save & Proceed' Button.

Eligibility Requirement	Select Candidature Type
(i) Candidates Passing SSC and also HSC or Diploma in Engineering examination from a recognized institution in Maharashtra State. (ii) Candidate who is either Domicile of Maharashtra and / or is born in Maharashtra.	◉ **Maharashtra – Type A**
A Candidate who does not fall in Type-A above, but who or whose Father or Mother is domiciled in the State of Maharashtra and possess Domicile Certificate.	○ **Maharashtra – Type B**
A Candidate who does not fall in either Type-A or Type-B but whose Father or Mother is an employee of the Government of India or Government of India Undertaking and who has been posted and reported to duty in Maharashtra State before the last date for submission of Application Form for CAP.	○ **Maharashtra – Type C**
A Candidate who does not fall in any of the above Type-A, Type-B and Type-C but whose Father or Mother is an employee or retired employee of the Government of Maharashtra or Government of Maharashtra Undertaking.	○ **Maharashtra – Type D**
Candidates passing SSC and HSC / Diploma in Engineering and Technology from a recognized institution located in a disputed Maharashtra Karnataka Border area and whose Mother tongue is Marathi.	○ **Maharashtra – Type E**
Outside Maharashtra State (OMS) Candidate having Indian Nationality.	○ **OMS**

Candidates should select the candidature type as per the rule and click the Save & Proceed button below.

Select Home University and Category Details:

In this section candidate asked fill Home University details:

If candidate selects candidature type as Type – A then he/she need to fill the details of SSC and HSC passing based on candidates passing district candidate home University will be displayed on screen.

Home University & Category Details

Home University Details

Your Type of Candidature : **Maharashtra – Type A**

Select Document for Type-A प्रकार -अ साठीचे प्रमाणपत्र निवडा	Birth Certificate ⌄ *
Select District from which Candidate has Passed SSC उमेदवाराने दहावी उत्तीर्ण केलेला जिल्हा निवडा	Mumbai City ⌄ *
Select District from which Candidate has Passed HSC / Diploma in Engineering & Technology उमेदवाराने बारावी / अभियांत्रिकी व तंत्रज्ञान पदविका उत्तीर्ण केलेला जिल्हा निवडा	Mumbai City ⌄ *
Select Taluka from which Candidate has Passed HSC / Diploma in Engineering & Technology उमेदवाराने बारावी / अभियांत्रिकी व तंत्रज्ञान पदविका उत्तीर्ण केलेला तालुका निवडा	Mumbai ⌄ *
Your Home University मुळ विद्यापीठ	**Mumbai University**

Candidature Type Maharashtra - A –

a) Candidates who have opted for Maharashtra-A type are required to select one of the documents like birth certificate or domicile certificate or school leaving certificate to be a resident of Maharashtra and upload the certificate at the time of filling up the application.
b) Also, the candidate should select the district from which he has passed 10th.
c) The candidate also should choose the District and Taluka which has passed 12th or equivalent examination.

Candidature Type Maharashtra - B –

a) Candidates who have selected Maharashtra-B type have to choose to have a domicile certificate of either the candidate or the mother or father and upload the certificate at the time of filling up the application.
b) Also select the district and taluka where the above selected person resides.

Candidature Type Maharashtra - C–

a) For candidates who have selected Maharashtra-C type, the candidate's mother or father who is currently serving in the Central Government Office or in the Government Service in the Central Authority office should select one of them.
b) Also, the district or taluka of Maharashtra where the father or mother of the candidate is working should be selected.

Candidature Type Maharashtra - D–

a) For candidates who have opted for Maharashtra-D type, the candidate's mother or father who is currently serving in the Government office in Maharashtra or in the office of the Authority in Government service or after retirement is required to select one of them and upload the Proforma-B sample at the time of filling up the application.
b) Also select the district and taluka where the father or mother of the candidate is working / settled after retirement.

Candidature Type Maharashtra - E –

a) For the candidate who has selected Maharashtra-E type, the candidate should select the district from which he has passed 10th in Maharashtra-Karnataka border.
b) Candidates should also choose the district and taluka where they have passed 12th or equivalent examination and have to upload Proforma-G-1 and G-2 while filling the application for being a resident of Maharashtra-Karnataka border.
Candidates should fill in the information regarding the type of candidature and select the following category.

Category details:

For the candidates who selected candidature type Maharashtra-A to Maharashtra-E, those candidate asked fill the information about category details there are a total of 9 main categories.

The candidate has to choose the category based on category candidate eligibility and required document will be asked to the candidate where candidate need to selects the status of the document and upload the same in required document section to claim the benefits after entering the details candidate needs to click the '**Save & Proceed'** button as shown below.

Let us first briefly look at all the categories.

Open –

If Candidates selects Category as "Open" category are eligible for Economically weaker section (EWS).

Candidates those want to apply for Economically weaker section (EWS).
Need make sure that, 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).

If Candidate select "Yes" in Drop Down then EWS candidates shall produce the Eligibility Certificate for Economically Weaker Section. (As per the format in Maharashtra State Government Resolution No. राआधो-4019/प्र.क्र.31/16-अ, dated 12th February, 2019 only)

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 and required to produce the original documents before the Institute reporting of CAP round 1 otherwise allotted seat will be cancelled if candidate failed to submit the original document.

If the candidate chooses "Not Applied" for status, then the application will be considered based on the remaining eligibility, except for the reservation and concessions of the concerned category in the further process.

Scheduled Caste (SC) / Scheduled Depository (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."

The candidate has to choose the status of the caste certificate from the drop-down list. "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

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

If the candidate chooses "Not Applied" for status, then the application will be considered based on the remaining eligibility, except for the reservation and concessions of the concerned category in the further process.

Similarly candidate needs to select the status of caste / tribe validity certificate

Note: If candidate failed to produce original certificate or uploads to wrong document for verification then such candidate will not able to take benefits of the respective category and will be converted to Open where candidate have pay the conversion fee.

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.

The candidate has to choose the status of the caste certificate from the drop-down list. "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

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

If the candidate chooses "Not Applied" for status, then the application will be considered based on the remaining eligibility, except for the reservation and concessions of the concerned category in the further process.

Similarly candidate needs to select the status of caste / tribe validity certificate
And Non - Creamy Layer Certificate.

Note:

If candidate failed to produce original certificate or uploads to wrong document for verification then such candidate will not able to take benefits of the respective category and will be converted to Open where candidate have pay the conversion fee.

Step 4 - Special Reservation Details –

In this, the candidate has to fill in the information about the special reservation

The brief information about the Person of disabled / handicapped.

a) Disabled / Handicapped Person - In this, if the candidate is Disabled / handicapped person, then candidate need to select "Yes" in dropdown otherwise select "Not Applicable"

Note:
Candidates with Disability should note that on admission to degree course they will not be given any exemptions or additional facility in the academic activities other than those which may be provided by the respective Universities

Five Percent (5%) seats of total seats for Maharashtra candidates per course coming under CAP shall be reserved for Candidates having any of the following minimum 40% benchmark disability.

b) Parent in Defense Service - In this case, if the parents of the candidate are working in the Defense Service or have retired from the Defense Service, then the type of Defense Service. Then candidate Need select "Yes" otherwise Select "No".

Note:

If Candidate select "Yes" then need to upload the document Proforma-C in required document section (Format given in information brochure)

c) Tuition Fee Waiver Scheme-

If candidate want to apply for Tuition Fee Waiver Scheme then candidate need to check the eligibility criteria for TFWS,

- ✓ Only Maharashtra State Candidature candidates are eligible for these seats

- ✓ Eligible Maharashtra State Candidates having their parent's annual income less than Rs. 8 Lakh (Rupees Eight Lakh only) from all sources shall only be eligible for these seats. The candidate shall submit Income certificate issued by Appropriate Authority.

As above mention if candidate has document then candidate can select "Yes" in dropdown otherwise select "Not Applicable"

If candidates select "Yes" then candidate need to upload the Income certificate in required document section.

Reservations for Orphan Candidates –

Candidates who are orphans and have been given Orphan Certificate by the Department of Women and Child Development, Government of Maharashtra should select Yes in the next drop down and upload the Orphan Certificate in the next stage. Otherwise select "Not applicable".

Note:

One percent (1%) seats of CAP Seats (excluding Minority institutions, All India Seats, if any) shall be reserved for Orphan Candidates. These seats shall be filled by the Competent Authority through CAP as per Government Resolution, Women and Child Welfare Department, the policies of the Government declared from time to time.

Minority category –

The Maharashtra domiciled Candidate belonging to a particular Linguistic or Religious Minority Community from within the State and as notified by the Government are eligible under this Category.

if the candidate belongs from the minority category and then select Linguistic Minority Type and Religious Minority Type in the minority category. Click the Proceed button otherwise select No

Choose an Educational Qualification –

10th / SSC details-

"SSC" means the Secondary School Certificate (Standard X) examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognised Board;

In this candidate need to fill the information of the **10th / SSC as shown,**

12th /HSC Details –

"HSC" means the Higher Secondary School Certificate (Standard XII) examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognised Board;

'Get HSC Data' Facility available for the Candidate those completed their 12th HSC in year 2021 for remaining year candidate need to enter marks manually.

The candidates who have passed the rest of the year will have to mention the marks themselves as shown below

c) Diploma in Engineering and Technology Examination - In this, if the candidate has passed the post-10th /SSC engineering and technology diploma course which is equivalent to the 12th examination, those candidate can enter details as shown below

6 - JEE (Main) 2021 Paper-1 NTA Score:

In this, the candidates have been asked whether they have passed the JEE (Main) 2021 Paper-1 NTA examination given for engineering and technology courses. If the candidate clicks on the Yes button, the candidates have to enter the JEE Application No. and Candidate's DOB as on JEE Score Card of the common examination, and then candidate need to click on "Get JEE score Date".

Information will be displayed below based on credentials as shown

If Candidate have not appeared for JEE (Main) 2021 Paper-1 NTA Exam, Candidate should click on '**No**' button.

Click on "Save and Proceed" for next step

Stage 7 - Select the photo of the candidate –

In this section candidate required to upload the photograph and signature, to upload the photo candidate need to select "Select Upload Type" as photograph and then "Signature" then Uploading option will be displayed on screen. in pop screen candidate need to select "Open" to upload the saved file (The Photograph Image should be in jpg/jpeg/png format) after selecting desired file candidate need to click on upload button. Respective file will be displayed on screen of the candidate.

As shown below

After uploading the Photograph and signature candidate need to click on the **'Save & Proceed'** button below.

Upload Required Documents:

a) List of document asked to upload to the candidate based on above filled information.
As shown below after uploading all the documents candidate required to click on save and proceed button.

Online application fee –

a) The candidate is asked to pay the application fee for the admission process as per the selected category and reservation in the application. The candidate is shown total application fee Applicable.

b) If the candidate has appeared for the MHT-CET 2021 Common Entrance Examination, the candidates are asked to pay the remaining fees online except the fees paid for that examination.

Pay Application Fee	
MHT-CET Application Fee Paid (₹)	600/–
Online Application Fee Paid (₹)	0/–
Online Application Fee to be Paid (₹)	NIL/–
Save & Proceed >>>	

c) Click on **'Proceed To Payment'** button below to pay the admission fee. The candidate should then click on the Proceed button to pay the online fee on the Payment Gateway page. Candidates can then pay the application fee by choosing one of the mediums of card, net banking, wallet, UPI and QR code to pay the fee online.

Note:

- ✓ While making payment for application form candidate need to make sure that they are using updated browser and Internet connection must be strong.
- ✓ If payment process is incomplete then kindly do not initiate second payment.
- ✓ If application fee got debited twice from your bank account then excess paid fee will be refunded back to respective bank account.

Copy of Online application and Online Application Submission-

a) A copy of the application is shown to the candidate as per the information filled by the candidate and the uploaded document / certificate.

First Year Degree in Engineering/Technology Admissions 2021-22   Application Form

GOVERNMENT OF MAHARASHTRA
STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA STATE
8th Floor, New Excelsior Building, A.K.Nayak Marg, Fort, Mumbai-400001. (M.S.)

Application Form for Admission to First Year of Under Graduate Technical Courses in Engineering and Technology for the Academic Year 2021-22

Application ID : **EN21282593**   Version No : **1**

Personal Details

Candidate's Full Name	**RATHOD LAXMAN CHANDRASHEKHAR**
Father's Name	**CHANDRASHEKHAR**
Mother's Name	**SANGEETA**
Gender	**Male**
Date of Birth	**07/03/2001**
Candidature Type	**Maharashtra - Type A**
Home University	**Mumbai University**
Category	**NT 2 (NT-C)**
Category for Admission	**NT 2 (NT-C)**

Candidates should check the information filled in and if any change is to be made in the application, if the candidate clicks on the relevant stage on the left side, the candidate can change the information filled in. Candidate should make appropriate changes and click on **'Save & Proceed'** button below.

Then the candidate should check the changes made by the candidate on the copy of the application and if appropriate, click on the **Submit Application Form for e-verification** button below.

Candidates will then be asked for login password. Candidate should enter the login password and click on Verify Password button below.

Candidates will then be sent for OTP check on the mobile number mentioned in the application. The candidate should mention it and click on the Verify OTP button below. Thus the application of the candidates has been sent for e-scrutiny and a copy of the sent application has been made available.

Submission of your Application Form (Lock): --

To send the application for online e-scrutiny, first enter the login account password and click on the '**Verify Password button**' below

Lock your Application Form		
Enter Your Login Password		*

<div align="center">**Verify Password**</div>

OTP Verification:

The OTP will then be sent through the computer system to the mobile number mentioned by the candidate. In the box on the screen, mention the OTP received on the mobile and click on the '**Verify OTP**' button below. If you do not receive OTP on your mobile, click on **'Retry on Call'** button.

Lock your Application Form
OTP has been sent your Mobile No : **91XXXXX083**
Enter One Time Password (OTP)   [ ] *   **Retry in 44 Second**

<div align="center">**Verify OTP for Submit Application Form**</div>

Application Copy:

Candidates will have a copy of the application sent for e-scrutiny.

<div align="center">**Print Application Form**</div>

Important Instructions for Printing :
1. Before printing acess 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.

First Year Degree in Engineering/Technology Admissions 2021-22	Application Form

GOVERNMENT OF MAHARASHTRA
STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA STATE
8th Floor, New Excelsior Building, A.K.Nayak Marg, Fort, Mumbai-400001. (M.S.)

Application Form for Admission to First Year of Under Graduate Technical Courses in Engineering and Technology for the Academic Year 2021-22

Application ID : **EN21282593**   Version No : **1**

Alloted e-Facilitation Center (e-FC) For e-Scrutiny	FC1002 - Government College of Engineering, Amravati ,30/10/2021 3:30:18 PM

Login Dashboard:

After the candidates submit the application for e-scrutiny, the scrutiny status is displayed on its dashboard as follows.

Welcome for Admission to First Year of Under Graduate Technical Courses in Engineering and Technology for the Academic Year 2021-22			
Login Details			
Application ID	EN21282593	User Name	**RATHOD LAXMAN CHANDRASHEKHAR**
User Role	**Candidate / Applicant**	IP Address	27.57.242.6:32487
Current Login Time	30/10/2021 3:16:25 PM	Previous Login Time	30/10/2021 1:12:23 PM

Application Form Verification Status

Your Application Form is Completed and Sent to FC for E-Verification(E-Scrutiny)-It will be verified soon.

Required Documents Upload Status

Documents Upload Status	Total Documents
Total Required Documents	10
Total Required Documents Uploaded	10
Total Required Documents to be Uploaded	0

To make changes after locking the application –

After sending the application for e-scrutiny, if the candidate wants to make any changes in the application, click on the **'Unlock Application Form'** link on the left side of the dashboard and enter the login password. The Scrutiny-Officer may change the original application before taking the application for e-Scrutiny. However, the application of the candidate will be locked after the scrutiny-officer takes the application for e-screening and in such a case no change can be made by the candidate till the scrutiny is completed

State Common Entrance Test Cell, Government of Maharashtra
First Year Under Graduate Technical Courses in Engineering and Technology Admissions 2021-22

Helpline Number

Log Out
Welcome, EN21282593

Application Form

Home   Application Form   Option Form

Home
Fill / Edit Application Form
Check Payment History
Print Application Form
Unlock Application Form for E Verification
Application Form Version Wise
Acknowledgement By Version Wise
Change Verification Mode

Unlock Application Form

Enter Your Password   [.........]

Verify Password

E-Scrutiny Status

1) Once the scrutiny officer takes the application of the candidates for the scrutiny process, the status of the application will be displayed on the dashboard of the candidates as follows -

2) If the scrutiny officer e-scrutinizes the application of the candidates, the status of completion of scrutiny will be shown on the dashboard of the candidates as follows.

3) If the scrutiny-officer does not get the required details in the application while e-scrutinizing the candidate's application or if some documents / information are filled incorrectly / errors are found, such applications will be sent back to the candidate's login through computer system. In such cases, the following screening errors will be displayed on the candidates' dashboard.

4) If the scrutiny-officer finds an error in a reservation document while e-scrutinizing the candidate's application, the computer system will convert such candidates into eligible category on the basis of the information filled in except the erroneous category reservation. In such cases, the following screening errors will be displayed on the candidates' dashboard.

Submission of re-application for e-scrutiny –

After the scrutiny-officer identifies the error while e-scrutiny of the candidate's application, the candidate can change the information filled by clicking on the **'Click To Edit'** link on the login dashboard. He can also cancel the documents and certificates, upload a new one and submit the re-application for the e-scrutiny.

E-Grievance Application:-

In above E-scrutiny status, candidates in Sr. No 2nd and 4th can raise grievance,
If the candidate wants to make any change in the application after scrutiny of the application, the candidate can file an e-grievance till the last date of e-scrutiny by selecting the reason for the change in the application from his login through the link **'Send Grievance'**.

Also,

If the e-scrutiny officer approves the change, the candidate can see the status in his login **'Check Grievance Status'**.

Sr. No.	Grievance ID	Subject/Grievance Category	Grievance Message	Sent Time	Current Status	View
Check Grievance Status						
1.	67714	Date of Birth, Defence/Defence Type, Diploma Certificate	please unlock my application form Attachment1	30/10/2021 3:44:28 PM	Assigned to Grievance Administrator	**View**

After approval of the Grievance Status will be changes and shown below

View Grievance Details (तक्रार तपशील पहा)	
Grievance ID (तक्रार क्रमांक): 67714	
Grievance Sub Type/Subject तक्रारीचा प्रकार / विषय	Date of Birth, Defence/Defence Type, Diploma Certificate
Grievance Details तक्रारीचा तपशील	please unlock my application form Attachment1
Sent Date Time तक्रार पाठविण्याचा दिनांक आणि वेळ	30/10/2021 15:44:28
Current Status सध्य स्थिती	Approved
Reply/Remark From FC FC कडून प्रत्युत्तर	ok
Status Updated By स्थिती अघतनित द्वारा	FC1002
Current Status Updated Date Time सध्य स्थिती अघतन दिनांक आणि वेळ	30/10/2021 15:45:41
Close	

Raised Grievance will be processed by FC officer. Post approval of the grievance candidate application form will be unlocked as shown

Welcome for Admission to First Year of Under Graduate Technical Courses in Engineering and Technology for the Academic Year 2021-22				
Application Form Verification Status				
Your Application Form is Unlocked on your Request(Grievance Raised) for Corrections. Please Edit the Application Form and ReSubmit it. Following Discrepancy(s) are found in Your Application Form. Edit the Application Form and Upload the required Documents				
Sr. No.	Application Form Step	Discrepancy In	Remark by FC Officer	Go To Step
1	Home University & Category Details	NCL	not ok	Click To Edit
Click Here to Edit Application Form				

For – Physical Scrutiny Mode:

Candidate those who have selected the verification mode as "Physical Scrutiny" mode those candidates need to visit Facilitation Centre for any correction.

Thank You