# User Manual for First Year Post Graduate Technical Courses in Engineering and Technology Admissions 2021-22

Process to fill Application form for First Year Post Graduate Technical Courses in Engineering and Technology Admissions 2021-22

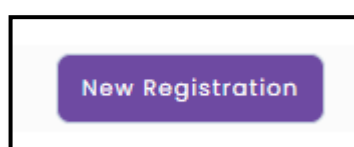To apply for Centralized Admission process (CAP)

Candidate need to enter the following URL: https://me2021.mahacet.org/StaticPages/HomePage
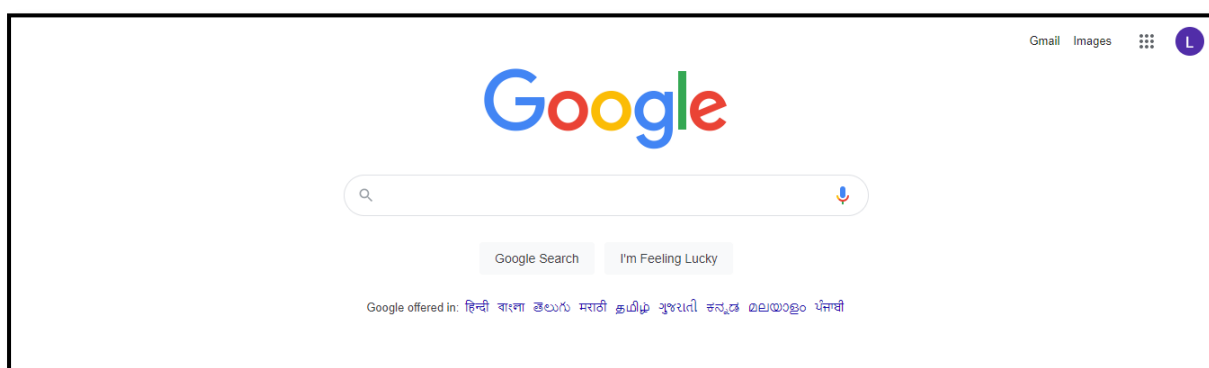
Once Candidate visits the given URL, below screen will display:

For New user Registration (For New candidates), user need to click on the below tab:

When Candidate clicking on the "Registration (For New candidates)" tab, below Pop-up message will display which contain important information for filling form:

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

When Click on Yes button, Registration form will be displayed.

In this section Candidate required to enter the "Registration Details" which contains

Then user has need to enter the data as follows,

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

1. **Registration Category Details**

In this section candidate need to click on –Select Registration Category—and select the registration Category as shown below

Registration Category Details	
Registration Category	-- Select Registration Category -- ⌄ *

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

Registration Category Details

| Registration Category | Sponsored + Non Sponsored ⌄ * |

Sponsored and Non Sponsored Candidate

You must have minimum of two years of full time work experience counted after the date of declaration of result of qualifying degree till the last date of receipt of application in a registered firm or company or industry or educational and/or research institute/any Government Department or Government Autonomous Organization

Document Required for Sponsored and Non Sponsored Candidate

a. Valid Score Card of GATE.
b. Proforma - P (Format of Certificate by the Employer/Management for Sponsored Candidates)
c. Proforma -Q Undertaking (FOR SPONSORED CANDIDATES)

* You off for Sponsored and Non Sponsored Choice Code both.

* Your name will apper in Sponsored and Non Sponsored Merit List.

2. **Personal Details**

After selecting the Registration Category candidate need to enter the personal details as shown below

Personal Details

Candidate's Full Name उमेदवाराचे पूर्ण नाव	LAXMAN CHANDRASHEKHAR RATHOD (As appeared on HSC Marksheet) (बारावी गुणपत्रिकेवर प्रकाशित केल्याप्रमाणे)	*	
Father's Name वडिलांचे नाव	CHANDRASHEKHAR *	Mother's Name आईचे नाव	SANGEETA *
Gender लिंग	Male ⌄ *	Confirm Gender लिंग पुष्टी करा	Male ⌄ *
DOB (DD/MM/YYYY) जन्म तारीख (दिनांक/महिना/वर्ष)	15/10/1994 *	Religion धर्म	Hindu ⌄ *
Region प्रदेश	Rural ⌄ *	Mother Tongue मातृभाषा	Marathi ⌄ *
Annual Family Income वार्षिक कौटुंबिक उत्पन्न	3,50,001 – 4,00,000 ⌄ *	Nationality राष्ट्रीयत्व	Indian ⌄ *

3. **Candidature Type, Category and Special Reservation Details**

In this candidate need to select the Candidature type

Maharashtra State Candidature. -A Candidate can claim only one type of Maharashtra State Candidature Type i.e. from Type A to E.

Eligibility Criteria

Type-A

(i)   Candidates passing HSC or passing diploma in Engineering or Technology or Pharmacy and also Qualifying Examination from a recognized institution in Maharashtra State

(ii)   (ii) Candidate who is either Domicile of Maharashtra and/or is born in Maharashtra;

Note: Place of passing of Qualifying Examination falling within the jurisdiction of the respective University area.

Type-B

I.   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 possesses domicile certificate.

Note:

Place of domicile certificate issuing authority falling within the jurisdiction of the respective University area.

Type-C

I.   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 submitting the Application Form for CAP.

Note :

Place of posting of father or mother of Candidate falling within the jurisdiction of the respective University area

Type-D

    I.   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.

Note:

Place of posting of father or mother of Candidate or the place of settlement of the father or mother if retired or the place of last posting if deputed outside Maharashtra falling within the jurisdiction of the respective University area.

Type-E

(a) Candidates passing HSC or passing diploma in Engineering or Technology or Pharmacy and also Qualifying Examination from a recognized institution located in a disputed Maharashtra Karnataka Border area or from Maharashtra, residing in the disputed Maharashtra Karnataka Border area and whose mother tongue is Marathi.

Note:

Candidate shall be considered for the Outside Home University or State Level Seats.

After selecting the required candidature type candidate need to select the Document Submitting at FC for Type-A from the given drop down as shown below

Selection of Category for Admission:

After selecting the Document Type candidate need choose the category of admission from the dropdown

Note:

All the reservations given below shall be applicable to candidates belonging to Maharashtra State only subject to the fulfilment of the eligibility criteria specified by respective authorities from time to time.

After selecting the Category of admission the respective required document status list will be displayed or as per category applicable reservation or concession will be displayed

Choose the your Caste from given dropdown list

And

if candidate wants to apply then he need to select status of respective document if Available then Available, if candidate has applied for document then :Applied but not received and if document is not available then "Not available as shown below

For

Caste / Tribe Validity Certificate Status

Non-Creamy Layer Certificate Status

Note:

NCL should be valid till 31st March 2022

After selecting Category details candidate asked to select the disability type is candidate has Disability then candidate need to select "Yes" otherwise select "Not Applicable"

Are you Orphan?
तुम्ही अनाथ आहात का?

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 "No".

Note: One parcent (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.

Belongs to Minority Candidature Type

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

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.

Choose Password

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

Verify One Time Password

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:

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

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

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

Select FC Verification Mode/Option

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 Facilitation

a. If the Candidate selects the mode of verification as physical Facilitation 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 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 >>>

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.

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.

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 Facilitation Center	Incomplete

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

Welcome for Admission to First Year of Post Graduate Technical Courses in Engineering and Technology for the Academic Year 2021-22			
Login Details			
Application ID	**ME21641879**	User Name	**LAXMAN CHANDRASHEKHAR RATHOD**
User Role	**Candidate / Applicant**	IP Address	**103.208.71.37:30106**
Current Login Time	**09/11/2021 9:44:21 PM**	Previous Login Time	**09/11/2021 9:43:07 PM**
Application Form Verification Status			
Your Application Form is incomplete, Please Fill the Complete Application Form for E-Verification and Confirmation.			

Step 2 : Qualification Details

In this section candidate need to choose Graduation Degree and enter the below mentioned detailed

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	AMIE – Mechanical Engineering ⌄ * **Note :**Kindly contact on helpline number if your Graduation Course is not mentioned in the given list.		
Place of Graduation University / Autonomous Institute	● India ○ Abroad		
University / Autonomous Institute	Rashtrasant Tukadoji Maharaj Nagpur University ⌄ *		
Graduation Passing Year	2006 ⌄ *	Graduation Status ● Passed ○ Appearing	
Graduation Marks Type	● Percentage ○ CGPA		
Qualification	**Marks Obtained**	**Marks Out Of**	**Percentage**
Graduation	500 *	600 *	83.33

SSC and HSC Details:

SSC and HSC Details			
Qualification	**Marks Obtained**	**Marks Out Of**	**Percentage**
HSC/Diploma Aggregate Marks OR Equivalent	450 *	650 *	69.23
SSC Aggregate Marks OR Equivalent	600 *	700 *	85.71
SSC Mathematics Marks OR Equivalent	60 *	100 *	60.00
SSC Science Marks OR Equivalent	50 *	100 *	50.00
SSC English Marks OR Equivalent	50 *	100 *	50.00

GATE for B.E/B.Tech candidate / GPAT for Pharmacy candidate Details

GATE for B.E/B.Tech candidate / GPAT for B.Pharmacy candidate Details		
Discipline	Chemistry (CY) ▾ *	
Appearing Year	2021 ▾ *	Registration No. / Roll No. KH202128 *
Note : If your GATE SCORE is VALID, enter both GATE SCORE & MARKS. If your GATE SCORE is NOT VALID, enter only MARKS and leave the GATE SCORE field blank.		
In case of GPAT, enter SCORE Only. Leave MARKS field blank.		
Marks	100 *(Out of 100)	Score 60

Sponsorship Details

Sponsorship Details	
Company Name	_____ *
Address	_____ .
Mobile No. _____	Telephone No. ____ – _____
Save & Proceed >>>	

Work Experience Details

> 1. Last date for Calculating Experience is 09/11/2021.
> 2. Minimum 730 Days should be completed for completing 2 years of experience.

Enter Work Experience Details		
Instructions :		
1. Last date for Calculating Experience is 09/11/2021.		
2. Minimum 730 Days should be completed for completing 2 years of experience.		
Company Name	Company Name	*
From Date	01/11/2018 * (DD/MM/YYYY)	To Date 01/11/2022 * (DD/MM/YYYY)
	Add	

Work Experience Details

Sr. No.	Company Name	From Date	To Date	Experience (In Days)	Edit	Delete	
1.	Company Name	01/11/2018	13/10/2021	1078	📝	🗑	
Save & Proceed >>>							

Your Work Experience Details

Upload Photograph & Signature

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.
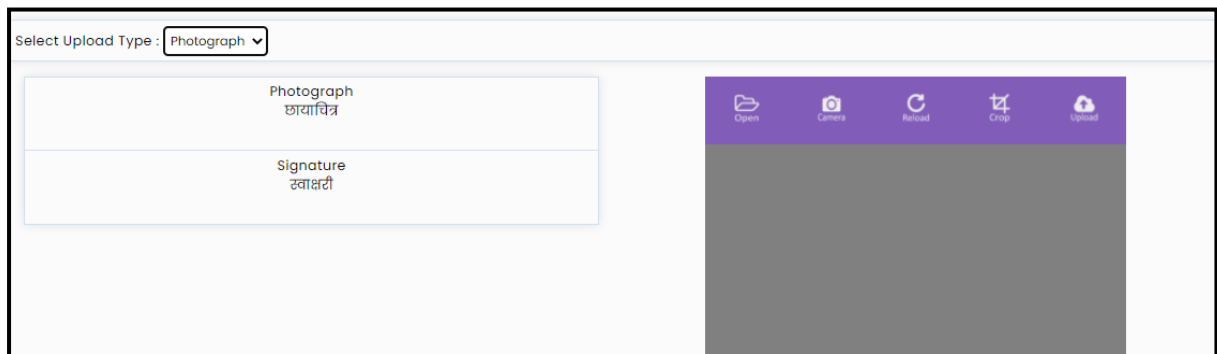
After uploading the Photograph and signature candidate need to click on the 'Save & Proceed" button below.
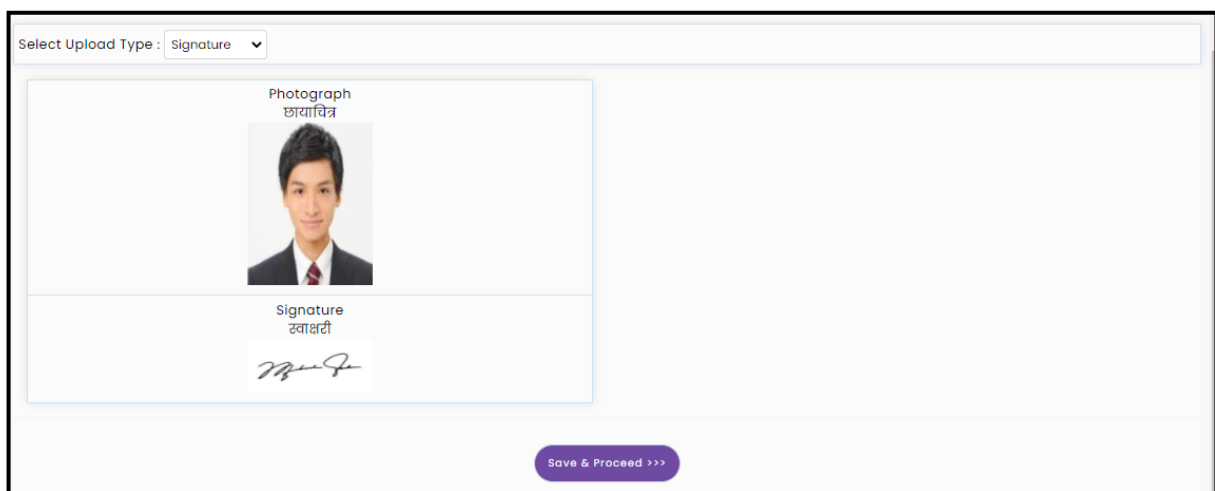
Upload Required Documents:

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.

Instructions :
- Please Use Latest Version Of **Google Chrome** or **Mozilla Firefox** To Upload Documents.
- File Types Allowed : **jpg, jpeg, png, pdf**.
- Maximum File Size Allowed : **1024 KB**.

Sr. No.	Document Name	Upload	View	Edit
1	Certificate of Indian Nationality in the Name of the Candidate.	⬆		
2	Birth Certificate of the Candidate showing his / her Place of Birth in the State of Maharashtra.	⬆		
3	Caste Certificate clearly mentioning the Category of the Candidate and also the remarks that the caste is recognised as backward class in the State of Maharashtra.	⬆		
4	Caste / Tribe Validity Certificate in the Name of the Candidate, issued by the Caste / Tribe Validity Committee of Maharashtra State.	⬆		
5	Non-Creamy Layer Certificate issued by Sub Divisional officer or Deputy Collector of the District in addition to the Caste Certificate, valid upto 31st March 2022.	⬆		
6	Statement of Marks or Certificate of Passing SSC / Equivalent Examination.	⬆		
7	Statement of Marks or Certificate of Passing HSC / Equivalent Examination.	⬆		
8	Graduation Mark sheet from recognized University.	⬆		
9	Valid Score Card of GATE / GPAT.	⬆		
10	Proforma - P (Format of Certificate by current employer/Management for Sponsored Candidates)	⬆		
11	Proforma -Q Undertaking (FOR SPONSORED CANDIDATES)	⬆		

Application Fee Cart

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.
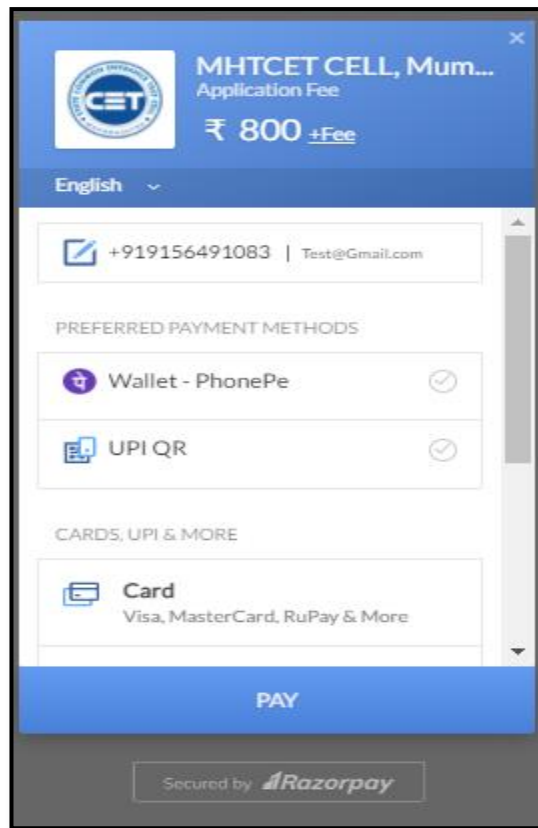
Application Fee Cart

Note : Following Payment has not been done. Select the admission(s) for which you want to pay the fee.

Select the Admission Group to Make Payment & Click On "Proceed To Payment >>>" Button.

Select	Admission Group	Fee Amount(Rs.)
☑	Application Fee	800
	Total Fee **800.00**	

Proceed To Payment >>>

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.

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

First Year Master's 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 Post Graduate Technical Courses in Engineering and Technology for the Academic Year 2021-22

Application ID : **ME21641879**   Version No : **1**

Registration Category Details

Registration Category	Sponsored + Non Sponsored

Personal Details

Candidate's Full Name	**LAXMAN CHANDRASHEKHAR RATHOD**
Father's Name	**CHANDRASHEKHAR**
Mother's Name	**SANGEETA**
Gender	**Male**
Date of Birth	**15/10/1994**

Submission of your Application Form (Lock): --

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

Lock your Application Form

Enter Your Login Password	[_____] *

Verify Password

OTP Verification:

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.

Lock your Application Form

OTP has been sent your Mobile No : **91XXXXXX083**

Enter One Time Password (OTP) [_____] - Retry in 44 Second

Verify OTP for Submit Application Form

Application Copy:

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

First Year Master's 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 Post Graduate Technical Courses in Engineering and Technology for the Academic Year 2021-22

Application ID : **ME21641879**   Version No : **1**

Alloted e-Facilitation Center (e-FC) For e-Facilitation	FC5107 - Shri Gulabrao Deokar College of Engineering, Jalgaon ,10/11/2021 2:56:29 PM

Thank you