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

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

2. Personal Details

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

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.

<table>
<thead>
<tr>
<th>Step ID</th>
<th>Step Details</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1</td>
<td>Registration Details</td>
<td>Complete</td>
</tr>
<tr>
<td>Step 2</td>
<td>Qualification Details</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Step 3</td>
<td>Work Experience Details</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Step 4</td>
<td>Upload Photograph &amp; Signature</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Step 5</td>
<td>Upload Required Documents</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Step 6</td>
<td>Pay Application Fee</td>
<td>Incomplete</td>
</tr>
<tr>
<td>Step 7</td>
<td>Confirm Application Form At Facilitation Center</td>
<td>Incomplete</td>
</tr>
</tbody>
</table>

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.

**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) or 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**: [Select]
- **Place of Graduation University / Autonomous Institute**: [Select]
- **University / Autonomous Institute**: [Select]
- **Graduation Passing Year**: 2009
- **Graduation Status**: Passed or Appearing
- **Graduation Marks Type**: Percentage or CGPA

**Qualification** | **Marks Obtained** | **Marks Out Of** | **Percentage**
--- | --- | --- | ---
Graduation | 900 | 1000 | 90.00%

**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>HSC/Diploma Aggregate Marks OR Equivalent</td>
<td>400</td>
<td>500</td>
<td>80.00%</td>
</tr>
<tr>
<td>SSC Aggregate Marks OR Equivalent</td>
<td>600</td>
<td>700</td>
<td>85.71%</td>
</tr>
<tr>
<td>SSC Mathematics Marks OR Equivalent</td>
<td>80</td>
<td>100</td>
<td>80.00%</td>
</tr>
<tr>
<td>SSC Science Marks OR Equivalent</td>
<td>80</td>
<td>100</td>
<td>90.00%</td>
</tr>
<tr>
<td>SSC English Marks OR Equivalent</td>
<td>80</td>
<td>100</td>
<td>90.00%</td>
</tr>
</tbody>
</table>
GATE for B.E/B.Tech candidate / GPAT for Pharmacy candidate Details

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Chemistry (OV)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appearing Year</td>
<td>2023</td>
</tr>
<tr>
<td>Registration No. / Roll No.</td>
<td>123456</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Marks</th>
<th>100 (Out of 100)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score</td>
<td>02</td>
</tr>
</tbody>
</table>

Sponsorship Details

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.

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>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Company Name</td>
<td>01/11/2018</td>
<td>13/10/2021</td>
<td>1078</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**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.
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.

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.
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.

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.

Application Copy:

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