State Common Entrance Test Cell, Government of Maharashtra

First Year Post Graduate Technical Courses in Engineering and Technology Admissions 2021-22

User Manual (English)

For Filling M.E./M.Tech. Option Form.

First Year Post Graduate Technical Courses in Engineering and Technology Admissions 2021-22
## INDEX

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Step Details</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Step 01: Candidate Login</td>
<td>03</td>
</tr>
<tr>
<td>2</td>
<td>Step 02: To Set Password or Retrieve the Application ID</td>
<td>04</td>
</tr>
<tr>
<td>3</td>
<td>Step 03: Login with Application ID and Password</td>
<td>06</td>
</tr>
<tr>
<td>4</td>
<td>Option Form</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1] Shortlist Your Options (Dashboard)</td>
<td>07</td>
</tr>
<tr>
<td>5</td>
<td>Option Form</td>
<td></td>
</tr>
<tr>
<td></td>
<td>02] Set Your Preference</td>
<td>10</td>
</tr>
<tr>
<td>6</td>
<td>Option Form</td>
<td></td>
</tr>
<tr>
<td></td>
<td>03] Option Form summary</td>
<td>11</td>
</tr>
<tr>
<td>7</td>
<td>Option Form</td>
<td></td>
</tr>
<tr>
<td></td>
<td>04] Confirm your Application form</td>
<td>12</td>
</tr>
</tbody>
</table>
Step 01: Candidate Login

Candidate whose name is displayed in the final merit list only those candidates can fill the Option Form

To fill the “Option Form” candidate need Open Internet Browser (Google Chrome / Mozilla Firefox / Internet Explorer version 9 or higher

Go to the address bar and type the URL: https://Me2021.mahacet.gov.in/ and click on “Already Registered” button.

Here candidate needs to enter the application ID which is displayed in the final merit and Enter the Password. And then click on the “Sign In” button.
Step 02: To Set Password or Retrieve the Application ID

In case candidate forgets his / her Application ID / Password, he / she can retrieve it by using "I can't access my account?"

Select the option

To reset password click on "I forgot my Password"

To Retrieve the Application ID Click on "I Forgot My Application ID"

If candidate clicks on “I forgot my Password” then candidate need to enter “Application ID “and DOB (DD/MM/YYYY) and click on submit button
CET Cell will send One Time Password (OTP) via SMS to Registered Mobile Number. To Get OTP candidate needs to click on “Continue”

Enter the “Received OTP” and click or “Continue”

Reset Your password

If the candidate forgotten the Application and then he/she can retrieve the same by selecting “I forgot my Application ID”
To retrieve the “Application ID” candidate need to Enter the below details as shown below and click on “Submit” button

Then Application ID will be Displayed

Kindly note down your Application ID that is required for future reference.

**Step 03: Login with Application ID and Password**

After successful Log in Status of Option Form Submission and Confirmation for CAP Round – I will be displayed to the candidate as shown. Here candidates need to read and understand the information given inbox to know the terms and conditions for the Option Form Submission and Confirmation for CAP Round – I
To fill the Option Form candidate need to click on “Fill / Edit Option Form” given in direct link or “Proceed to submit and Confirm Option form” button given below

**Step 04: 1] Shortlist Your Options (Dashboard)**

In this session total, 4 steps will be displayed to the candidate which needs to fill by the candidate to consider his/her application for CAP Round – I

1] Shortlist Your Options,
2] Set Your Preferences,
3] Option Form Summary,
4] Confirm Your Option Form

As the candidate is on 1] Shortlist Your Options here candidate can check his/her personal information which he/she has mentioned in the Application form registration process. By clicking on “Personal Information & Important Instructions” in this candidate can only view the following details

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Candidate Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gender</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>Candidature Type</td>
<td>Category for Admission</td>
</tr>
<tr>
<td>Applied for EWS</td>
<td>Applied for Orphan</td>
</tr>
<tr>
<td>Person with Disability</td>
<td>Minority Candidature Type</td>
</tr>
</tbody>
</table>

The Candidate can only view the information in this section
Candidate need to click on Select Course Name

Here candidate need to note that based on Eligibility criteria set by University, total eligible Course Will be displayed candidate need to select desired Course from Given drop down list.

After selection of the course, list of University will be displayed in drop down

Here candidate need to note that, the list of “University” displayed are as per availability if respective Course.

In addition candidate can filter using “Select District”

“Select Course Status’
Select Course Autonomy Status

Select Course Minority Status

Select Sponsored Status

After filling all above information candidate need to click on “Sear Institute” Button based on information filled by Candidate. Available list of Institute will be displayed.

If candidate want to add the institute then click on
Selected Options will be added. And Shortlisted Options will be displayed as below. Where candidate can delete the selected institute to delete the selected candidate need to click “Delete Selected Option”

![Image of shortlisted options]

Candidate can add more than one institute.

After finalizing the institute list candidate need to click on “Save and Proceed” button

![Image of saved and proceeded options]

**Step 04: 02] Set Your Preference**

To set preference candidate need to click on “Check” Box given under “Set Preference”.

![Image of set preferences]

To reset the given preference Candidate can either uncheck the box one by one or using “Reset My Preferences” Button,
After resetting the preference candidate can change the preference as shown below

After finalizing the preference candidates need to click on “Save and Proceed” Button

**Step 04: 03] Option Form summary**

In this section list of selected preference wise list will be displayed, where candidate can “Insert Choice Code” or Move Choice Code” by using given link on your dashboard

In this candidate can insert a choice code or insert a choice code directly or move the choice code or can change preferences.
To insert a choice code candidate need to click on the insert choice code fill in the following information to insert the choice code.

If candidate know the Choice code of particular institute then candidate can insert the institute by clicking on “Insert Choice Code”

Then candidate need to enter the Enter Choice Code and then “Click on Verify Choice Code” then If such institute for respective course wise eligible then result be displayed below also candidate can insert the choice code by selecting the preference number otherwise by default choice code will be inserted at end.

Once the Option form list is final then candidate need to click on “Save and Proceed” button

Step 04: 04] Confirm Your Option Form

In this section list choice code wise selected institute information is displayed
If candidate want to mark changes then candidate can click on step ID given above and respective details of the step will be displayed

Note:

If a candidate is allotted the seat as per his first preference, such allotment shall be auto freezed and the candidate shall accept the allotment so made. Such candidate shall then be not eligible for participation in the subsequent CAP rounds. Such candidates shall then report to ARC for verification of documents and payment of seat acceptance fee. Thereafter such candidates shall report to the allotted institute and seek admission on the allotted seat. If such candidate does not report to ARC for confirmation of seat acceptance, their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. For such candidate, the allotment so made shall be the final allotment.

Once all the information is correct then clicks on “Confirm Option Form”

To confirm, your Option form you have to enter your Login password, then OTP will be sent to your registered 91XXXXX123 mobile number. as shown and click on Verify Password
After successful verification of password candidate will receive OTP from DTE Maharashtra via SMS, on registered mobile number only, the candidate needs to enter the OTP as shown and click on “Verify and confirm Option Form” to submit your selected preferences.

Once OTP is verified successfully then-candidate option form is submitted successfully candidate can take the printout of same by clicking on “Print Option Form” as shown