Online Registration For
MAH-AAC CET-2022
User Manual (English)

FOR

ADMISSION TO FIRST YEAR OF FOUR YEARS
FULL-TIME DEGREE COURSE IN BACHELOR OF FINE ART
& BACHELOR OF DESIGN
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Click on subject to go on respective page
User – ✓ Checklist.

Below is the list of documents that candidates should keep ready while using MAH-AAC 2022 - Online

A) Mobile Number:
- Valid mobile number is required for the registration of the user in the system.

B) Email ID:
- Valid Email ID is required for the registration of the user in the system.

C) Documents: (Photograph & Signature)
- Scanned copy of the photograph in JPEG/JPG format Max size 50kb.
  (Dimensions: breadth 3.5 CMS * height 4.5 CMS)
- Scanned copy of signature in JPEG/JPG format Max size 50kb.
  (Dimensions: breadth 3.5 CMS * height 1.5 CMS)
New Registration (1st-time user)

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

B) Go to the address bar and type the URL:

https://cetcell.mahacet.org/CET_landing_page_2022/

and press Enter to open Online Registration
Please read the pre-requisite for the MAH-CET 2022 exam, then the candidate needs to click on the “I Accept and Proceed” highlighted button as shown below.

To Generate an Application ID Candidate is required to fill in the basic information as shown below.

**Personal Details:**
Permanent Address:

If the Permanent and correspondence address of the candidate is the same then, the candidate can copy the above entered personal address by clicking on the check box as shown below (personal address will be copied as entered below)

Mobile Number and Email Address:

One Time Password (OTP) will be sent to the mobile number given below for activation of your login.

Kindly make sure that your mobile number is correct. This mobile number will be used for all future communications.

Candidates can use one Mobile No for One Application Form.
Choose Password

The Password must be as per the following Password policy:
Password must be 8 to 13 characters 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 character eg.!@#$%^&*-
You cannot Copy (Ctrl + C) & Paste (Ctrl + V) and Right Click Passwords into a Password Field

Verify One Time Password:

Instructions:

- State CET Cell will send you a One Time Password (OTP) on Your Registered Mobile Number to Verify Your Login
- After receiving a One Time Password (OTP), Please Enter it.
- After Verification of One Time Password (OTP), You can Proceed to Complete Your Activities.
Generation of Application No.

Post successful Verification of OTP Candidates will be assigned System Generated Application No. As shown

Registered Candidate Sign In

After registering online, enter the application number generated by the system and the chosen password while registering on the login screen and click on the “Sign In” button as shown below

A total of 09 stages of application are shown on the candidate’s login dashboard and out of them, the first stage that is Registration/Personal Details has been completed and the remaining stages (From Step 2 to Step 9) are required for the candidates to complete. Also, a message about the current status of the application is displayed on the main page. To continue click on the “Incomplete” button as shown below (Start from Step 2)
Domicile and Category Details

**Domicile Details:** If the candidate or one of his parents is domiciled in the State of Maharashtra and possesses a domicile certificate of Maharashtra then the candidate has to select “Yes”. Otherwise, select “No”

**Category Details**

Here the candidate is required to select the Category. According to the category, further questions will be asked to the candidate.
If Candidate Selects Category as “Open” then Candidate is eligible for EWS that is Economically Weaker Section.

If Candidate Select Category as “SC/ST/ DT/VT/NT/1/2/3/OBC/SBC” then Candidate asked to provide the Status of Caste Certificate and Caste Validity if both documents are available at present time, then the candidate should select the option as “Available”

Otherwise, if the candidate is applied to get the certificate, then the Candidate should Select the status as “Applied but not Received” and fill in the details.

if in case of the candidate has not applied or does not hold the required document then should select the status as “Not Applied.”
If the candidate selected Category as DT/VJ/NT/1/2/3/OBC/SBC” then the candidate will be asked to provide the status of Non-Creamy Layer Certificate valid up to 31 March 2023.

If the candidate has an NCL certificate then the candidate should select the option as “Available”

and if the candidate is Applied to get the NCL document should select “Applied but not Received”

If a candidate does not hold the certificate or not applied to get the NCL certificate in such case candidate should select NCL status as “Not Applied”

Disability Status

If the candidate has a Disability, then the candidate has to select the type of disability from the drop-down list (at least a 40%). Otherwise, select “No” and select type.
Qualification Details

SSC / Equivalent Details

If a candidate is passed the 10th exam from India, then he needs to fill in the details as shown below.

HSC / Equivalent Details

Here candidate is asked to fill the 12th or Equivalent Details qualification details if the candidate is already passed the 12th/equivalent exam then he should fill in the details as shown below.
If the candidate is going to appear the exam of 12th in the current year then he/she should select as “No(Passed)” and fill in the information as shown below.

Exam Center Selection

Here candidates need to select the division first then the district to view the available exam center. Exam center is as per the capacity of respective exam center hence only available or vacant seat will be displayed.

Upload Photograph & Signature

Note:
The Photograph and Signature Image should be in jpg/jpeg/png format. Ensure that the Photograph and Signature Image is of good quality. Select the relevant type (Photograph OR Signature) you want to upload from the dropdown given below. Use the 'OPEN' button to select Photograph/Signature File Click 'CROP' if needed and click the 'UPLOAD' button to upload the Photograph/Signature.
Upload Photo

To upload the photo, select the upload type as “Photograph” then click on “open” to find the photo or you can use the camera option to take the selfie. And click on the Upload button to upload the photo.

Upload Signature

To upload the signature change, select upload type to “signature” and follow the same step.
After uploading both Photograph and Signature Save need to click on Proceed button.

Upload Required Document for Proof of Identity

Instructions:
Please Use the Latest Version of Google Chrome or Mozilla Firefox To Upload Documents.
File Types Allowed: pdf, jpg, jpeg, png.
Maximum File Size Allowed: 500 KB.
Upload any One Document from the list displayed below for Proof of Identity.
Carry the Copy of the Uploaded Document at the time of Examination for Proof of Identity.

Select the document type and upload the document and click on the save and proceed button for the next step.

Preview and Validate Application Form

In this section, candidates need to reverify the filled details and if he/she wants to edit the information they need to click on the edit button as shown below.
If all the information filled is correct then click on, “I have read all Important Instructions”. And click “proceed to Payment”

**Self-Confirmation**

- Please check the details filled in the Application Form carefully before making the Payment. After making payment, you will not be able to make any changes to the Application Form Details.

Once all the filled information is correct then click on the “Yes” button.

Select the payment mode and complete the Transaction. After successful payment for the Application fee candidate will be redirected to the home page where the candidate can take out the printable copy of his/her application form.
Sponsorship Letter

Candidate those who have selected the Caste Validity status as Applied but Not received and Not Applied if they are willing to apply for Caste validity certificate then they need to submit the Sponsorship Letter to the respective authority which is available in their respective login menu as shown.

Candidates need to click on “Caste Validity Sponsor Letter to take the printable copy.

Thank You