



**GOVERNMENT OF MAHARASHTRA**  
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**User Manual for**  
**First Year Undergraduate Technical Course**  
**in Bachelor of Design (Design) Admissions A.Y. 2022-23**

To fill application form for **First Year Undergraduate Technical Course in Bachelor of Design (Design) Admissions A.Y. 2022-23** is available on following link

<https://bdesign2022.mahacet.org/StaticPages/HomePage?did=475>

**New Registration**

Click on New Registration button to fill Application form



**Entrance Exam Details**

Here candidate need to fill the information of eligibility entrance exam details. Select “Yes” if you have appeared for respective eligibility exam, otherwise select ‘No’.

After filling information Click on the check below instruction and “Save and Proceed” button.

## Registration Details

Personal Details: Enter your Full Name as per HSC Marksheets). Enter Father's Name, Enter Mother's Name, Choose Gender, Confirm Gender, DOB (DD/MM/YYYY), Religion, Region, Choose Annual Family Income, Mother Tongue, Nationality

The screenshot shows a form titled "Personal Details" with the following fields:

- Candidate's Full Name (उमेदवारचे पूर्ण नाव) with a red note: "(As appeared on HSC Marksheet) (असेचही प्रत्यक्षीकरण प्रमाणपत्र केवळगणवते)"
- Father's Name (पितृचे नाव)
- Mother's Name (मातेचे नाव)
- Gender (लिंग) with a dropdown menu: "-- Select Gender --"
- Confirm Gender (लिंग पुढी करत) with a dropdown menu: "-- Select Gender --"
- DOB (DD/MM/YYYY) (जन्म तारीख ( दिनांक/महिना/वर्ष))
- Religion (धर्म) with a dropdown menu: "-- Select Religion --"
- Region (प्रदेश) with a dropdown menu: "-- Select Region --"
- Annual Family Income (वार्षिक कुटुंबीय उत्पन्न) with a dropdown menu: "-- Select Annual Family Income --"
- Mother Tongue (मातृभाषा) with a dropdown menu: "-- Select Mother Tongue --"
- Nationality (राष्ट्रियता) with a dropdown menu: "Indo"

Communication Details : Enter your communication address, Mobile Number and Email Address.

The screenshot shows a form titled "Communication Details" with the following fields:

- Address Line 1 (पहला पत्ता) with value "A b C"
- Address Line 2 (दुसरा पत्ता) with value "Maharashtra"
- Address Line 3 (तिसरा पत्ता)
- State (राज्य) with dropdown menu: "Maharashtra"
- District (जिल्हा) with dropdown menu: "Mumbai City"
- Taluka (तालुका) with dropdown menu: "Mumbai"
- Village (गाव) with dropdown menu: "Mumbai"
- Pin Code (पिन कोड) with value "48001"
- Telephone No (दूरधनी क्रमांक) with two input fields
- Mobile No (मोबायल क्रमांक) with value "988491000"
- E-Mail ID (ई-मेल खाते) with value "Test@gmail.com"

Note: Minimum allowed length for each row is 80 characters.

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.

## Choose Password

Enter your password as per the instruction and confirm same. Then enter Captcha as shown in below image. If Captcha is not visible or difficult then please click on reset button to change the Captcha Image.

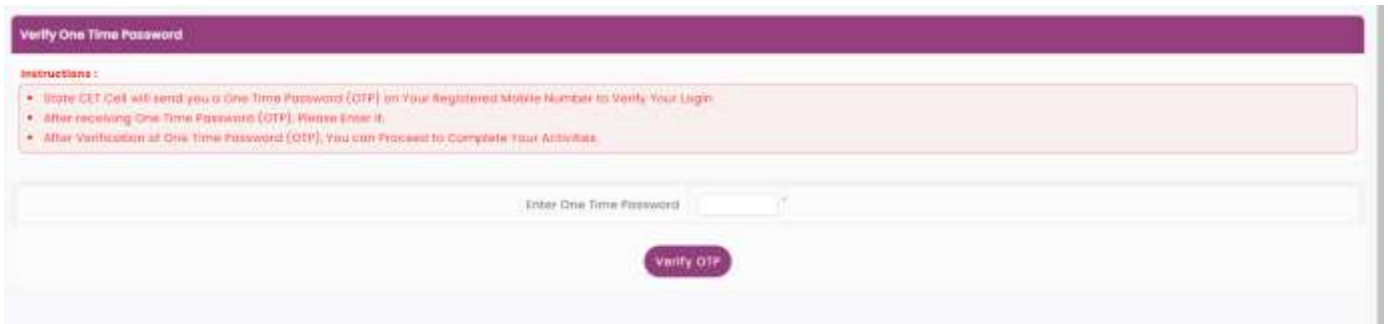
The screenshot shows a form titled "Choose Password" with the following fields:

- The Password must be as per the following Password policy :
  - Password must be 5 to 15 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 (आपला पासवर्ड निवडा) with a masked input field
- Confirm Password (आपला पासवर्ड पुढी करत) with a masked input field
- Enter Captcha Given Below (case sensitive) (क्याप्चा घेऊन खालीलप्रमाणे घ्या, अक्षरसंवेदनशील) with a text input field
- Captcha (क्याप्चा) with image "Q P C B Q" and a reset button
- Save & Proceed (Save & Proceed) button

After filling all above information Click on "Save and Proceed" button.

## Mobile Number Verification

OTP will be sent on Mobile number which is entered by you in previous step, Check the SMS box the and enter the OTP and click on ‘Verify OTP’ to confirm entered mobile number.



## Application ID

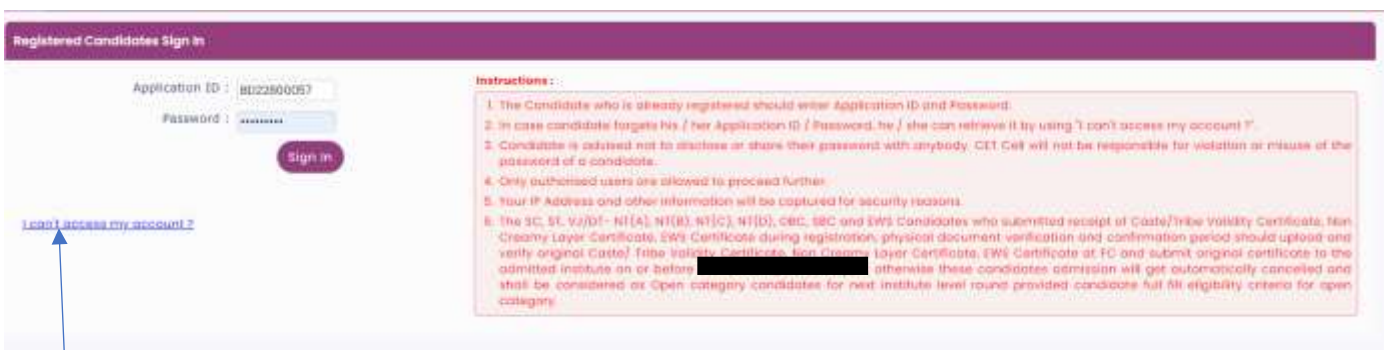
After mobile number verification, Unique Application ID will be displayed on screen.



Note the Application ID for future reference and Click on “Proceed to Complete Application Form” button to Login application ID.

## Registered Candidate sign In

Enter Application ID and Chosen Password and click on sign In button.



If in case candidate unable to login his/her application then click on “I can’t Access my Account” to reset the Password or to know the Application ID.

## Candidate application form Dashboard

There is total 10 Steps which are required to be completed, to complete application form candidate needs to click on Incomplete button of Step 2.

Application status and Important Instruction will be displayed under “Application form Verification Status” as shown below.

Application Form Verification Status			
Your Application Form is In-Complete. Please fill the Complete Application Form and Visit to any nearest Facilitation Center (FC) with all original Documents for Document Verification and Confirmation of your application form.			
Applicant Form Status:			
Step ID	Step Details	Status	
Step 1	FC Registration Details	Complete	<input type="checkbox"/>
Step 2	FC Candidature Type Details	Incomplete	<input checked="" type="checkbox"/>
Step 3	FC Home University & Category Details	Incomplete	<input type="checkbox"/>
Step 4	FC Special Reservation Details	Incomplete	<input type="checkbox"/>
Step 5	FC Qualification Details	Incomplete	<input type="checkbox"/>
Step 6	FC Intermediate Drawing Exam Details	Incomplete	<input type="checkbox"/>
Step 7	Upload Photograph and Signature	Incomplete	<input type="checkbox"/>
Step 8	Upload Required Documents	Incomplete	<input type="checkbox"/>
Step 9	Pay Application Fee	Incomplete	<input type="checkbox"/>
Step 10	Confirm Application Form at Facilitation Centre	Incomplete	<input type="checkbox"/>

After filling all information Step by Step candidate needs/required to visit nearby Facilitation center to verify the application form.

Complete after verification of application form Step 10.

Only verified Application Forms will be considered for Current year Admission process (CAP) as rule.

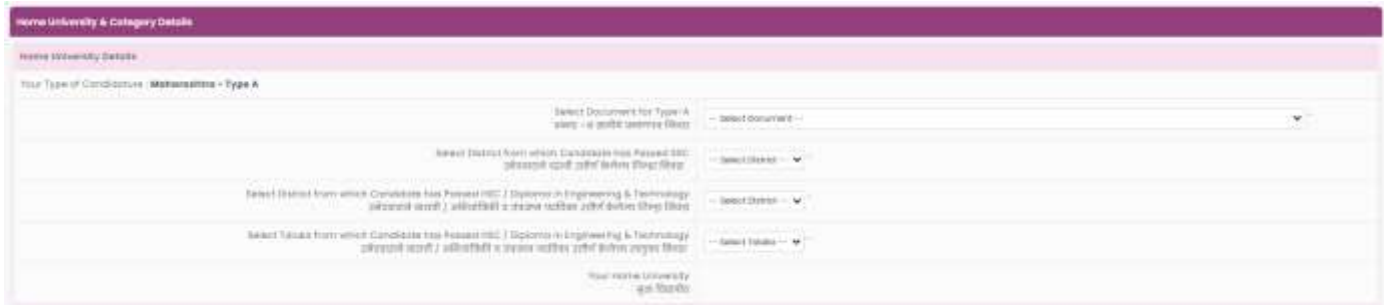
## Claim Your Type of Candidature

Read the instruction given below and Claim Your Type of Candidature. For more detailed information Read Information Brochure Available on home of registration.

Claim Your Type of Candidature	
<b>Note:</b>	
Read all the types carefully and claim your Type of Candidature by clicking on Radio Button and then click on Save & Proceed Button.	
Eligibility Requirement	Select Candidature Type
(i) Candidates passing BEC and also HED or Diploma in Engineering examination from a recognized institution in Maharashtra State.	<input type="radio"/> Maharashtra - Type A
(ii) Candidates who are either Domicile of Maharashtra and / or is born in Maharashtra.	<input type="radio"/> Maharashtra - Type B
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.	<input type="radio"/> 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 for duty in Maharashtra state before the last date for submission of Application Form for CAP.	<input type="radio"/> 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.	<input type="radio"/> Maharashtra - Type D
Candidates passing SSC and/or BEC Examination from a recognized institution located in Maharashtra, Karnataka Border area or from Maharashtra residing in the Maharashtra Karnataka Border area and whose mother belongs to Karnataka.	<input type="radio"/> Maharashtra - Type E
Click here for list of Maharashtra Karnataka Border Area Designated Villages	
Outside Maharashtra State (OAS) Candidates having Indian Passport.	<input type="radio"/> OAS
Union Territory of Jammu and Kashmir and Ladakh Migrant (J-I) - The children of citizens who are displaced from union Territory of Jammu and Kashmir and Ladakh to any part of India from unrest border area of Union Territory of Jammu and Kashmir and Ladakh to a relatively safer place in Union Territory of Jammu and Kashmir and Ladakh from 1960 onwards due to general difficulties.	<input type="radio"/> J & K Migrant (J-I)
Union Territory of Jammu and Kashmir and Ladakh Migrant (J-II) - The children of officers belonging to Indian Administrative Services (IAS), Indian Police Services (IPS) or Indian Foreign Services (IFS) and children of staff members in Indian-ruled princely States transferred to Union Territory of Jammu and Kashmir and Ladakh to render service including and dated the order of transfer has been issued by the Government of India/Ministry for	<input type="radio"/>

## Home University & Category Details

Based on Candidature type Home University & Category Details will be displayed. For Candidature type A below information (Question) will be displayed.



Select Document for Type-A, Select District from which Candidate has Passed SSC, Select District from which Candidate has Passed HSC / Diploma in Engineering & Technology, Select Taluka from which Candidate has Passed HSC / Diploma in Engineering & Technology based on above information “Your Home University” will be displayed.

## Category Details

Select Category to Which You Belong, based on Category applicable documents and benefits will be displayed.



Select EWS status “Yes” if you want to apply under EWS otherwise select “No”.

Enter your caste name and click on “Save and Proceed” button.

### Note

The SC, ST, VJ/DT- NT(A), NT(B), NT(C), NT(D), OBC, SBC and EWS Candidates who submitted receipt of Caste/Tribe Validity Certificate, Non Creamy Layer Certificate, EWS Certificate during physical document verification and confirmation period should scan and submit Caste/ Tribe Validity Certificate, Non Creamy Layer Certificate, EWS Certificate in online mode and submit original certificate at Allotted institute on or before last date of CAP ROUND III to 05.00 p.m. otherwise such admission get automatically cancelled and candidate shall be considered as Open category candidate for next institutional vacancy round provided candidate full fill eligibility criteria for open category.

## Special Reservation Details

### PWD, Defense and TFWS Details

If you have Minimum 40% disability Certificate, Select Your Disability type from given dropdown otherwise select “Not Applicable”.

If candidates’ parent is in defense or retired from defense, then Select Defense type otherwise select “Not Applicable”.

If you want to apply under TFWS (Tuition Fee Waiver Scheme). Select “Yes” otherwise select “No” - Valid Income certificate required

If candidate is Orphan, then Select “Yes” otherwise select “No” (Proforma U) required.

Select your Minority Type if candidate belongs to Minority Candidature Type otherwise select “Not Applicable”

[Read Information Brochure for more detailed information.](#)

**Special Reservation Details**

PHD, Defence and ST/SC Details

Reason with Disability:  Not Applicable

Is Parent or Defence Personnel:  Not Applicable

Your Annual Family Income: 4,00,000 - 5,00,000

Do you want to Apply for PHD (Public Fee Waiver Scheme) Seats?  No

Other Details

Are You Ombuds?  No

Minority Details

Do You Belong to Minority Communities Type?  No

[Save & Proceed >>>](#)

## Qualification Details

### SSC/Equivalent Details

Select SSC Board, SSC Passing Year, SSC Seat Number and enter Marks obtained and Marks out of.

**SSC / Equivalent Details**

SSC Board: Maharashtra State Board of Secondary and Higher Secondary Education, Pune

SSC Passing Year: 2019

SSC Seat Number: MM0002

Subject	Marks Obtained	Marks OutOf	Percentage
SSC Aggregate Marks	80	100	80.00

### HSC / Equivalent Details

[Read all Instruction carefully before filling HSC details.](#)

**Eligibility:** The candidate should have passed 10+2 examination and obtained at least 45% marks in aggregate (aggregate 40% marks in case of Reserved categories, Economically Weaker Section and Persons with Disability category belonging to Maharashtra State) and obtained non-zero score in CET conducted by the Competent Authority.

**HSC / Equivalent Details**

**Eligibility:** The candidate should have passed 10+2 examination and obtained at least 45% marks in aggregate (aggregate 40% marks in case of Reserved categories, Economically Weaker Section and Persons with Disability category belonging to Maharashtra State) and obtained non-zero score in CET conducted by the Competent Authority.

Qualifying Exam:  HSC

Place of HSC Board:  Maharashtra  Abroad

HSC Board: Maharashtra State Board of Secondary and Higher Secondary Education, Pune

HSC Passing Year: 2019

HSC Seat Number: MM0002

Candidate's Name in HSC: URMANARHEDI

HSC Passing Status:  Passed  Failed / Completed

Subject	Marks Obtained	Marks OutOf	Percentage
HSC English Marks	80	100	80.00
HSC Aggregate Marks	80	100	80.00

[Save & Proceed >>>](#)

## Intermediate Drawing Exam

If you have appeared for Intermediate Drawing Exam, then select 'Yes' otherwise select 'No'.

Select your Passing Grade



The screenshot shows a registration form for the Intermediate Drawing Exam. At the top, there is a question: "Do You have Intermediate Drawing Exam (I/D/E)?" with radio buttons for "Yes" and "No". Below this is a "Passing Grade" dropdown menu set to "A". At the bottom of the form is a purple button labeled "Save & Proceed >>".

Click on "Save & Proceed" button.

## Upload Photograph & Signature

Read the instruction given below and select Upload type >> select File>>click on Crop>>select area>>>click on Crop>>upload by following mentioned step candidate needs to upload the PHOTO and Signature.



The screenshot shows the upload interface. At the top, there is a dropdown menu for "Select Upload Type" set to "Signature". Below this are two upload areas: "Photograph" with a placeholder image of a person and "Signature" with a placeholder image of a handwritten signature. At the bottom is a purple button labeled "Save & Proceed >>".

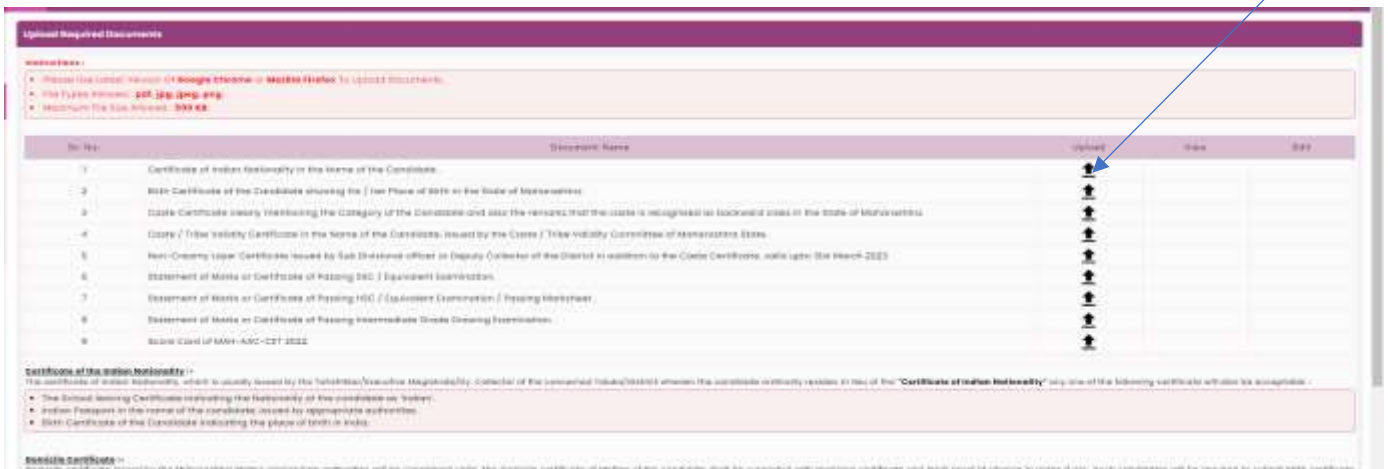
After uploading both (Photo and Signature) click on "Save & Proceed" button.

## Upload Required Documents

As per the selection made by candidate in previous steps from 1 to 7, candidate asked to upload the respective documents.

To upload the documents, follow the step

Click on Upload Icon>>Open>>Select file>>Upload. Candidate can delete the uploaded document to delete uploaded document [click here](#)



The screenshot shows the "Upload Required Documents" page. It features a table with columns for "Sl. No.", "Document Name", "Upload", "View", and "Del". A blue arrow points to the "Upload" column header. Below the table, there are sections for "Certificates of the Indian Nationality" and "Residence Certificate".

Sl. No.	Document Name	Upload	View	Del
1	Certificate of Indian Nationality in the name of the Candidate.			
2	Birth Certificate of the Candidate showing the / true Place of Birth in the State of Maharashtra.			
3	State Certificate clearly mentioning the Category of the Candidate and also the remarks that the candidate is recognized as backward class in the state of Maharashtra.			
4	State / Tribal Validity Certificate in the name of the Candidate, issued by the State / Tribal Validity Committee of Maharashtra State.			
5	Non-Ordinary License Certificate issued by Sub-District Officer or Deputy Collector of the District in addition to the Caste Certificate, valid upto 30th March 2023.			
6	Statement of Marks or Certificate of Passing SSC / Equivalent Examination.			
7	Statement of Marks or Certificate of Passing HSC / Equivalent Examination / Passing Maharashtra.			
8	Statement of Marks or Certificate of Passing Intermediate Board Drawing Examination.			
9	Score Card of MAT-ABC-CET 2022.			

**Certificates of the Indian Nationality :-**  
The certificate of Indian Nationality, which is usually issued by the Tehsildar/Revenue Magistrate/Collector of the concerned District/State wherein the candidate actually resides, in lieu of the "Certificate of Indian Nationality" any one of the following certificates/articles is acceptable :-  
• The District Issuing Certificate mentioning the Nationality of the candidate as 'Indian'.  
• Indian Passport in the name of the candidate, issued by appropriate authorities.  
• Birth Certificate of the Candidate indicating the place of birth in India.

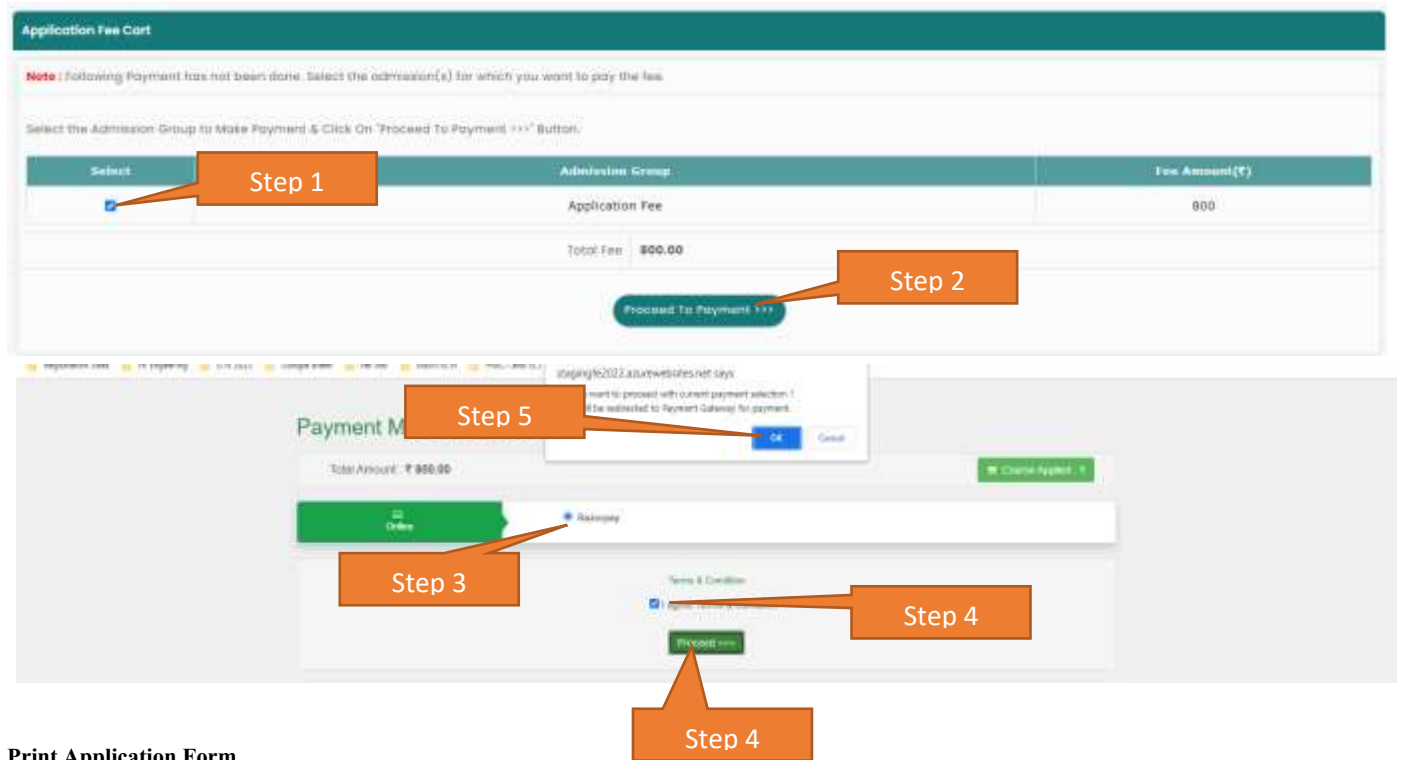
**Residence Certificate :-**  
Residence Certificate issued by the Tehsildar/Revenue Magistrate/Collector will be considered valid. The domicile certificate of holder of the candidate shall be supported with marriage certificate and legal proof of change of name if any, each candidate will be required to submit both certificate.

After uploading all the documents click on “Save & Proceed” button.

Read all the instruction given on screen.

### Application Fee Cart

As per rules mentioned in the information brochure application fee will be displayed, select the check box and click on “Proceed to Payment” and pay the application fee using available Payment method.



### Print Application Form

After successful payment candidate can print the application form.



### Edit Application form

After submission of application form if candidate want to edit the application candidate needs to visit the facilitation center.

To edit/delete/change the uploaded documents click on link given on print application form.

[For any change or modification in submitted application form candidate needs to visit Nearby facilitation center.](#)



**Verification of Application form**

It is mandate to candidate for verification of application form he/she needs to Visit any nearest Facilitation center with all original document for Verification of your application form.

Only verified application forms will be considered for CAP admission process.