



**महाराष्ट्र शासन**

**Government of Maharashtra**

First Year Undergraduate Technical Courses in  
Engineering and Technology (4 Years) & Master of  
Engineering and Technology (Integrated 5 Years)  
Admissions A.Y. 2023-24

**User Manual**

**Option form**



**State Common Entrance Test Cell,  
Government of Maharashtra**

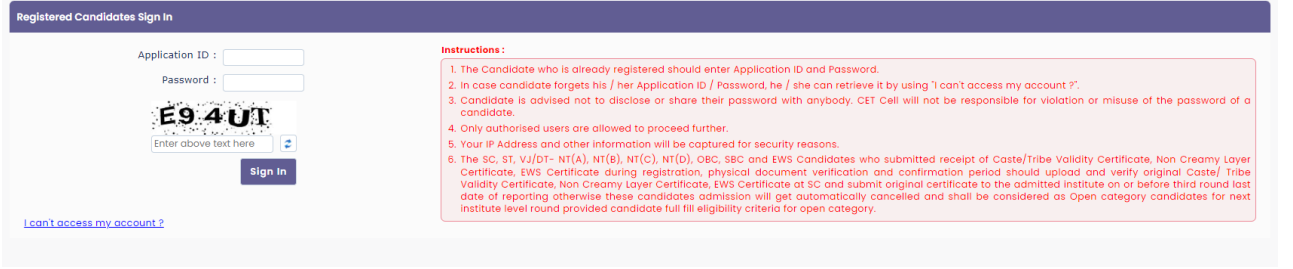
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# Application form login

उमेदवारास मुख्य पृष्ठ वर दोन बटन दिसतील “New Registration” आणि “Already Registered” यामध्ये उमेदवाराने “Already Registered” या बटन वर क्लिक करा.

Enter your Application ID and Password.



Click on Sign in Button.

जर उमेदवारास “Login” मध्ये काही अडचण येत असेल तर उमेदवार ““I can't access my account?” या लिंक का वापर करून “Application ID” किंवा “Login Password” माहिती किंवा पुन्हा संकेतशब्द बदलू शकतो

## Application form Dashboard

**Note.**

The Candidate whose name appeared in the final merit list and fulfilling the condition for filling the option form for this round shall be eligible to submit option form.

खाते लॉगिन झाल्यावर उमेदवारास वरती दाखवल्या प्रमाणे “Application Form” ची माहिती दर्शिवले जाईल व उमेदवारास “Application Form” चे सध्याचे “Status” दाखविण्यात आले आहे.

State Common Entrance Test Cell, Government of Maharashtra  
 First Year Under Graduate Technical Courses in Engineering and Technology (4 Years) & Master of Engineering and Technology (Integrated 5 Years) Admissions A.Y. 2023-24

Technical Helpline Number  
 (09:00 AM to 07:00 PM)  
 +91-9175108612, 18002103111

Welcome, EN23100050

Application Form Home Application Form

Home

Fill / Edit Application Form

Upload Required Documents

Check Payment History

Print Application Form

Pay Application Fee

Application Form Version Wise

Acknowledgement By Version Wise

Replace Correct Certificate Upload (CVC /TVC, NCL & EWS)

Option Form

Fill / Edit Option Form

Print Option Form

Print Detailed Confirmed Options List

Seat Acceptance Menu

Upload CVC/TVC NCL EWS Document

Important Links

Send Grievances

Welcome for Admission to First Year Under Graduate Technical Courses in Engineering and Technology (4 Years) & Master of Engineering and Technology (Integrated 5 Years) Admissions A.Y. 2023-24

View Sent SMS View Sent WhatsApp View Sent Email

**Application Form Verification Status**

Your Application Form is Verified and Confirmed by SC8784A on 28/06/2023 17:15:24. Please Check the Acknowledgement.

Status of Option Form Submission and Confirmation for CAP Round - I  
**Incomplete Option Form for CAP Round-I**

1. The Candidate whose name appeared in Final Merit List (Maharashtra State / All India) is Eligible to Submit Option Form.
2. The Candidate has to Submit and Confirm Online Option Form through Candidate Login by himself/herself.
3. The Scrutiny Center shall act only as facilitator for Candidate to Submit and Confirm Online Option Form. It will be the responsibility of the candidate to Submit and Confirm Online Option Form by himself/herself through their login. DO NOT SHARE PASSWORD and OTP, instead type the password by himself /herself.
4. Click on Fill / Edit Option Form Button given below to fill the Option Form.
5. After that, Candidate will have to select the Course & Other Search Criteria and then click on 'Search' button. All the Institutes under that Search Criteria will be displayed.
6. To shortlist an option candidate has to select the institute by clicking on the Checkbox given in front of the Institute name.
7. candidate can go on selecting as many options minimum one and maximum 300 choices of institute & courses as candidate wants by clicking on the Institutes & Courses.
8. Once the candidate finalizes all his options, only then candidate can click on Proceed button.
9. All the options selected by her/his will be shown.
10. If candidate wants to change the short listed options then candidate is also allowed to do so.
11. You can go on clicking one by one on the check box given in front of the option to set preferences with highest priority first in decreasing order of their preferences.
12. You are allowed to set preferences to maximum 300 options selected by you.
13. If you wish to reset the preferences then click on Reset preferences button or click on confirm button.
14. Then all the options in order of preferences given by you are shown.
15. Candidate can modify preferences, add choices, delete choices before confirmation of the online Option Form.
16. You can repeat these steps as many times as you want till you Confirm your Option Form. **Once you are sure then confirm your Option Form by entering the password once again.** Candidate shall take print out of Receipt-cum-Acknowledgement of Option Form. After confirmation of Option form the candidate will not be able to change the option.
17. The Option Form just submitted, but not confirmed by the candidate himself/herself will not be processed for allotment.
18. candidate should keep the printout of the online Option/Preference form after confirmation for future reference. They can view the detailed option form having the details of the Choice Codes.

“Option form” भरण्यासाठी उमेदवारास “Fill/Edit Option Form” वर क्लिक करावे

“Option Form” चे मुख्य पृष्ठ वर प्रामुख्याने उमेदवारास ०४ टप्पे दर्शिवले आहेत ते खालील प्रमाणे आहेत

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

## 1 Shortlist Your Options

State Common Entrance Test Cell, Government of Maharashtra  
 First Year Under Graduate Technical Courses in Engineering and Technology (4 Years) & Master of Engineering and Technology (Integrated 5 Years) Admissions A.Y. 2023-24

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 (09:00 AM to 07:00 PM)  
 +91-9175108612, 18002103111

Welcome, EN23100050

Home Application Form

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

Shortlist Your Options

View Personal information & important instructions

Select Course Name -- Select Course --

Select University All Select District All

Institute Status Details

Select Institute Status All Select institute Autonomy Status All

Select Institute Minority Status All Select TFWS Status All

Search Institute

Save & Proceed >>>

SEARCH INSTITUTE

ADD Selected Options

Select Options of Your Choice

Sr. No.	Institute Code	Institute Name	University Name	Choice Code	Select
1.	4123	Lokmanya Tilak Jankalyan Shikshan Sanstha, Priyadarshani College of Engineering, Nagpur	Rashtrasant Tukadoji Maharaj Nagpur University	412308210	<input type="checkbox"/>
2.	4123	Lokmanya Tilak Jankalyan Shikshan Sanstha, Priyadarshani College of Engineering, Nagpur	Rashtrasant Tukadoji Maharaj Nagpur University	412308211T	<input type="checkbox"/>
3.	4151	Vidarbha Bahu-Uddeshiya Shikshan Sanstha's Tulshiramji Gaikwad Patil College of Engineering & Technology, Nagpur * As per the Ro Nagpur Letter and documents UG and PG change as "Autonomous" from 2022-23	Rashtrasant Tukadoji Maharaj Nagpur University	415108210	<input type="checkbox"/>
4.	4151	Vidarbha Bahu-Uddeshiya Shikshan Sanstha's Tulshiramji Gaikwad Patil College of Engineering & Technology, Nagpur * As per the Ro Nagpur Letter and documents UG and PG change as "Autonomous" from 2022-23	Rashtrasant Tukadoji Maharaj Nagpur University	415108211T	<input type="checkbox"/>
5.	6177	Sinhgad College of Engineering, Vadgaon (Bk), Pune	Savitribai Phule Pune University	617708210	<input type="checkbox"/>
6.	6177	Sinhgad College of Engineering, Vadgaon (Bk), Pune	Savitribai Phule Pune University	617708211T	<input type="checkbox"/>
7.	6267	Kolhapur Institute of Technology's College of Engineering(Autonomous), Kolhapur	Shivaji University	626708210	<input type="checkbox"/>
8.	6267	Kolhapur Institute of Technology's College of Engineering(Autonomous), Kolhapur	Shivaji University	626708211T	<input type="checkbox"/>

ADD Selected Options

Save & Proceed >>>

वरील माहिती प्रमाणे उमेदवारास पत्र असलेली सर्व “Institute” ची यादी दर्शिले जाईल त्यामधून उमेदवाराने “Select” पुढील बॉक्स वर क्लिक करून “Add Selected Options” वर क्लिक करावे जर उमेदवारास निवडलेल्या यादी मधून काही “Institute” “Delete” करावयाचे असेल तर प्रथम उमेदवारास “Delete” समोरील बॉक्स वर क्लिक करून “Delete Selected Options” या बटन वर क्लिक करावे.

Your Shortlisted Options

Sr. No.	Institute Code	Institute Name	University Name	SL / HU / OIU	Course Name	Choice Code	Delete
1.	4123	Lokmanya Tilak Jankalyan Shikshan Sanstha, Priyadarshani College of Engineering, Nagpur	Rashtrasant Tukadoji Maharaj Nagpur University	OIU	Bio Technology	412308210	<input type="checkbox"/>
2.	4123	Lokmanya Tilak Jankalyan Shikshan Sanstha, Priyadarshani College of Engineering, Nagpur	Rashtrasant Tukadoji Maharaj Nagpur University	SL	Bio Technology	412308211T	<input type="checkbox"/>
3.	4151	Vidarbha Bahu-Uddeshiya Shikshan Sanstha's Tulshiramji Gaikwad Patil College of Engineering & Technology, Nagpur * As per the Ro Nagpur Letter and documents UG and PG change as "Autonomous" from 2022-23	Rashtrasant Tukadoji Maharaj Nagpur University	SL	Bio Technology	415108210	<input type="checkbox"/>
4.	4151	Vidarbha Bahu-Uddeshiya Shikshan Sanstha's Tulshiramji Gaikwad Patil College of Engineering & Technology, Nagpur * As per the Ro Nagpur Letter and documents UG and PG change as "Autonomous" from 2022-23	Rashtrasant Tukadoji Maharaj Nagpur University	SL	Bio Technology	415108211T	<input type="checkbox"/>
5.	6177	Sinhgad College of Engineering, Vadgaon (Bk), Pune	Savitribai Phule Pune University	OIU	Bio Technology	617708210	<input type="checkbox"/>
6.	6177	Sinhgad College of Engineering, Vadgaon (Bk), Pune	Savitribai Phule Pune University	SL	Bio Technology	617708211T	<input type="checkbox"/>
7.	6267	Kolhapur Institute of Technology's College of Engineering(Autonomous), Kolhapur	Shivaji University	SL	Bio Technology	626708210	<input type="checkbox"/>
8.	6267	Kolhapur Institute of Technology's College of Engineering(Autonomous), Kolhapur	Shivaji University	SL	Bio Technology	626708211T	<input type="checkbox"/>

Save & Proceed >>>

Delete Selected Options

वरील प्रमाणे सर्व माहिती भरून झाल्यास उमेदवार “Save & Proceed” या बटन वर क्लिक करावे

## 2

## Set Your Preferences

या मध्ये उमेदवार ने निवडलेल्या “Institute” ची यादी दर्शिले आहे, उमेदवारास इच्छे नुसार प्राध्यान्य देणे गरजेचे आहे प्राध्यान्य देण्यासाठी उमेदवारास “Set Preference” समोरील चेक बॉक्स वर क्लिक करावे व त्यानुसार “Preference No” मध्ये आखणी केली जेईन.

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

Set Preferences

View Personal Information & Important Instructions

Sr. No.	Institute Code	Institute Name	University Name	SL / HU / OBU	Course Name	Choice Code	Set Preference	Preference No.
1.	4123	Lokmanya Tilak Jankalyan Shikshan Sanstha, Priyadarshani College of Engineering, Nagpur	Rashtrasant Tukadoji Maharaj Nagpur University	OBU	Bio Technology	412308210	<input checked="" type="checkbox"/>	1
2.	4123	Lokmanya Tilak Jankalyan Shikshan Sanstha, Priyadarshani College of Engineering, Nagpur	Rashtrasant Tukadoji Maharaj Nagpur University	SL	Bio Technology	412308211T	<input checked="" type="checkbox"/>	2
3.	4151	Vidarbha Bahu-Uddeshiya Shikshan Sanstha's Tulshiramji Gaikwad Patil College of Engineering & Technology, Nagpur * As per the Ro Nagpur Letter and documents UG and PG change as "Autonomous" from 2022-23	Rashtrasant Tukadoji Maharaj Nagpur University	SL	Bio Technology	415108210	<input checked="" type="checkbox"/>	3
4.	4151	Vidarbha Bahu-Uddeshiya Shikshan Sanstha's Tulshiramji Gaikwad Patil College of Engineering & Technology, Nagpur * As per the Ro Nagpur Letter and documents UG and PG change as "Autonomous" from 2022-23	Rashtrasant Tukadoji Maharaj Nagpur University	SL	Bio Technology	415108211T	<input checked="" type="checkbox"/>	4
5.	6177	Sinhgad College of Engineering, Vadgaon (BK), Pune	Savitribal Phule Pune University	OBU	Bio Technology	617708210	<input checked="" type="checkbox"/>	5
6.	6177	Sinhgad College of Engineering, Vadgaon (BK), Pune	Savitribal Phule Pune University	SL	Bio Technology	617708211T	<input checked="" type="checkbox"/>	6
7.	6267	Kolhapur Institute of Technology's College of Engineering(Autonomous), Kolhapur	Shivaji University	SL	Bio Technology	626708210	<input checked="" type="checkbox"/>	7
8.	6267	Kolhapur Institute of Technology's College of Engineering(Autonomous), Kolhapur	Shivaji University	SL	Bio Technology	626708211T	<input checked="" type="checkbox"/>	8

Reset my Preferences
Save & Proceed >>>

जर उमेदवारास पुन्हा “Set Preference”मध्ये बदल करावयाचे असेल तर “Reset My Preference” या बटन वर क्लिक करून पुन्हा उमेदवारास “Set Preference” समोरील चेक बॉक्स वर क्लिक करावे व त्यानुसार “Preference No” मध्ये आखणी केली जाईल. प्राध्यान्य क्रमांक देवून उमेदवारास “Save and Proceed” या बटन वर क्लिक करावे

## 3

## Option Form Summary

या मध्ये उमेदवाराने निवडलेल्या “Institute” ची प्रध्यान क्रमांक नुसार माहिती दर्शिले आहेत. जर उमेदवार या मध्ये काही बदल करावयाचा असेल तर पुन्हा करू शकतो .

त्यामध्ये बदल करण्यासाठी दोन पर्याय आहेत.

“Insert Choice Code” -या बटन चा वापर करून उमेदवार पुन्हा “Institute” सामील करू शकतो उमेदवारास निवडलेल्या “Institute” यादी मध्ये पुन्हा बदल करण्या साठी अन्यथा प्राध्यान्य क्रमांक मध्ये बदल करण्यासाठी “ Move Choice Code” या बटन चा वापर करू शकतो



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

Preferences Given By You

View Personal Information & Important Instructions

Insert Choice Code
Insert Choice Code Directly
Move Choice Code

Preference Number	Institute Code	Institute Name	University Name	SL / HU / OIU	Course Name	Choice Code
1	4123	Lokmanya Tilak Jankalyan Shikshan Sanstha, Phiyadarshani College of Engineering, Nagpur	Rashtrasant Tukadoji Maharaj Nagpur University	OIU	Bio Technology	4123082IO
2	4123	Lokmanya Tilak Jankalyan Shikshan Sanstha, Phiyadarshani College of Engineering, Nagpur	Rashtrasant Tukadoji Maharaj Nagpur University	SL	Bio Technology	4123082IIT
3	4151	Vidarbha Bahu-Uddeshiya Shikshan Sanstha's Tulshiramji Gaikwad Patil College of Engineering & Technology, Nagpur * As per the Ro Nagpur Letter and documents UO and PO change as "Autonomous" from 2022-23	Rashtrasant Tukadoji Maharaj Nagpur University	SL	Bio Technology	4151082IO
4	4151	Vidarbha Bahu-Uddeshiya Shikshan Sanstha's Tulshiramji Gaikwad Patil College of Engineering & Technology, Nagpur * As per the Ro Nagpur Letter and documents UO and PO change as "Autonomous" from 2022-23	Rashtrasant Tukadoji Maharaj Nagpur University	SL	Bio Technology	4151082IIT
5	6177	Sinhgad College of Engineering, Vadgaon (BK), Pune	Savitribai Phule Pune University	OIU	Bio Technology	6177082IO
6	6177	Sinhgad College of Engineering, Vadgaon (BK), Pune	Savitribai Phule Pune University	SL	Bio Technology	6177082IIT
7	6267	Kolhapur Institute of Technology's College of Engineering (Autonomous), Kolhapur	Shivaji University	SL	Bio Technology	6267082IO
8	6267	Kolhapur Institute of Technology's College of Engineering (Autonomous), Kolhapur	Shivaji University	SL	Bio Technology	6267082IIT

<<< Change Preferences
Save & Proceed >>>

या मध्ये उमेदवारास वरील टप्प्यात भरलेली माहिती दाखवली आहे

जर उमेदवारास पुन्हा यादी मध्ये बदल करावयाचे असेल तर दिलेल्या लिंक चा वापर करून पुन्हा माहिती भरू शकतो किंवा भरलेली माहिती मध्ये बदल करू शकतो.

जर उमेदवारास कोणतेही बदल करावयाचे नसेल तर उमेदवारास "Confirm Option Form" या बटन वर क्लिक करावे

4 Confirm Your Option Form

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

Confirm Option Form

View Personal Information & Important Instructions

Insert Choice Code
Insert Choice Code Directly
Move Choice Code

List of Options Given By You

Preference Number	Choice Code	Preference Number	Choice Code	Preference Number	Choice Code
1	4123082IO	3	4151082IO	5	6177082IO
2	4123082IIT	4	4151082IIT	6	6177082IIT
7	6267082IO				
8	6267082IIT				

Proceed to confirm Option Form

या मध्ये उमेदवारास वरील टप्प्यात भरलेली माहिती दाखवली आहे

जर उमेदवारास पुन्हा यादी मध्ये बदल करावयाचे असेल तर दिलेल्या लिंक चा वापर करून पुन्हा माहिती भरू शकतो किंवा भरलेली माहिती मध्ये बदल करू शकतो.

जर उमेदवारास कोणतेही बदल करावयाचे नसेल तर उमेदवारास “Confirm Option Form” या बटन वर क्लिक करावे

“Confirm Option Form” वर क्लिक केल्यानंतर उमेदवारास Login Password नमूद करावयाचा आहे.

To confirm, you have to enter your Login password, then OTP will be sent to your registered 92XXXXX374 mobile number.

Enter Your Login Password to receive OTP

**Verify Password**


पासवर्ड छाननी नंतर उमेदवारांच्या “Registered Mobile No” वर “OTP” पटवण्यात येईन.

उमेदवारास तो “OTP” खाली बॉक्स मध्ये भरवायचे आहे आणि “Confirm Option Form” या बटन वर क्लिक करावे.

OTP has been sent your Mobile No : 92XXXXX374

Enter One Time Password (OTP)  **Retry In 40 Second**

Enter Captcha Given Below (case sensitive)

Captcha **B M 9 5 Y** 

**Confirm Option Form**



पासवर्ड छाननी नंतर उमेदवाराने भरलेल्या माहिती ची प्रत घेवू शकतो खाली दाखविण्यात आल्या प्रमाणे

Print Option Form

**Important Instructions for Printing :**

1. Before printing access the "**Page Setup**" Option from file menu and configure the following values :
  - a. Left Margin = 0.25
  - b. Right Margin = 0.25
  - c. Top Margin = 0.25
  - d. Bottom Margin = 0.25
  - e. Header should be blank
  - f. Footer should be blank
2. Make sure that the printer is ready with **A4** size papers in it.
3. The online system will print **Option Form**.
4. Confirm whether you have received correct set of printout if not then please take the printouts again.



GOVERNMENT OF MAHARASHTRA  
STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA STATE  
8th Floor, New Excelsior Building, A.K. Nayak Marg, Fort, Mumbai-400001, (M.S.)



Receipt-cum-Acknowledgement of Option Form for CAP Round - I for Admission to First Year of Post Graduate Technical Courses in Engineering and Technology for the Academic Year 2022-23

Application ID : **ME22600013** Version No : 1

Personal Details

**Thank You**