State Common Entrance Test Cell, Government of Maharashtra

Online Registration for
MAH-L.L.B.-3-Yrs. – CET-23
(Three Year Integrated Course)

User Manual
(English)
# Index

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Steps Details</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>User – √ Checklist.</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>New Registration (1st-time user)</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>OTP Verification</td>
<td>7</td>
</tr>
<tr>
<td>4</td>
<td>Registered Candidates Sign in</td>
<td>8</td>
</tr>
<tr>
<td>5</td>
<td>Candidature Type and Other Reservation Details</td>
<td>8</td>
</tr>
<tr>
<td>6</td>
<td>Category Details</td>
<td>9</td>
</tr>
<tr>
<td>7</td>
<td>Exam Center Preferences</td>
<td>12</td>
</tr>
<tr>
<td>8</td>
<td>Upload Photo and Signature</td>
<td>12</td>
</tr>
<tr>
<td>9</td>
<td>Upload Required Document for Proof of Identity</td>
<td>13</td>
</tr>
<tr>
<td>10</td>
<td>Preview and Validate Information</td>
<td>14</td>
</tr>
<tr>
<td>11</td>
<td>Pay Application Fee</td>
<td>15</td>
</tr>
<tr>
<td>12</td>
<td>Print Application Form</td>
<td>18</td>
</tr>
</tbody>
</table>
User – √ Checklist.

The candidates should keep ready while using MAH-L.L.B.3Yrs. -CET 2023 - Online Registration portal.

A) Mobile Number:
   - Valid mobile number is required for the registration.

B) Email ID:
   - Valid Email ID is required for the registration.

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_2023/

and press Enter to open Online Registration For MAH-L.L.B.3Yrs-CET 2023.

Then the candidate should click on MAH-L.L.B.3Yrs.-CET 2023 as shown below,
Now candidates can register themselves by clicking on the "New Registration" button on the home page as highlighted below.

Please read the pre-requisite for the MAH-L.L.B.-3Yrs.-CET-2023 exam, then the candidate needs to click on check box and “I Accept and Proceed” highlighted button as shown below, after opening the online registration form.

The candidates should first Enter their Full Name (As Printed on SSC/HSC Mark sheet,) minimum Two (2) words are mandatory, Enter Father’s Name (FIRST NAME ONLY), Mother’s Name (FIRST NAME ONLY), select Gender and confirm the Selected Gender (Both has to be same), Select Marital Status and Date of Birth, Religion, Region, Mother Tongue, Annual Family Income (Optional), and Nationality, etc. All the information needs to be filled correctly. As Shown Below,
Permanent Address: the candidate has to enter the home address, State, District, Taluka, Village, and Pin Code.

Address for correspondence: the candidate has to enter the address for correspondence, State, District, Taluka, Village, and Pin Code.

If the Permanent and correspondence address of the candidate is not the same then, need to click on the check box as “No” and fill in the details.

The candidates are required to fill in the correct information, as the candidates will receive contact/correspondence/instructions based on the entered information.

Then click on the “Save and Proceed” button as highlighted in above.

**OTP Verification:**

State CET Cell will send you a One Time Password (OTP) on Your Registered Mobile Number to Verify Your Login. After receiving One Time Password (OTP),

Please Enter it and click "Verify OTP". After Verification of One Time Password (OTP), you can
proceed to Complete Your Activities.

If the candidate does not receive OTP on your entered mobile number, click on “Resend OTP” button and try again after the waiting time ends by clicking on “Resend” button.

the Candidates will be given an “Application Number” Generated by a computer system.

Click on 'Proceed to complete application form' button as shown below.

Registered Candidates 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 “Incomplete” button as Shown below (Start from Step

If the candidate what’s to make some changes in Registration/Personal Details then he/she needs to click on Step 01 “completed” as shown below to complete the Step 2 the candidate, need to click on "Incomplete" tab.
Candidature Type and Other Reservation Details:

Select your Candidature type: Details of Each type will be displayed after the selection.

Category Details:

The candidate whose candidature type is between Maharashtra Type A to Type E is further asked to provide the details of the category.

Open Category: Candidate who does not fall under any category or does not hold any particular reservation can select their category as “Open”.

EWS (Economically Weaker Section): Candidates whose family income is less then or up to 8lakh and holds the Certificate of सामाजिक प्रशासन विभाग कु. राजाधी ४०१५ / पु. कु ३१/१६-अ-dated 12 February 2019) can apply under this category.
SC/ST/ DT/VJ/NT/1/2/3/OBC/SBC: Candidate who belongs to a particular mentioned reservation category are asked to provide the status of the required document.

Meaning:

Available: If a candidate holds the document, then he/she can need to select the document status as “Yes”.

Applied but Not Received: Candidate who have applied to get the certificate and have the Receipt of application is required to select as “Applied But not Received”.

Not Applied: Candidate who does not hold either applied are can select as “Not Applied”.

According to status of respective document candidate required to select the status of respective document.

Disability Status:

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

Minority Details:

If candidate belongs to any minority category, then select as “Yes” and define the minority. Type.
Select Eligibility qualification Details and click on ‘Save and Proceed’.

Qualification Details:
Click on Add button and fill in the SSC or 10th details.

Click on add button and fill the information till Graduation/Post Graduation.

Exam Center Preferences:
Candidates are required to select 3 examination centers as shown below.
The Candidate opting for Out of State center should note that the center chosen cannot be guaranteed. Candidate to note centers given in the options may not be available if the infrastructure is not available for conducting computer based Test. In such case the candidate will be shifted to the center of the next choice.

Upload Photo and Signature:

To Upload Photograph please follow mentioned Step below, click on “select the upload type” select the upload type “Photograph signature.

Click on “Open” Button. And navigate the candidate photo and select.

Uploaded photographs of candidates will be displayed on the screen.

Similarly change the upload type and upload the signature After uploading both Photograph and Signature Save need to click on Proceed button
Upload Required Document for Proof of Identity:

In this the candidate needs to Upload Required Document for Proof of Identity one of the documents from the given dropdown to upload. As shown below

![Image of document upload interface](image)

Then click on upload tab to upload the select document type.

![Image of select document upload interface](image)

Now click on Open tab to locate the file and select the file.

To resize the selected photo, click on “Crop” Option/tab as shown below and crop the photo. Then, to upload the photo candidate needs to click on Upload tab as shown.

![Image of resized and uploaded photo](image)
After uploading the documents, the uploaded document will be displayed on the screen. (The Candidate can edit or delete the document before final submission) as shown below.

After uploading the required documents candidate should click on “Save and Proceed” tab to preview and validate the information.

**Preview and Validate Information:**

In this the candidate needs to validate the entered information before proceeding towards final submissions.

If the candidate wants to change the information, then he/she should click on Edit button as highlighted below,
After Validation, if all the details filled in by the candidate are correct and final then the candidate should click on “Proceed for Payment” button as shown below, for payment.

Pay Application Fee:
Candidate needs to check the details filled in the Application Form carefully before proceeding towards the Payment. After successful Payment, the Candidate will unable to make any Changes in the Application Form Details. To proceed towards payment, click on “Yes” as shown below.

After Self confirmation, Details of Candidate on which Fees is Decided list will be displayed as well as details of payment as per the reservation (If applicable) The Candidate needs to click on select Tab to confirm the payment of selected group. To pay the fees, click on “Proceed to Payment” button. As highlighted below,

❖ Net banking:

If the candidate select Net Banking as payment method.

1. Accept the Services Agreement (which are the relevant terms) and Privacy Statement.
2. Review your Payment details, and then click Pay Now. You'll be redirected to the Net Banking website.

3. Choose from the list of available banks and select Continue.

4. Sign into your Net Banking account using your bank credentials Approve the Payment.

❖ To pay the Application Fee the Candidates needs to Select “Razorpay” as shown below
❖ Then Instructions about Online Payment will be displayed on screen. Read the instructions carefully, then click on “I agree Terms & Condition”. Button As shown below

❖ On click of Proceed, it will ask to select Mode of Payment, Candidate can pay fees using options:
  For Example
  • Card
  • UPI/QR
  • Net banking

❖ If candidate selects Online Payment mode, then system will redirect candidate to Payment Gateway to proceed the Online Payment Process. Candidate can Pay the fees using Debit Card, Credit Card, Online Banking.

  Follow these steps
  • On the Checkout, select Card as the payment method.
  • Enter the card details.
  • Enter future date as the expiry date.
  • Enter CVV.
  • Click Pay. A sample payment page is displayed.
  • Enter the OTP
  • Click on Verify/Submit OTP
  • On Successful payment. System automatically will display application form. where candidate can check the details and take the printable copy of application form.

UPI/QR:

If the candidate selects payment option as UPI/QR code then,
Step 1: Scan the QR Code shown on screen Using (GooglePay, PhonePay, , Etc.) or enter the UPI ID

Step 2: Once the QR code is detected, it will then take you to the UPI interface where you will be required to enter your UPI security PIN and click on the Submit button.
Print Application Form:

On successful payment of the application fee, a confirmation of the same will be displayed online. Candidates shall print the receipt for future references. After successful payment, Candidate shall take the print out of its online application form.

Keep a copy of MAH-LLB.3Yrs. CET 2023 Application No., Log-In ID & Password.
Thank You.