Online Registration For
MAH-MBA/MMS CET-2023

User Manual (English)
# Index

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Step Details</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>User – √ Checklist.</td>
<td>3</td>
</tr>
<tr>
<td>2</td>
<td>Application Process Flow</td>
<td>4</td>
</tr>
<tr>
<td>3</td>
<td>Step I: New Registration (1st time user)</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Step 02: Forgot Application number:</td>
<td>11</td>
</tr>
<tr>
<td>5</td>
<td>Step 03: Forgot Password</td>
<td>13</td>
</tr>
<tr>
<td>6</td>
<td>Step 04: Registered Candidates Sign in</td>
<td>15</td>
</tr>
<tr>
<td>7</td>
<td>Step 05: Domicile and Category Details</td>
<td>17</td>
</tr>
<tr>
<td>8</td>
<td>Step 06: Qualification Details</td>
<td>20</td>
</tr>
<tr>
<td>9</td>
<td>Step 07: Exam <strong>Center Preferences</strong></td>
<td>22</td>
</tr>
<tr>
<td>10</td>
<td>Step 08: Upload Photo and Signature</td>
<td>22</td>
</tr>
<tr>
<td>11</td>
<td>Step 09: Upload Required Document for Proof of Identity</td>
<td>25</td>
</tr>
<tr>
<td>12</td>
<td>Step 10: Preview and Validate Information</td>
<td>27</td>
</tr>
<tr>
<td>13</td>
<td>Step 11: Pay Application Fee</td>
<td>28</td>
</tr>
<tr>
<td>14</td>
<td>Step 12: Print Application Form</td>
<td>34</td>
</tr>
</tbody>
</table>
User – v Checklist.

Below is the list of documents that candidates should keep ready while using MAH-MBA/MMS CET-2023 - Online Registration portal.

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)
Application Process Flow

START

Search URL

Register

Registered Candidate Log IN

Note Down the application number and chosen password

Candidate Dashboard

Step 01: Personal Details

Step 02: Complete Domicile and Category Details

Step 03: Complete Qualification Details

Step 04: Exam Center Preferences

Step 05: Complete Upload Photo and Signature

Step 06: Upload Required Document for Proof of Identity

Step 07: Complete Preview and Validate Information

Step 08: Pay Application Fee

Step 09: Complete Print Application Form

END
Step I: 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-MBA/MMS CET-2023.

Then the candidate should click on MAH-MBA / MMS 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-MBA/MMS CET-2023 exam, then the candidate needs to click on the “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 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 above)
| Address Line 1 | Mumbai/Hyderabad Mall Way 1 |
| Address Line 2 | Near Ganesh Temple |
| Address Line 3 | |

| State          | Maharashtra |
| District       | Mumbai City |
| Taluka         | Mumbai |
| Village        | Mumbai |
| PIN Code       | 444501 |

| Mobile No       | 9122075374 |

| E-Mail ID       | chabutedsaurrds@gmail.com |

Note: Maximum allowed length for each row is 50 characters.
The candidates are required to fill in the correct information, as the candidates will receive contact/correspondence/instructions based on the entered information.

Note:

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 and E-mail ID for One Application Form

❖ The candidate has to enter the mobile and Email. (Candidate can use Only one Mobile No and E-mail ID for One Application Form.)

❖ The candidates have to enter the password twice (Same) as per the instructions given on the screen to create the Application Number.
❖ Then click on “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 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. **Application Number:** After verification of OTP, the Candidates will be given an **“Application Number”** Generated by a computer system.

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

1. Please note down system generated Application No. and chosen Password for all future logins.
2. Candidate is advised not to disclose or share their password with anybody. CET Cell will not be responsible for violation or misuse of the password of a candidate.
3. Candidate can change his/her passwords after login, if desired.
4. Candidate should remember to log out at the end of their session so that the particulars of the candidate cannot be tampered or modified by unauthorized persons.
5. Candidate can reset Password using a verification code sent via text message (SMS) to Candidate’s Registered Mobile No.
6. Application No. has been sent to Candidate’s Registered Mobile Number.

Step 02: Forgot Application number:

If Applicant has already registered and if he/she has forgotten his/her Application Number then it can be retrieved using I Can’t Access My account on log in screen.
Steps 01: -click on “I Can’t Access My account” on log in screen as shown below,

Step 2: Select I forgot my Application No and click on “Continue”.

Step 3: Enter the following Information

Enter Candidate's Name (Full name as per SSC/HSC Marksheet)
Enter Father's Name (First Name Only)
Enter Mother's Name (First Name Only)
Enter DOB (DD/MM/YYYY) (Candidates Date of Birth)
After entering all the details click on “Submit” button

Step 4: Kindly note down your Application No. that is required for future reference. And click on “Click here to login” button.

Step 03: Forgot Password

If the candidate has already registered and he/she has forgotten his/her application password then it can be retrieved using the “I Can’t Access My Account” on the login screen

Steps 01: -click on “I Can’t Access My account” on log in screen

Step 2: Select I forgot my Password and click on “Continue”
Step 3: Enter the following Information & click on “Submit”

Enter Application No.

Enter DOB (DD/MM/YYYY) (Candidates Birth Date)

Step 6: Candidate will receive OTP on registered Mobile number (Mobile Number will be displayed on Screen).

Step 7: click on “Continue” to enter and verify the OTP
Step 8: Once OTP Verified then, candidate needs to enter password and Re-enter password in Confirm password to confirm. To Set the New password kindly click on “RESET PASSWORD” button.

(Enter new Password. Password must be at least 8 characters long and must contain at least one capital alphabet, one small alphabet, one number & one special character.)

Step 04: Registered Candidates Sign in

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

1. The Candidate who is already registered should enter Application No. and Password.
2. Candidate should note down the Application no and the Password in the diary and keep it in the safe custody.
3. In case candidate forgets his / her Application No. / Password, he / she can retrieve it by using "I can't access my account?".
4. Candidate is advised NOT TO disclose or share their password with anybody. CET Cell will not be responsible for violation or misuse of the password of a candidate by anybody.
5. Only Authorized and Bonafide users are legally allowed to proceed further.
6. Your IP Address and other information will be captured for security reasons by the system.
7. You are deemed to have read and accepted the instructions when you proceed further.

❖ 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 have 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,

**Step 05: Domicile and Category 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/VJ/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 2024. 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.

Step 06: Qualification Details

In this stage of Online Registration For MAH-MBA/MMS CET-2023, the candidate is asked to fill in the graduation information.

If the candidate has completed his degree before the year 2023, then the candidates should select the graduation status as Passed as shown below and enter the graduation details

1. Select Graduation passing Year,
2. Select Course Duration
3. Select Graduation Branch /stream
4. Select the Graduation Marks Type and fill the graduation marks details
5. Click on “Save and Proceed” button for Next Stage of Online Registration For MAH-MBA/MMS CET-2023

If the candidate is appearing for his degree in the year 2023, then the Candidates should select the graduation status as “Appearing “and enter the details following details

1. Select Course Duration
2. Select Graduation Branch /stream
Step 07: Exam Center Preferences

Specify your Preferences for MAH-MBA/MMS CET-2023 Examination Center

❖ First candidate needs to select state for examination Center. If candidates select state, then the First preference will be locked on the respective capital (Except Maharashtra) of the state as shown below, (For example: If candidate select Karnataka as state, then first exam center automatically locked on the respective capital of that state like Bengaluru capital of Karnataka state)

❖ Candidate can select the examination center preference from number 2, and 3,4. Then, Click on “Save & Proceed” button.

Step 08: Upload Photo and Signature

To Upload Photograph please follow mentioned Step below,
Step 1: click on “select the upload type”
Step 02: select the upload type “Photograph”

Step 03: Click on “Open” Button. And navigate the candidate photo and select.

Step 04: 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 upload the photo candidate needs to click on Upload button. As shown.
❖ Uploaded Photograph of candidate will be displayed on screen.

To Upload the Signature:

Similarly change the upload type and upload the signature

After uploading both Photograph and Signature Save need to click on Proceed button
Step 09: 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:

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

❖ Now click on Open tab to locate the file and select the file. As shown below.
❖ 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.

❖ After uploading the documents, uploaded document will be displayed on 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.

**Step 10: 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 check box and “Proceed for Payment” button as shown below, for payment.

Step 11: 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,
❖ To Pay the Application Fee the Candidates needs to Select “Razorpay” as shown below

Payment Mode Selection

Total Amount: ₹ 800.00

❖ 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

Step: 01
Step:02

Payment Mode Selection

-On click of Proceed, it will ask to select Mode of Payment, Candidate can pay fees using options:
- For Example
  1. Card
  2. UPI/QR
  3. 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.

**Step 3:** Your payment will get confirmed and the payable amount which is as per the selected group will get deducted from your linked bank account.

❖ **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 in to your Net Banking account using your bank credentials to approve the Payment.

5. Your payment will get confirmed and the payable amount which is as per the selected group will get deducted from your linked bank account.
Step 12: 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-MBA/MMS CET-2023 Application No., Log-In ID & Password.
Thank You