State Common Entrance Test Cell,

Government of Maharashtra

Online Registration for

MAH-MCA-CET-2023

User Manual (English)

Index

Sr. No	Step Details	Page Number
1	User – √ Checklist.	03
2	Application Process Flow	04
3	Step I: New Registration (1st-time user)	05
4	Step 02: Forgot Application number:	10
5	Step 03: Forgot Password	11
6	Step 04: Registered Candidates Sign in	13
7	Step 05: Domicile and Category Details	14
8	Step 06: Qualification Details	17
9	Step 07: Exam Center Preferences	18
10	Step 08: Upload Photo and Signature	18
11	Step 09: Upload Required Document for Proof of Identity	21
12	Step 10: Preview and Validate Information	23
13	Step 11: Pay Application Fee	23
14	Step 12: Print Application Form	27

User – √ Checklist:

Below is the list of documents that candidates should keep ready while using MAH-MCACET-2023

A) Mobile Number:

– Valid mobile number is required for the registration of the user in the system.

B) Email ID:

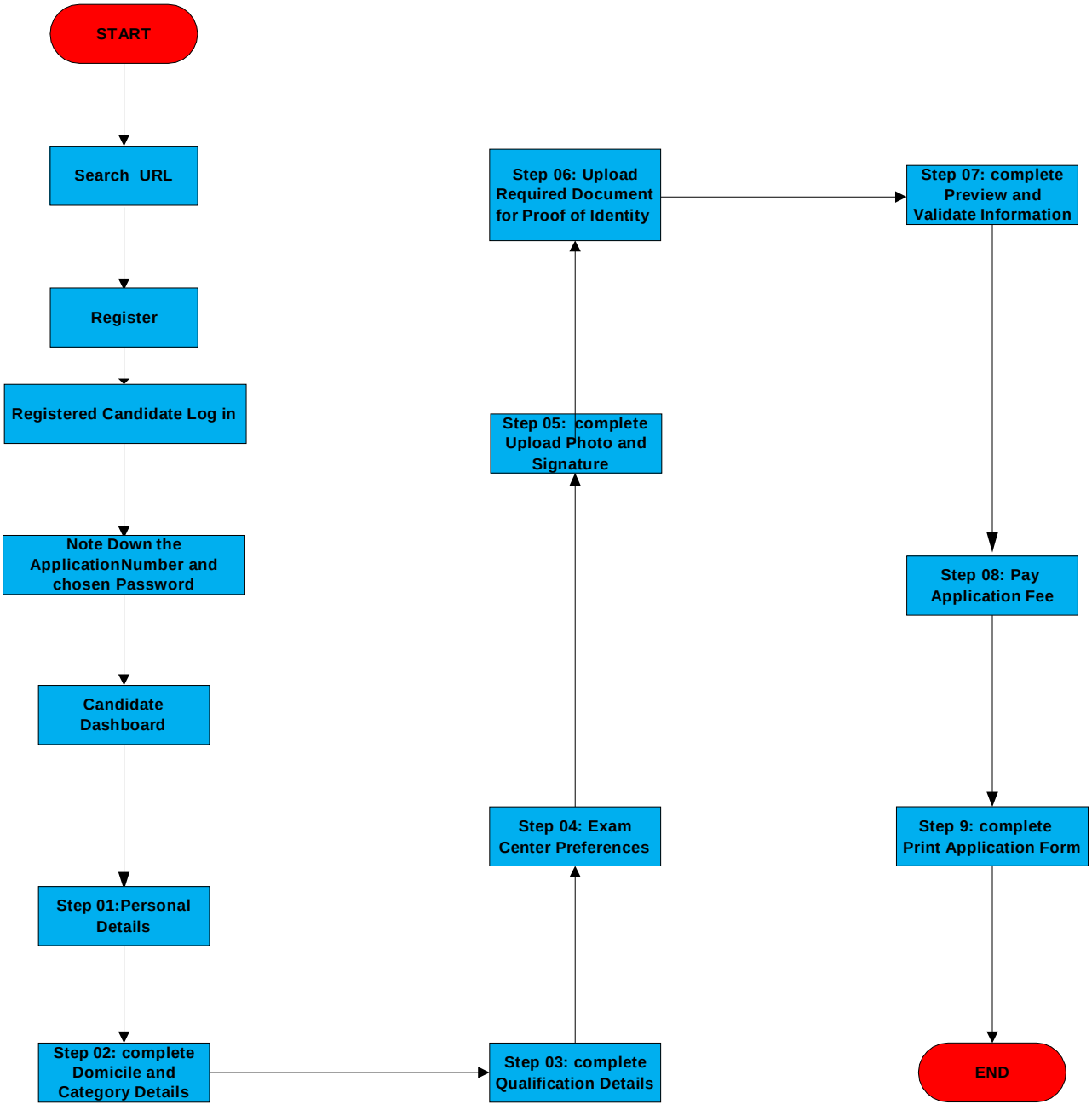
– Valid Email ID is required for the registration of the user in the system.

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 :->



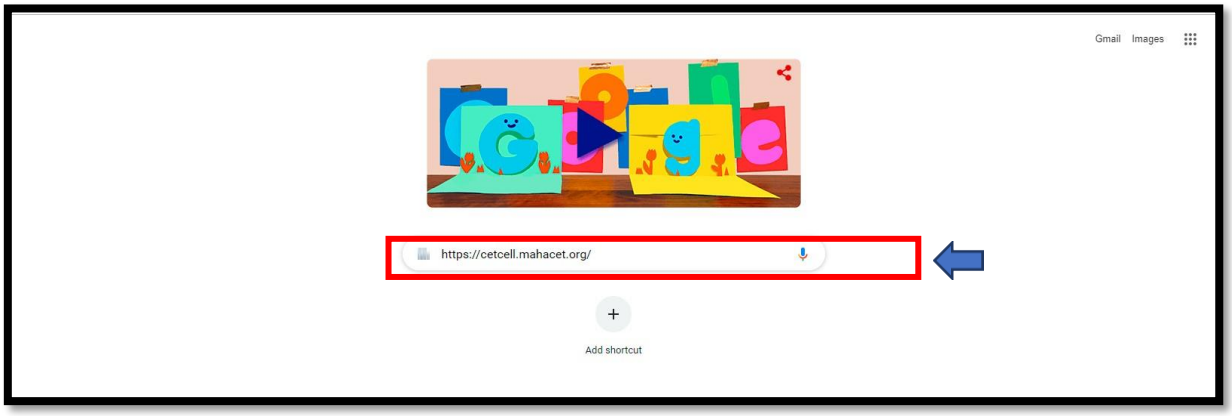
Step 01:

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:

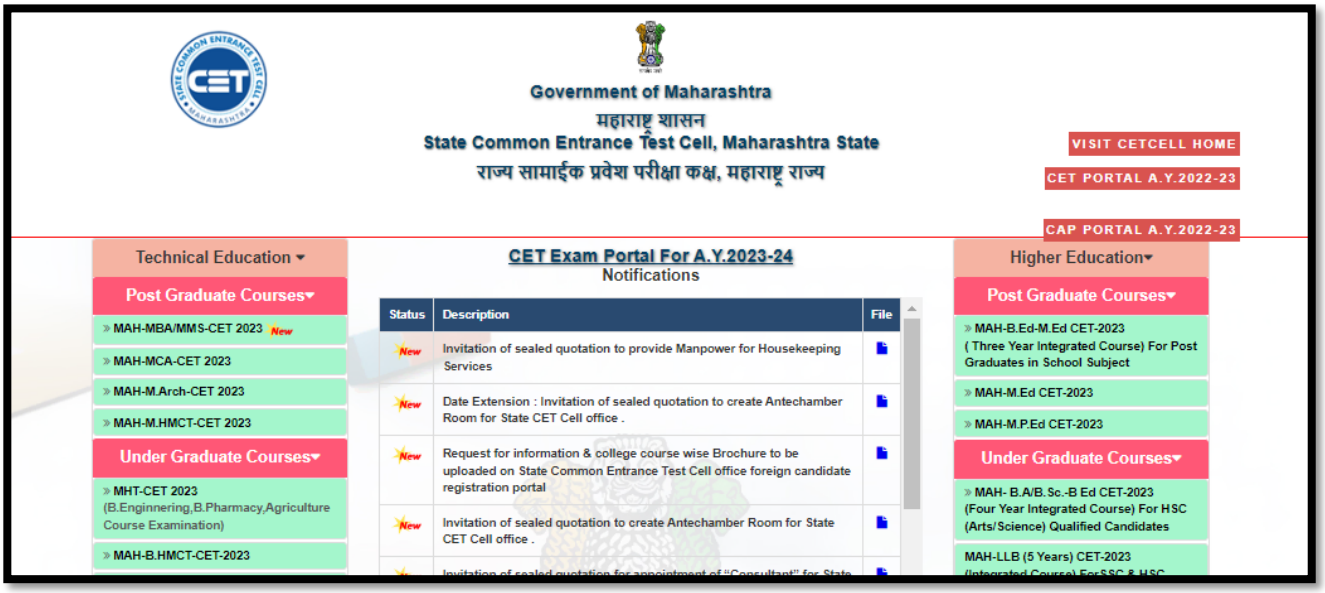
https://cetcell.mahacet.org/



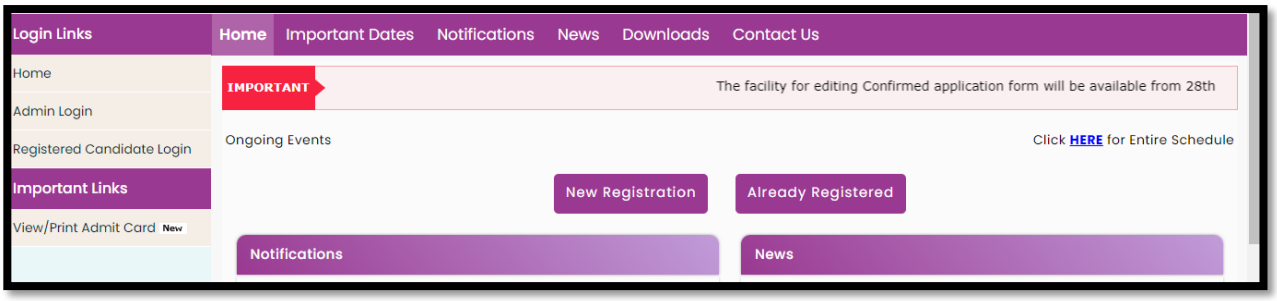
and press Enter to open Online Registration For MAH-MCA-CET-2023

Then the candidate should click on MAH-MCA-CET-2023 as shown below,

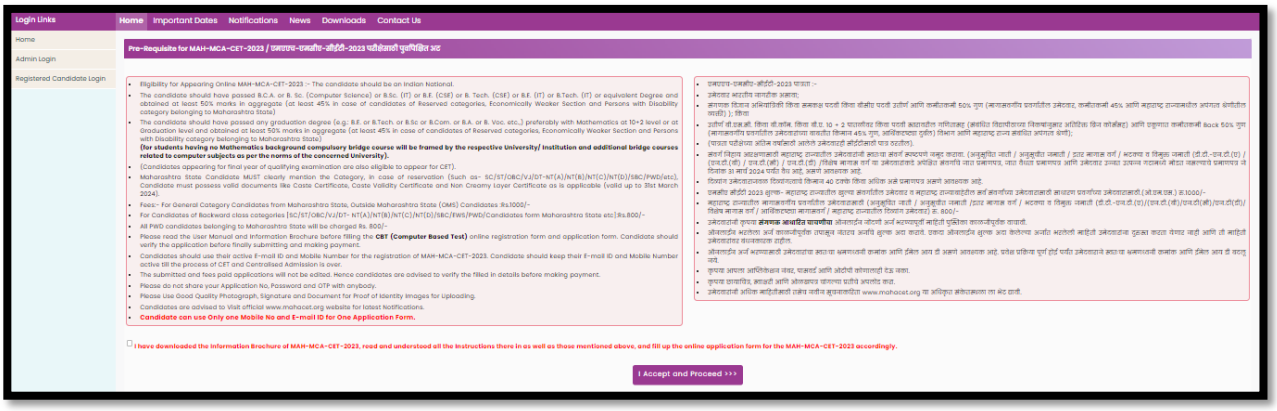
https://cetcell.mahacet.org/CET_landing_page_2023/



❖ Now candidates can register themselves by clicking on the "**New Registration**" button on the home page as highlighted below.



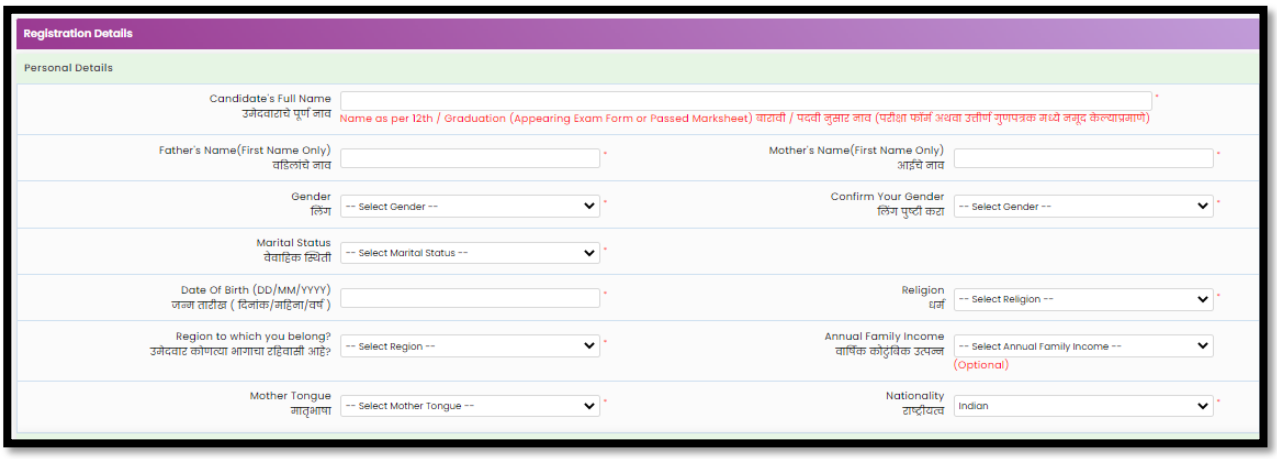
❖ Please read the pre-requisite for the MAH-MCA-CET-2023 exam,



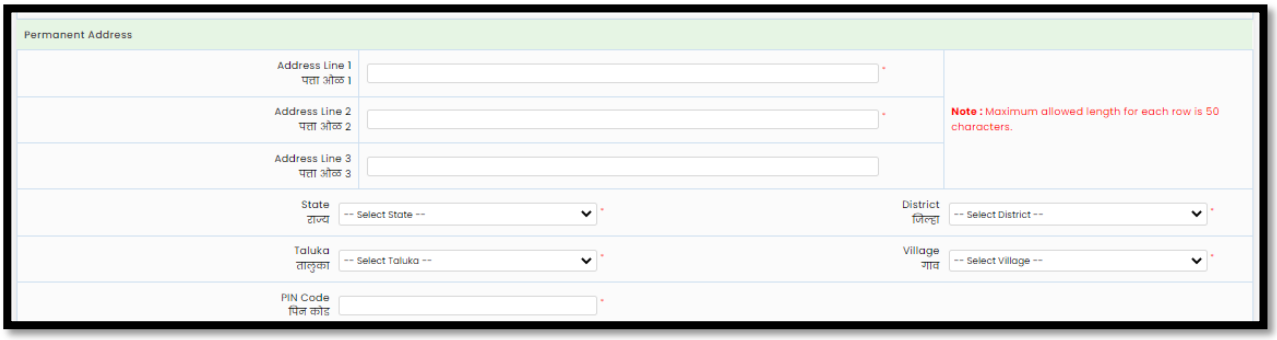
First candidate needs to read the formation brochure to understand eligibility entrance exam related details

Then read all the information displayed on screen and click on check box. The And “I Accept and Proceed” Button.

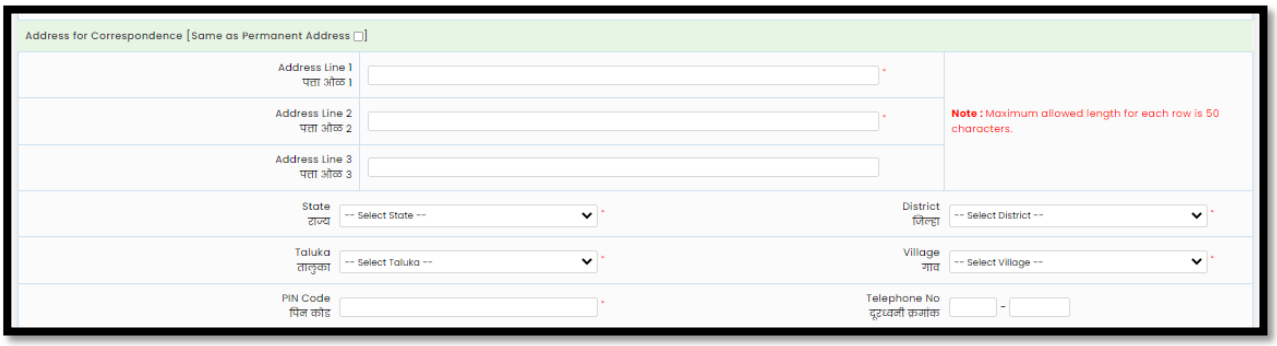
❖ After opening the online registration form, the candidates should first Enter their Full Name (As Printed on SSC/HSC Mark sheet) minimum Two (2) words are mandatory, Enter Father's Name (FIRST NAME ONLY), Mother's Name (FIRST NAME ONLY), select Gender and confirm the Selected Gender (Both has to be 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.



- 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 above)
- Address for correspondence: if correspondence address and permanent are not same then, enter the following details, State, District, Taluka, Village, and Pin Code.



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

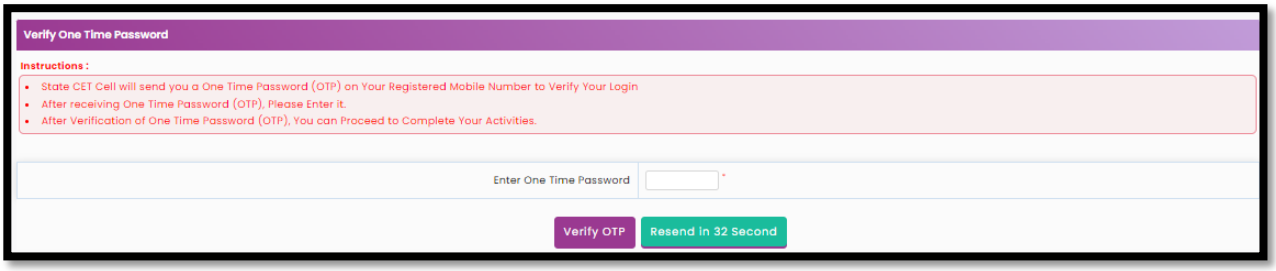
Note:

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 the **"Save and Proceed"** button as highlighted in above

❖ **OTP Verification:**

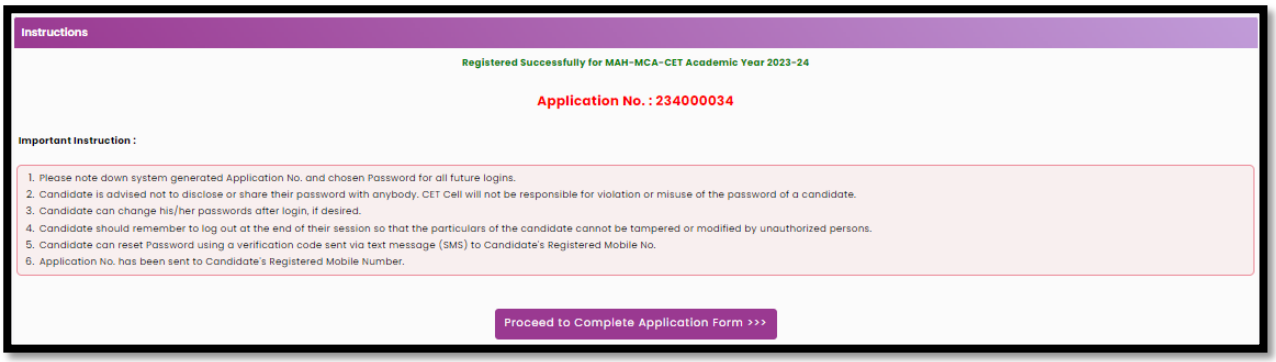
State CET Cell will send you a One Time Password (OTP) on Your Registered Mobile Number to Verify Your Login. After receiving One Time Password (OTP), Please Enter it. And click "**Verify OTP**" as highlighted below.



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 the**" Resend OTP"** button and try again after the waiting time ends by clicking on the "Resend" button.

Application Number: After verification of OTP, the Candidates will be given an "**Application Number"** Generated by a computer system.

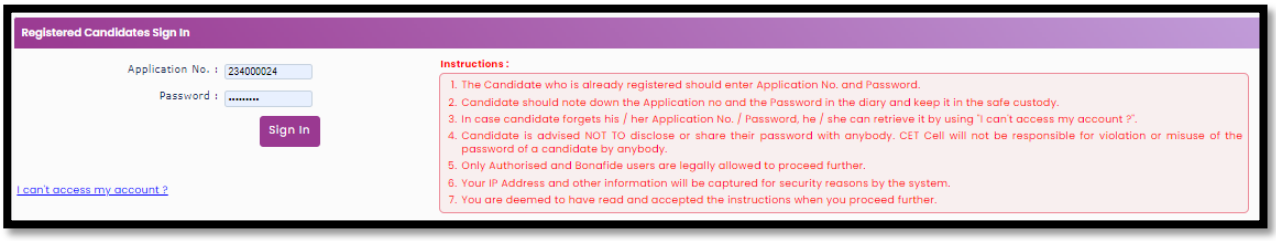
Click on the **'Proceed to complete application form'** button as shown below.



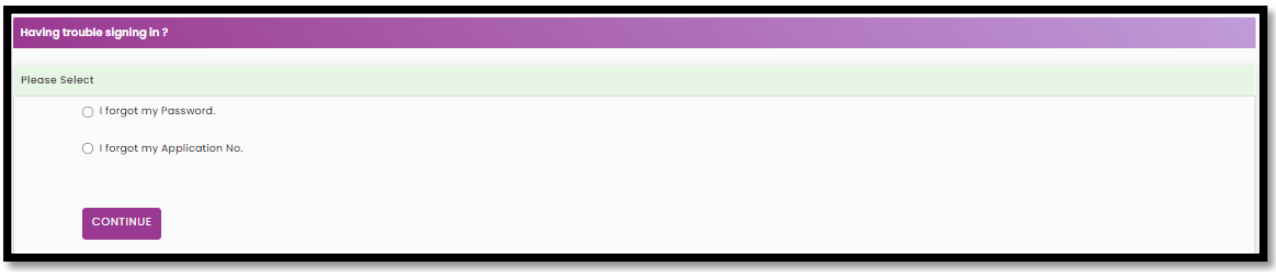
Step 02: Forgot Application number

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".

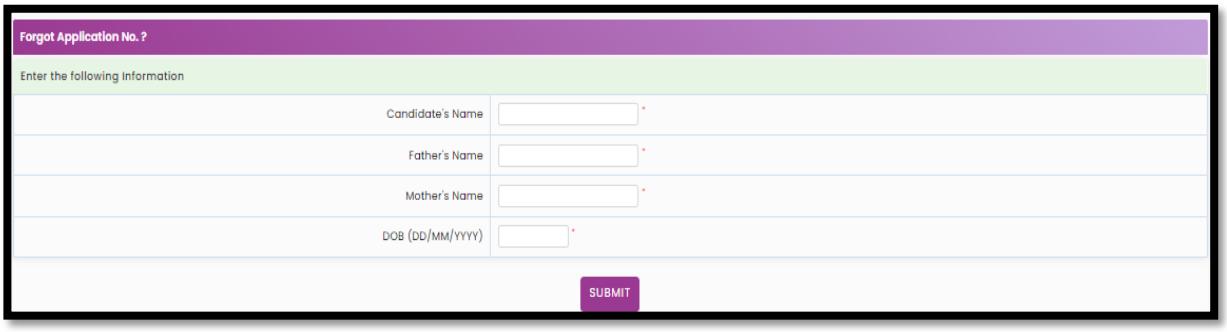


Step 4: Enter the following Information

Enter Candidate's Name (Full name as per SSC/HSC Mark sheet)Enter Father's Name (First Name Only)

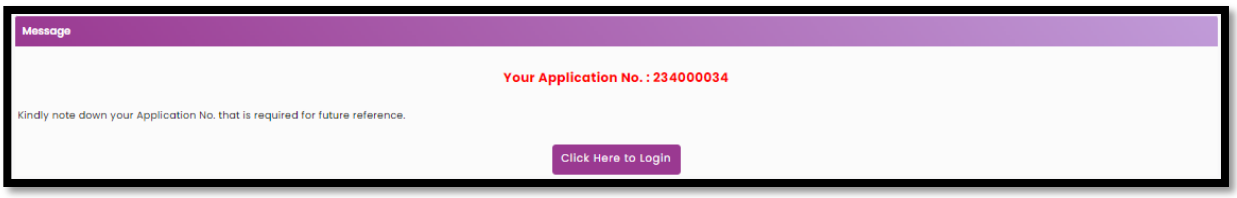
Enter Mother's Name (First Name Only)

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



Step 5: After entering all the details click on “Submit” button

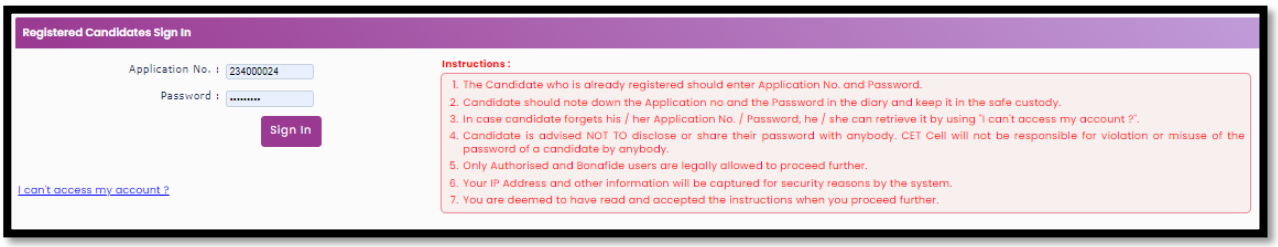
Step 6: Kindly note down your Application No. that is required for future reference. And click on “Click here to login” button.



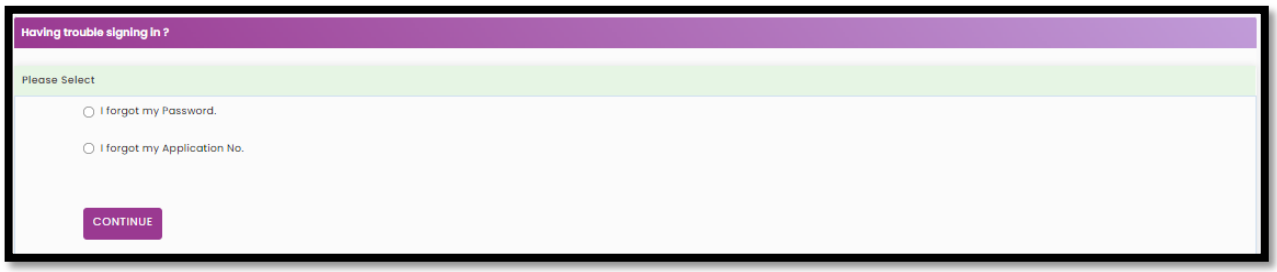
Step 03: Forgot Password

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



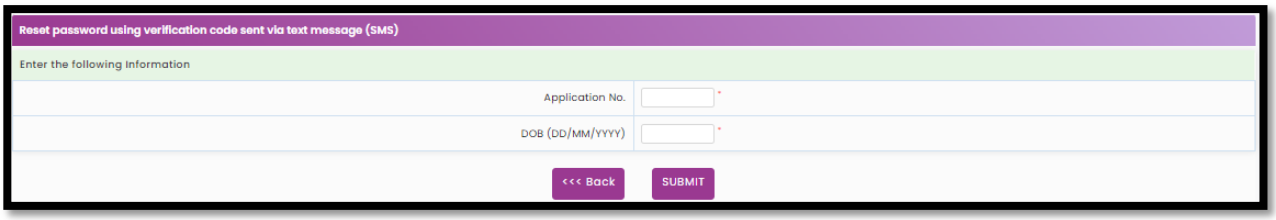
Step 2: Select I forgot my Password and click on “Continue”



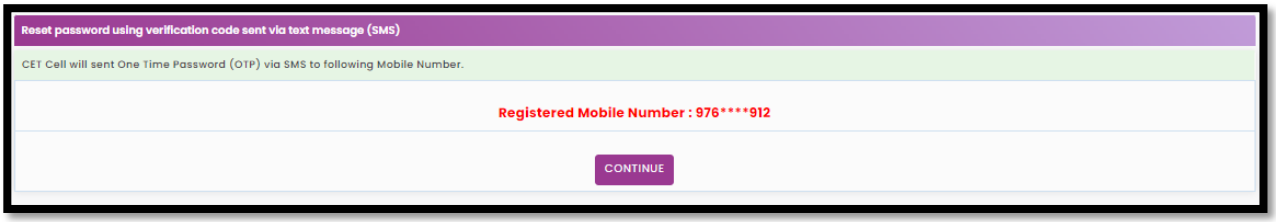
Step 3: Enter the following Information & click on “Submit”

Enter Application No.

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

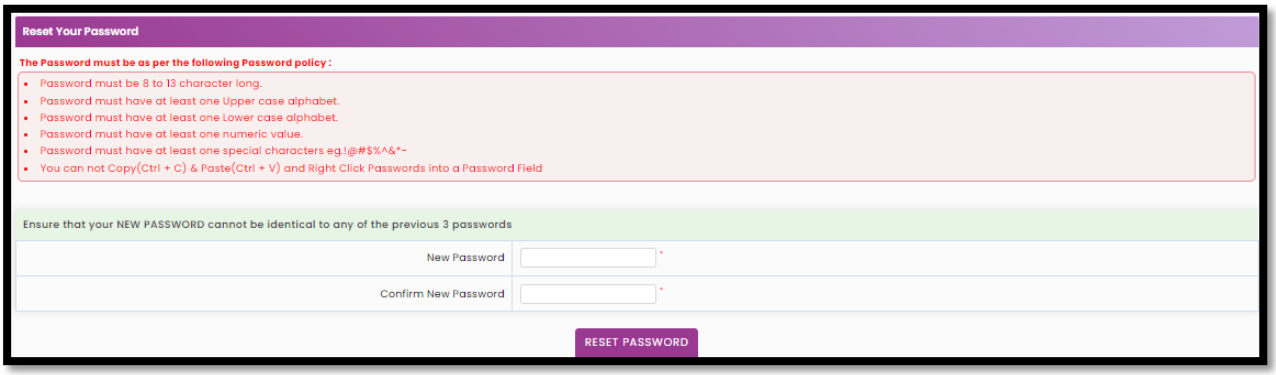


Step 6: Candidate will receive OTP on registered Mobile number (Mobile Number will be displayed on Screen. click on “Continue” to enter and verify the OTP



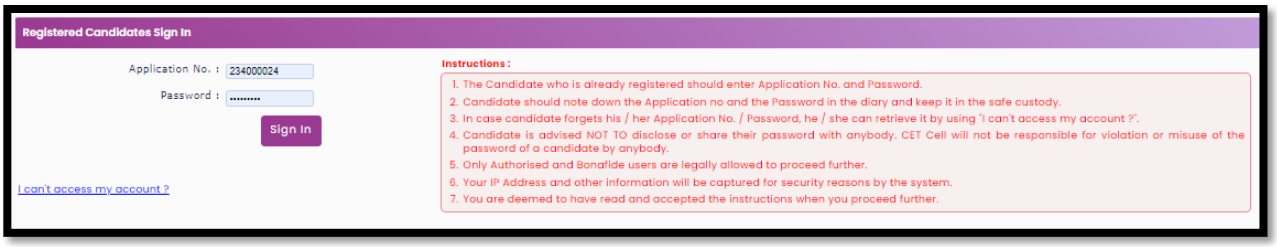
Step 8: Once OTP Verified then, candidate needs to enter password and Re-enter password in Confirm password to confirm. To Set the New password kindly click on “RESET PASSWORD” button.

(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 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 to Step)

  If the candidate what's to make some changes in Registration/Personal Details then he/she needs to click on Step 01 "completed"

Step 05: Domicile and Category Details

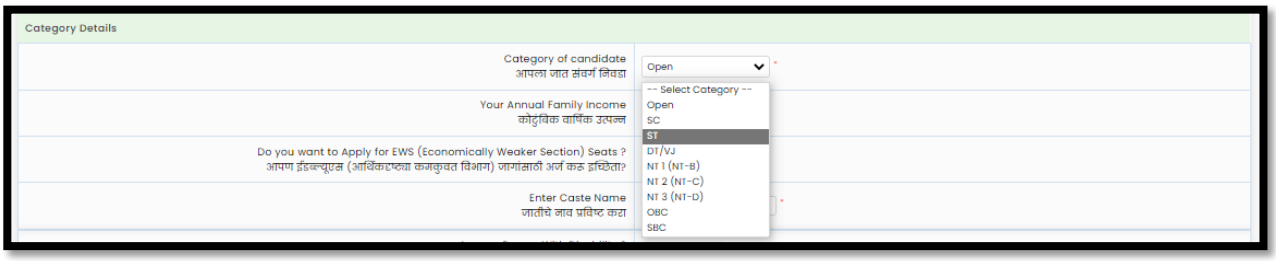
To complete Step 2 the candidate has to click on the "**Incomplete"** tab,

❖ **Domicile Details**:

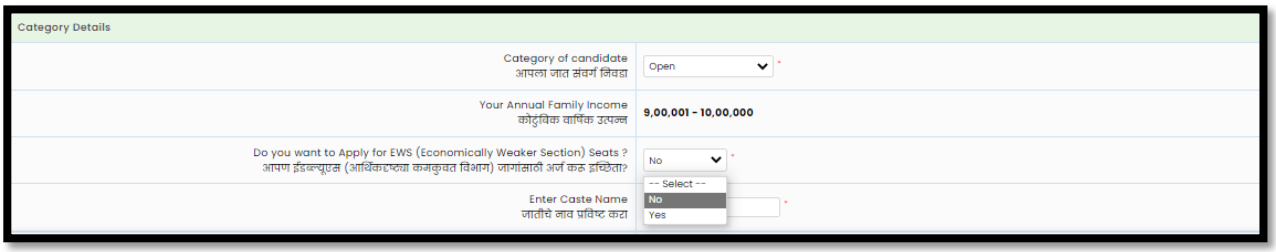
If the candidate or one of his parents is domiciled in the State of Maharashtra and possesses a domicile certificate of Maharashtra then the candidate has to select "Yes". Otherwise select "No"

If the candidate selects "Yes" then, candidates have to select the category details as detailed below

Category of candidate: **Open**, **SC, ST, DT/VJ/ NT-1(NT-B), NT-2(NT-C), NT-3(NT-D), OBC, SBC**

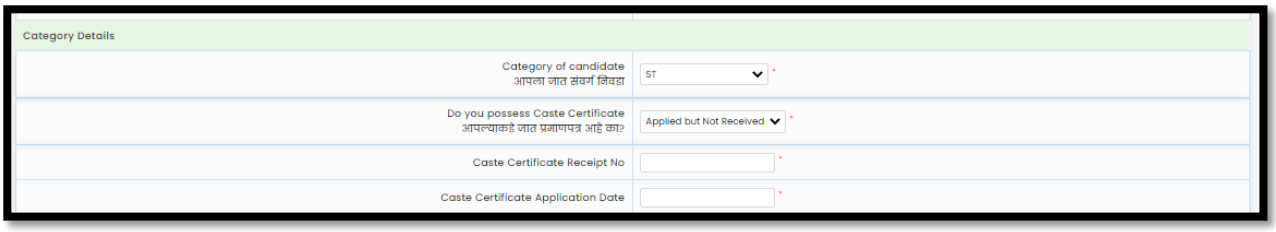


If Candidate Selects Category as "Open" then Candidate is eligible for EWS that is Economically Weaker Section. Then Candidate is asked to provide the status of the document of EWS.



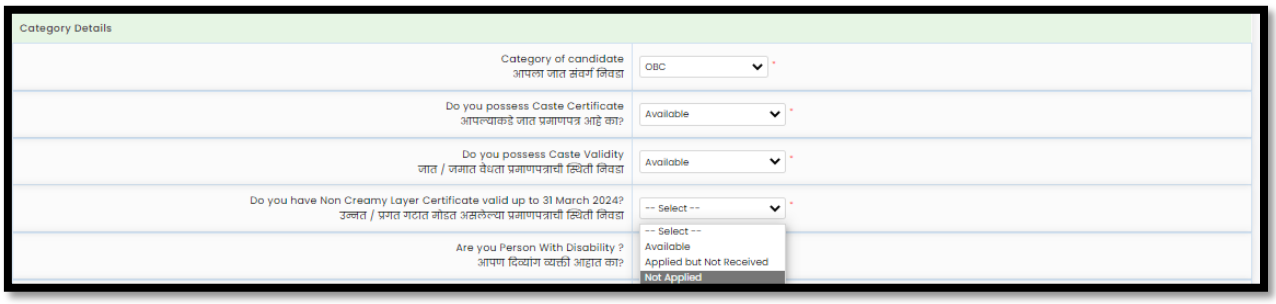
If Candidate Select Category as “SC/ST/ DT/VJ/NT/1/2/3/OBC/SBC” then Candidate asked to provide the Status of Caste Certificate and Caste Validity if both documents are available at present time, then the candidate should select the option as “Available”

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”



❖ If the candidate has a Disability Certificate, then the candidate has to select "Yes" from the drop to apply for PWD reservation (at least a 40% Disability Certificate required).

The candidate then needs to select the type of Disability Minimum 40% benchmark disability required.

Note: all the category has the same or different reservation or concession, candidates are requested please select your disability type carefully, and if the system allows you to select or change the status of Scribe or Extra Time then please select as per requirement.

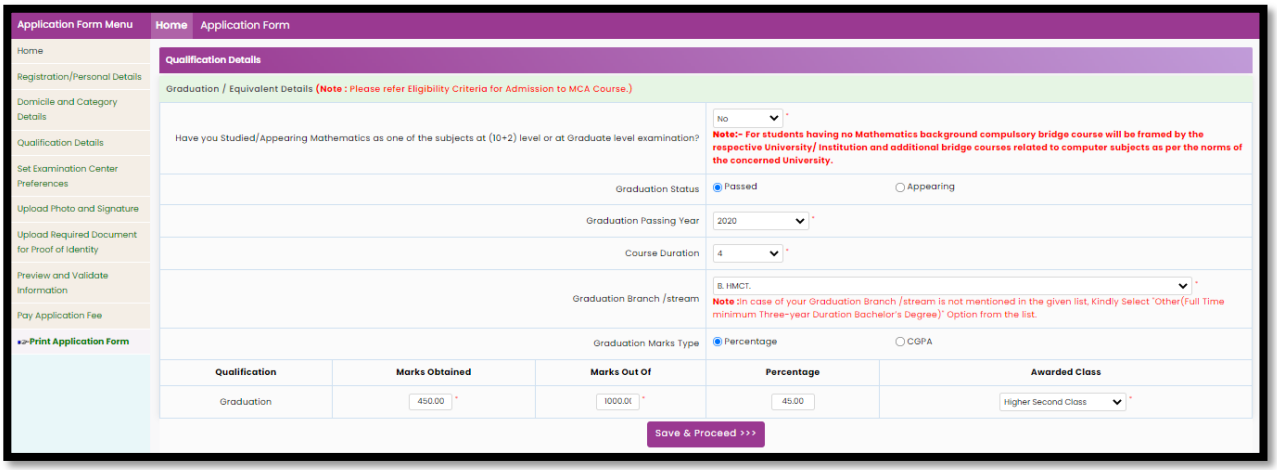
- If the candidate has Disability And requires the scribe, then he/she should select "Yes" from drop down list otherwise select "No"

- Also, if candidate required more time, then, he/she should select “Yes” from drop down list otherwise select “No”.
- Click on “Save and proceed”

Step 06: Qualification Details

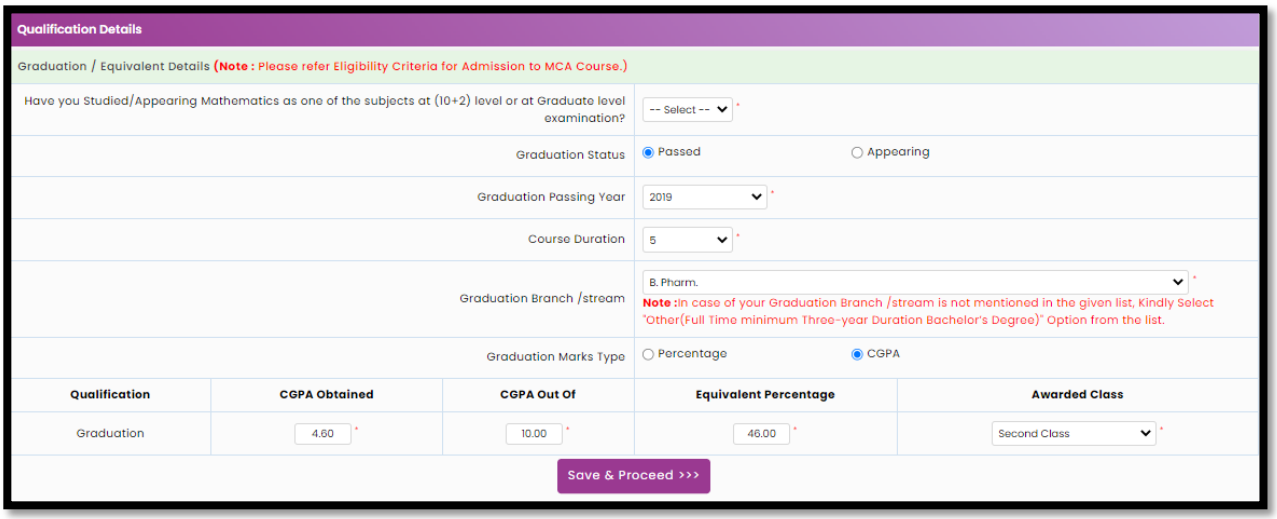
In this stage of Online Registration for MAH-MCA-CET-2023, the candidate is asked to fill in the graduation information.

1. If candidate Studied Mathematics as one of the subjects at (10+2) level or at Graduatelevel examination then select Yes otherwise No
2. Select Graduation Status
3. Select Course Duration
4. Select Graduation Branch
5. Select the Graduation Marks Type and fill in the graduation marks details
6. Click on the “Save and Proceed” button for the Next Stage of Online Registration



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

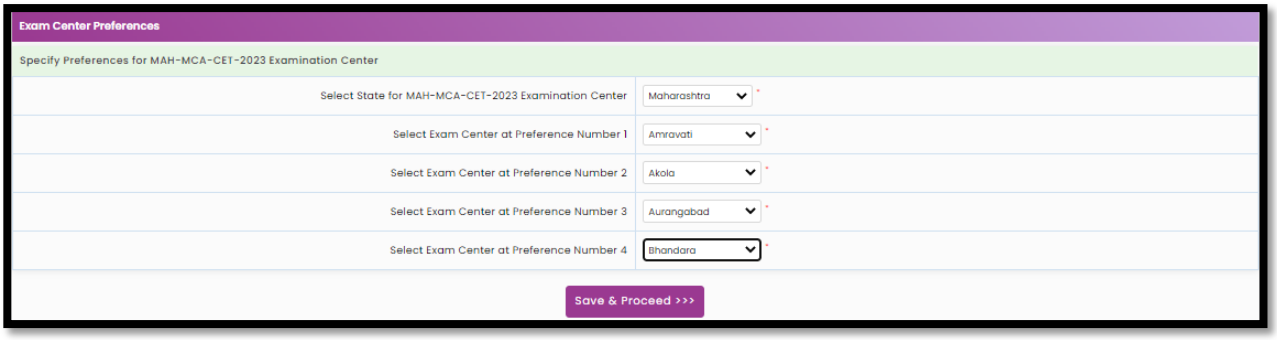


Note: Kindly contact on helpline number if your Graduation Course is not mentioned in the given list.

Step 07: Exam Center Preferences

Specify your Preferences for MAH-MCA 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 scan select the examination center preference from numbers 2, and 3,4.

  Then, Click on the “Save & Proceed” button.

Step 08: Upload Photo and Signature

- The candidate should upload candidate's Photo and candidate's Signature
- To Upload Photograph please follow mentioned Step below,

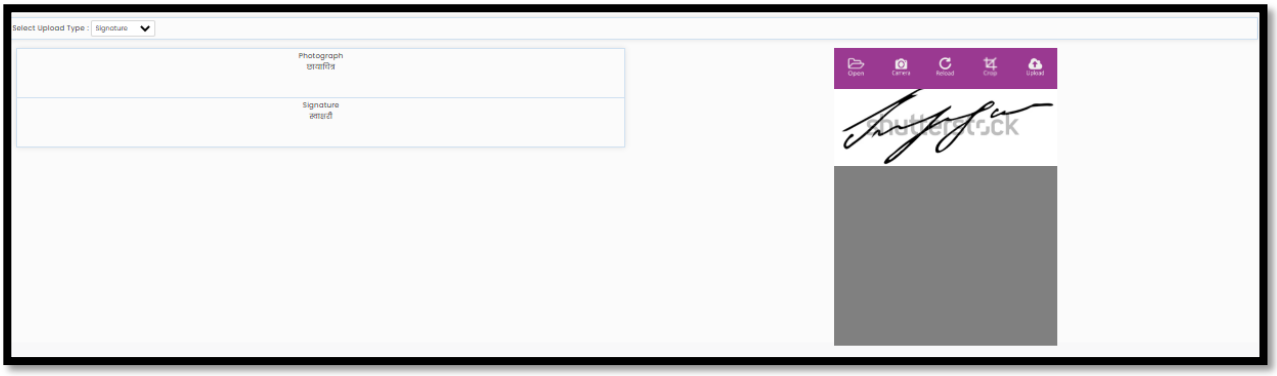
Step 1: Click on "select the upload type"

Step 02: select the upload type "Photograph or Signature"

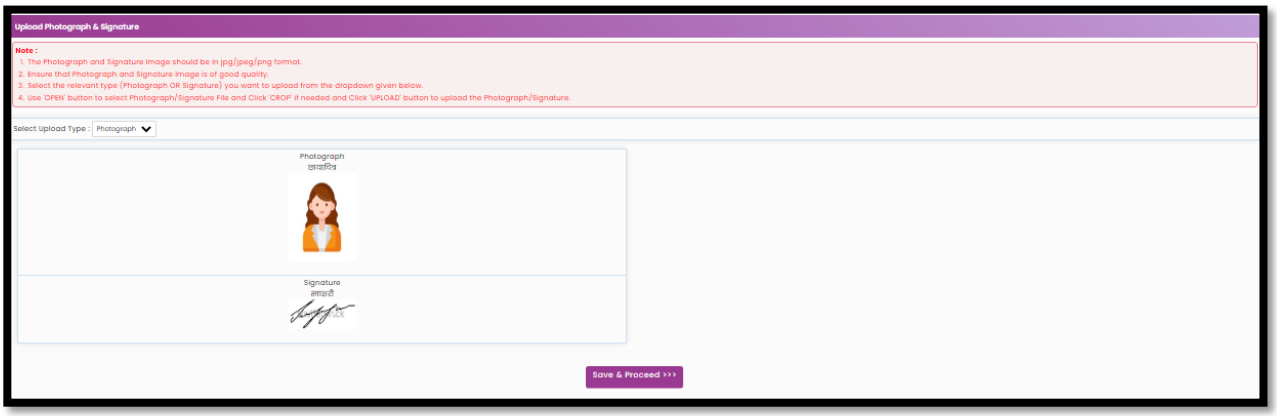
Step 03: Click on "Open" Button. And navigate the candidate photo and select.
To resize the selected photo, click on "Crop" Option/tab as shown below and crop the photo. Then, to upload the photo candidate needs to upload the photo candidate needs to click on Upload button. As shown.

❖ Uploaded photographs of the candidates will be displayed on the screen.

❖ Similarly, candidate required to upload the Signature as well.

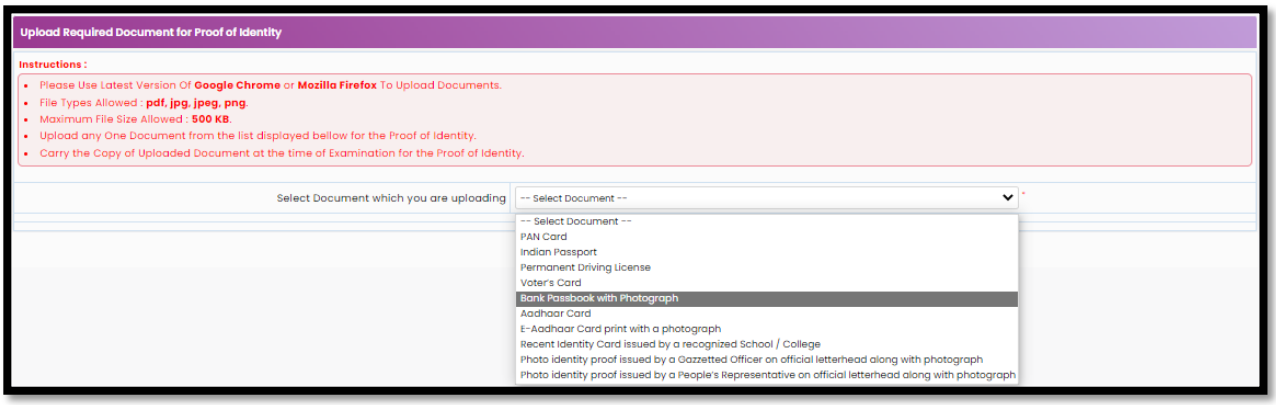


❖ Click on “Save and Proceed” button to save selected Photograph and Signature. As shown below.

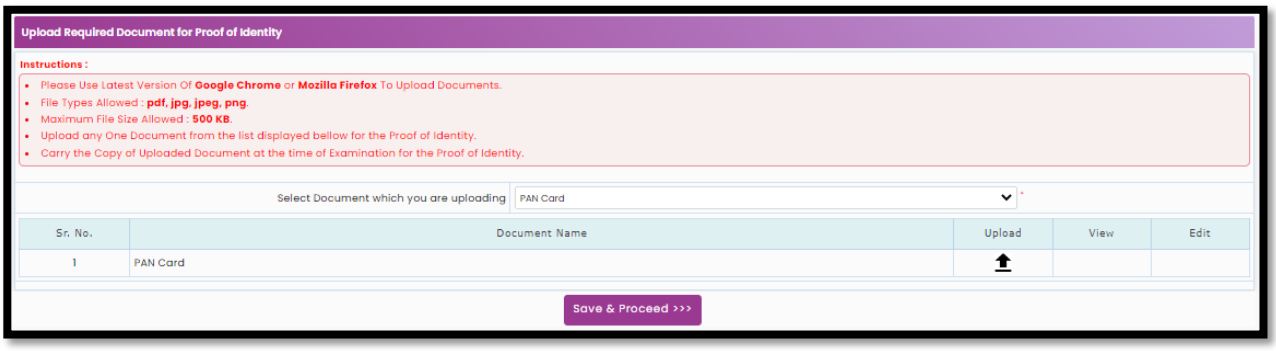


Step 09: Upload Required Document for Proof of Identity

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

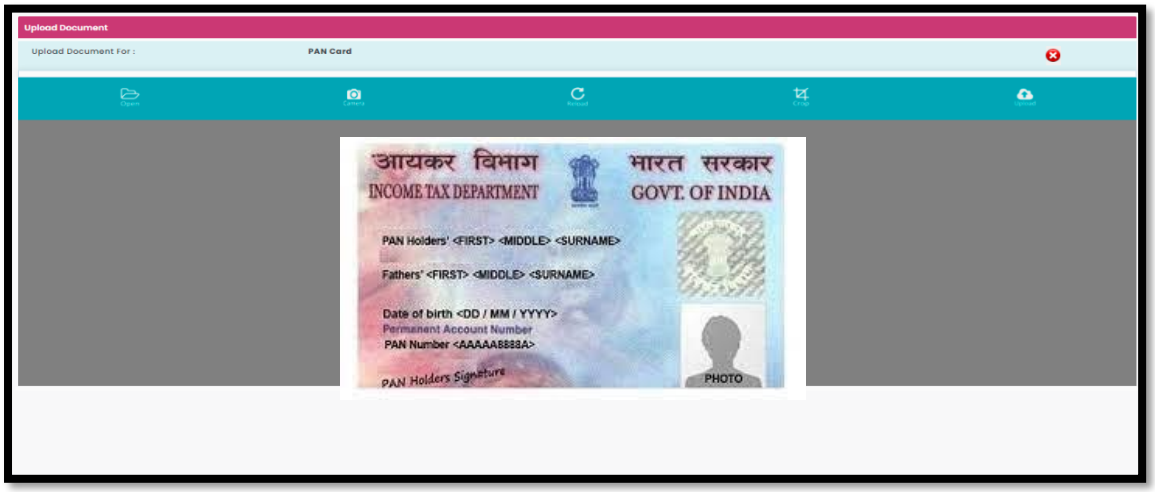


- **Then click on upload tab to upload the select document type.**

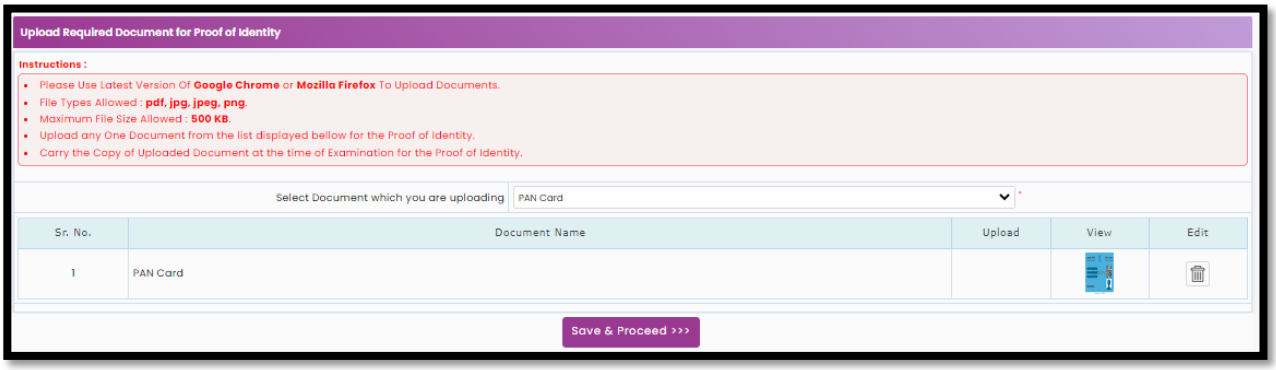


- Now click on Open tab to locate the file and select the file. As shown below

❖ 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

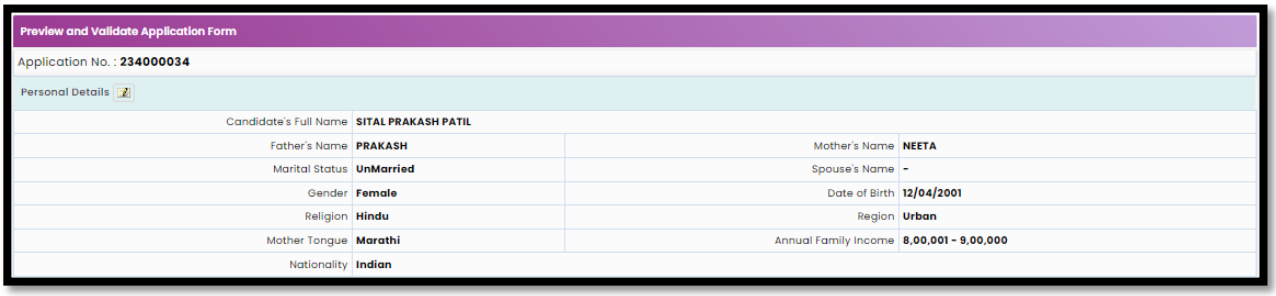


❖ After uploading the required documents candidate should click on “Save and Proceed” tab to preview and validate the information.

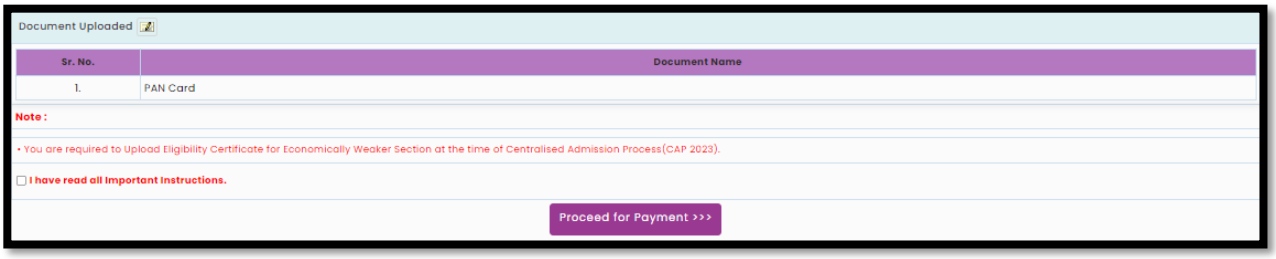
Step 10: Preview and Validate Information

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,

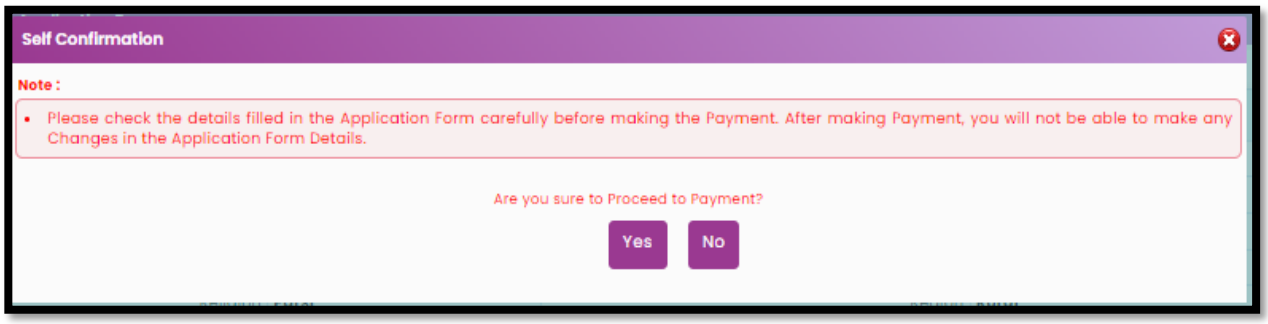


- After Validation, if all the details filled in by the candidate are correct and final then the candidate should click on the "Proceed for Payment" button as shown below, for payment.

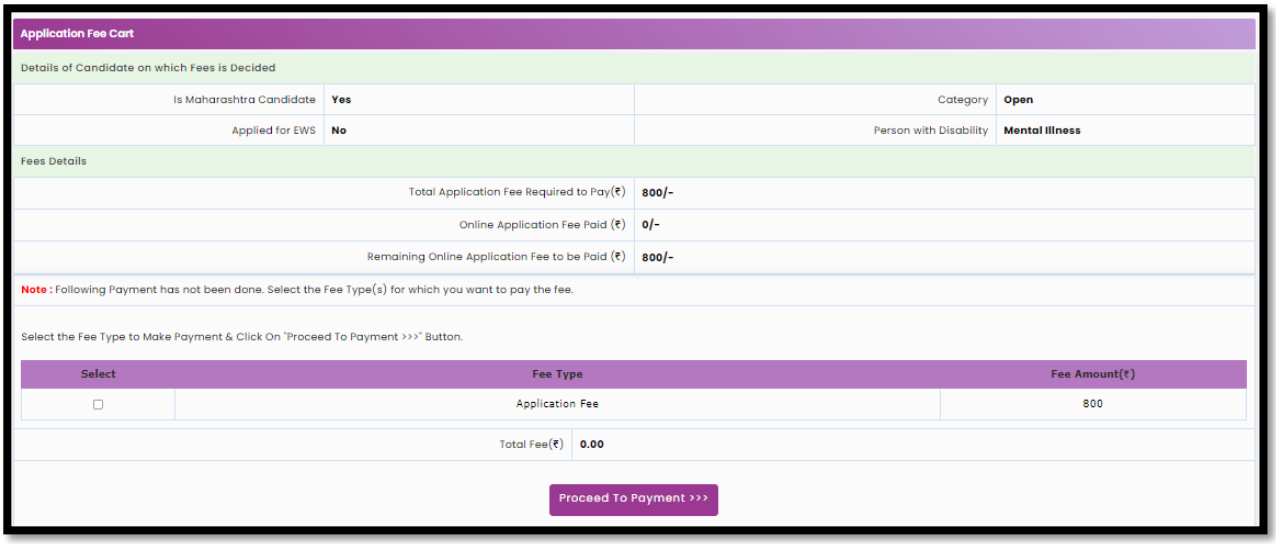


Step 11: Pay Application Fee

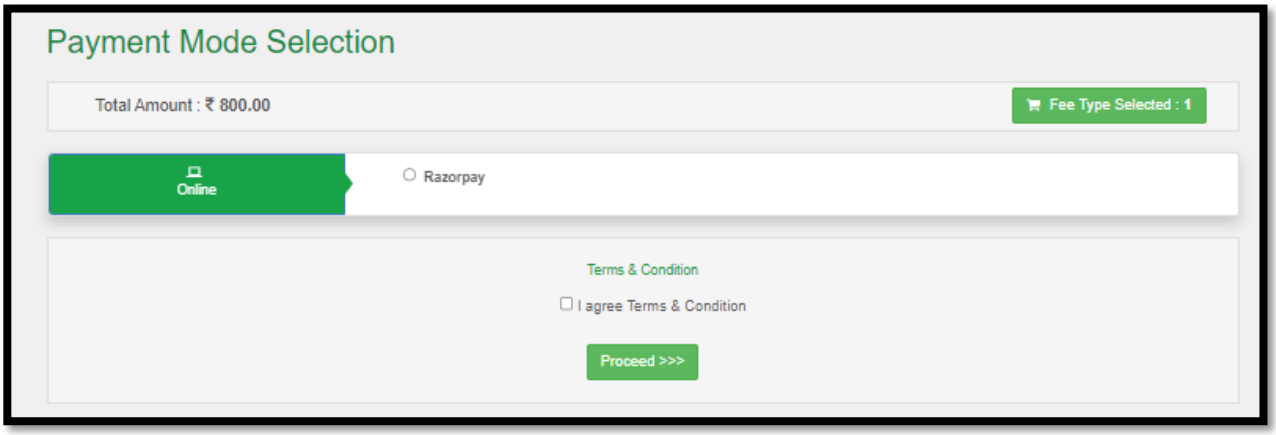
- Candidate needs to check the details filled in the Application Form carefully before proceeding towards the Payment. After successful Payment, the Candidate will unable to make any Changes in the Application Form Details.
- To proceed towards payment, click on "Yes" as shown below.



- 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,

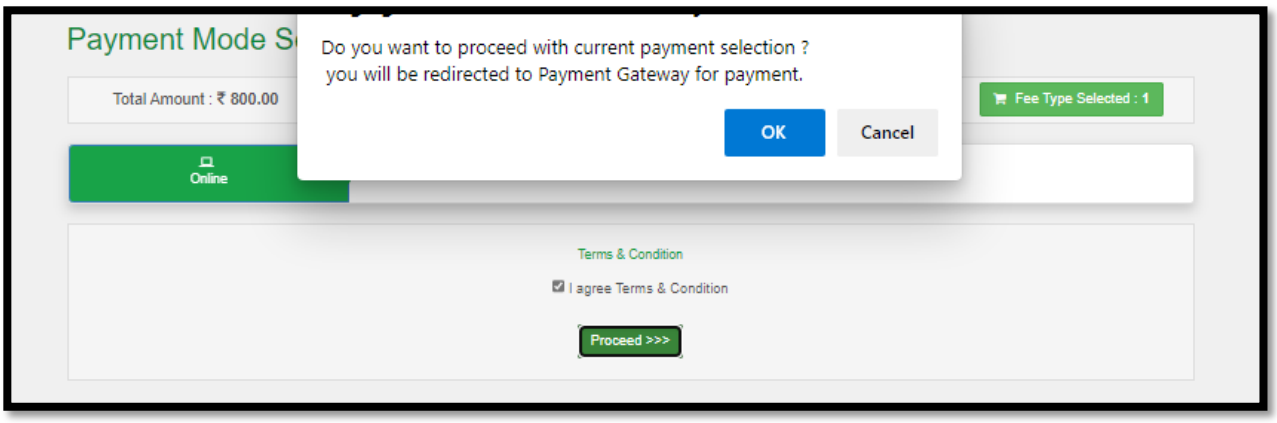


- To Pay the Application Fee the Candidates needs to Select "**Razorpay" as shown below**

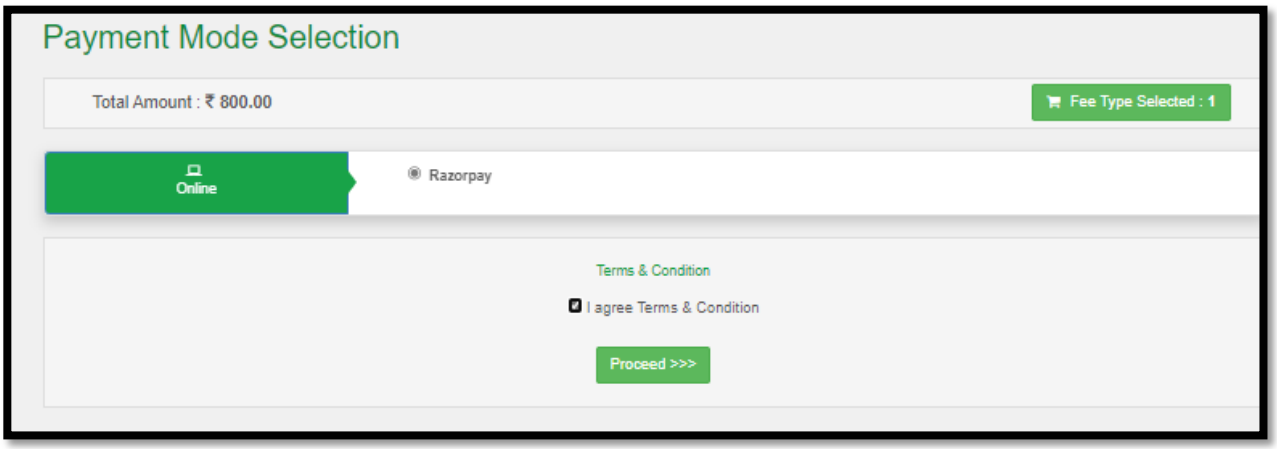


❖ Then Instructions about Online Payment will be displayed on screen. Read the instructions carefully, then click on “I agree Terms & Condition”. Button As shown below

STEP: 01



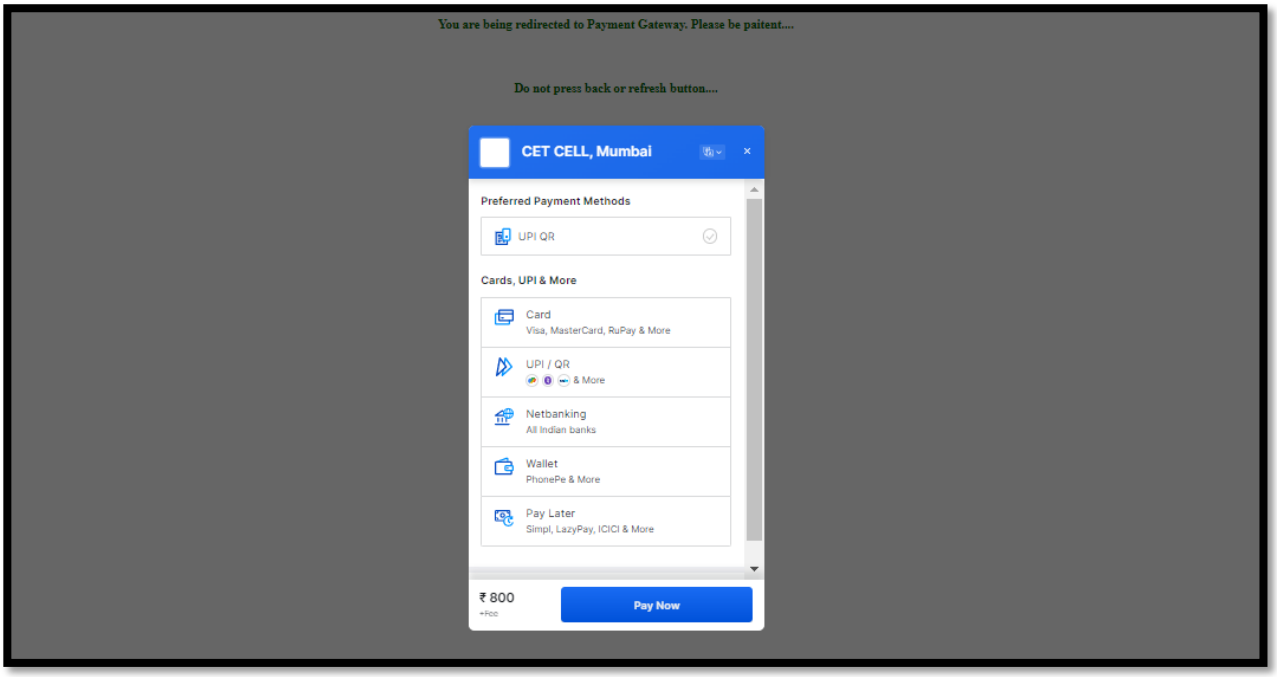
STEP: 02



❖ 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 (Google Pay, Phone Pay, Etc.) or enter the UPIID

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.

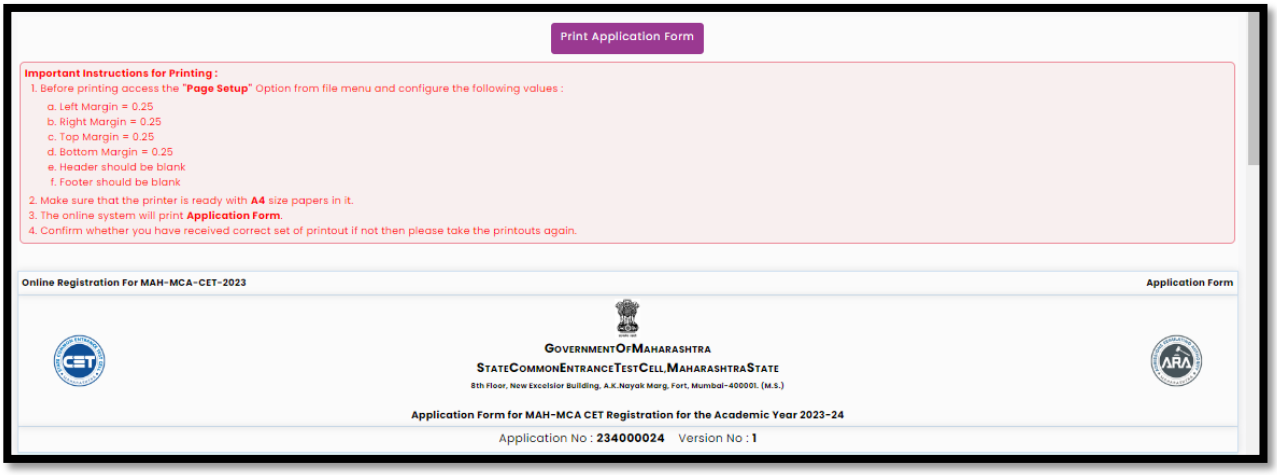
❖ **Net banking:**

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 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-MCA CET-2023 Application No., Log-In ID & Password.

Thank You