User Manual (English)

Helpline Number (10:00 AM to 06:00 PM)
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Click on Subject line to Go to the respective page
New Registration

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)

To fill out the application form, click on the “New Registration” Button

Pre-Requisite for MAH-M.HMCT-CET-2022 / एमएएच-एम.एचएमसीटी-सीईटी 2022 परीक्षेसाठी पुर्णपेक्षित अट

The candidate here is advised to read all the information carefully and click on the check box given below to continue.
Registration Details

Fill in the details as filled in the below screenshot.

Permanent Address

Candidate required to enter the Permanent address details

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)
Mobile Number, E-mail Address, and Password

In this section candidate is required to enter the valid information only as further communication will be based on the given information.

One Time Password (OTP) will be sent to the mobile number given below for activation of your login. Kindly make sure that your mobile number is correct. This mobile number will be used for all future communications.

Candidates can use one Mobile No for One Application Form.

Enter your password and click the “Save and Proceed” button.

**OTP Verification**

To verify registered mobile numbers OTP will be sent via SMS. Enter the received OTP and click on the “Verify Button”
Application Number Allocation

Post Verification of OTP Candidate will be assigned System generated Application No.

Click on “Proceed to complete the Application form” to fill out the application form.

Registered Candidate Login

Here candidates need to enter the Application Number and the chosen password to log in. If the candidate forgot his/her Application Number or Password he/she can try to retrieve the Application number of Reset Password using the “I Can’t Access My Account” Link.

Application Dashboard

After successful login, a total of 09 steps will be displayed on the dashboard of the candidate. Which need to be completed. To complete step by step click on Step 02 “Incomplete” button to continue the application form.
Domicile and Category Details

If the candidate is residential of Maharashtra, then 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 2023. 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 a PWD reservation (at least a 40% Disability Certificate is 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.

Qualification Details

The candidate should fulfill the following eligibility criteria:

(i) The candidate should be an Indian National;
(ii) Passed Bachelor Degree in Hotel Management and Catering Technology from All India Council for Technical Education or Central or State Government approved institutions or its equivalent, with at least 50% marks (at least 45% marks in case of candidates of Backward class categories, economically weaker section (EWS) and persons with disability belonging to Maharashtra State only)
(iii) Candidates appearing for the final year of the qualifying examination are also eligible to appear for CET.

Exam Center Preferences

Specify Preferences for MAH-M.HMCT-CET-2022 Examination Centre

Select your exam centre and click on “Save and Proceed” button.
Upload Photograph & Signature

Click on “Select Upload type” and choose Photograph or Signature and click on the “open” tab to upload the saved Photo or Image or to upload a selfie click on Camera Button. After once photo and signature both uploaded only then Save and Proceed button will appear.

Upload Required Document for Proof of Identity

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

After uploading the documents, the uploaded document will be displayed on the screen. (The Candidate can edit or delete the document before final submission).
Preview and Validate Application Form

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 the Edit button as highlighted below,

![Edit button highlighted](image1)

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

![Proceed for Payment button](image2)

Self Confirmation

![Self Confirmation](image3)
Application Fee Cart

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

To Pay the Application Fee the Candidates needs to Select “Razorpay” as shown below

Select your payment mode and complete the application fee to confirm your application form.
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.