Online Registration For MHT-CET 2022
User Manual (English)
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1. **User – ✔ Checklist.**

   Below is the list of documents that candidates should keep ready while using MHT-CET 2022 - Online Registration For MHT-CET 2022 first time.

   **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)
2. 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

Add group

Step 04: complete MHT-CET Details

Step 05: complete MHT-CET Details

Step 06: complete Upload Photo and Signature

Step 07: complete Upload Required Document

Step 08: complete Preview and Validate Information

Step 09: complete Preview and Validate Information

Step 10: complete Pay Application Fee

If Candidate already paid application fee(V1)

Yes

No

Step 01: complete MHT-CET Details

Step 12: Click on Add Group

Step 13: complete Pay Application Fee

Step 14: complete Print Application Form(V2)

Pay Application Fee

Print Application Form

END

If Candidate already paid application fee(V1)

Yes

No

Step 13: complete Print Application Form(V2)

Print Application Form

END

MHT-CET 2022 User Manual (English)
3. **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://mhtcet2022.mahacet.org](https://mhtcet2022.mahacet.org) and press Enter to open Online Registration For MHT-CET 2022

   ❖ Now the Candidates can register himself by clicking on the "New Registration" button on the home page as highlighted below.

   ❖ Please read the pre-requisite for the MHT-CET 2022 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 Marksheet) 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), 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 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 below)

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” as highlighted below.
After Verification of One Time Password (OTP), You can Proceed to Complete Your Activities. If candidate do 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 04: Forgot Application number:

If Applicant has already registered and if he/she has forgot 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.

Step 3: click on “Continue”

Step 4: Enter the following Information

Enter Candidate's Name (Full name as per SSC/HSC Marksheets)
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 07: 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: - click on “I Can’t Access My account” on log in screen

Step 2: Select I forgot my Password.

Step 3: click on “Continue”
Step 4: Enter the following Information

Enter Application No.
Enter DOB (DD/MM/YYYY) (Candidates Birth Date)

Step 5: click on “Submit”

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

(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 9: Re-enter password in Confirm password field
Step 10: click on “RESET PASSWORD” button.

C) 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.

❖ 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 2)
the candidate wants to make some changes in Registration/Personal Details then he/she needs to click on “completed” as shown below

**Step 2: Domicile and Category Details:**
To complete the Step 2 the candidate has to click on “Incomplete” tab as highlighted below,

❖ **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 candidate has to select “Yes”. Otherwise select “No”

**Open Category:**
If the candidates select the “Open” as category in the candidate category.
Note: The combined income of the families mentioned by the candidates in filling in the personal information whose family income from all sources is less or up to 8 Lakh. Such candidates are eligible for the category of Economically weaker section (EWS).

❖ Then the candidates have been asked whether they want to apply in the category of Economically weaker section (EWS). Candidates should select “Yes” in Drop Down if they want to apply for the Economically weaker section (EWS) category. Otherwise select “No” in Drop Down as shown below,

❖ If the candidate wants to apply for EWS then he/she needs to choose the status of the Certificate of Economically Weaker Section (EWS) category from drop down list (Available, Applied but Not Received).

❖ If the candidate selects “Available” Status.
❖ If “Apply But Not Received” status is selected, then, the candidate has to provide EWS Certificate Application Number, date of application, district, and taluka where the application was submitted.

❖ Scheduled Castes (SC) / Scheduled Tribes (ST) –

❖ The Candidates who belong to the category of Scheduled Castes / Scheduled Tribes at the beginning should select the option "the Scheduled Castes (SC) / Scheduled Tribes (ST) category."

❖ The candidate has to choose the status of the caste certificate from the drop-down list. "Available, Apply But Not Received, Not Applied"
❖ If the candidate selects the “Available” Status, then, the candidate is required to Upload the Caste Certificate clearly mentioning the Category of the Candidate and also the remarks that the Caste is recognized as backward class in the State of Maharashtra at the time of CAP Process.

❖ If the candidate chooses the status “Apply But Not Received”, then the candidate should have to enter the Caste Certificate Receipt No, Caste Certificate Application Date.

❖ If the candidate chooses "Not Applied" for status, then the application will be considered based on the remaining eligibility, except for the reservation and concessions of the concerned category in the further process.
❖ The Candidates who belong to the category of Destitute Castes / Nomadic Tribes (DT / VJ) / Nomadic Tribes-B (NT1 (NT-B) / Nomadic Tribes-C (NT2 (NT-C) / Nomadic Tribes-D) / NT3 (NT-D) / (OBC) / V.M.P. (SBC) should select the caste category as applicable. As shown below,

❖ After selecting the category, the candidate has to choose the status of the caste certificate from the drop-down list. "Available, Apply But Not Received, NotApplied"

❖ If the candidate selects the “Available” Status, the candidate has to upload the Caste Certificate in the next stage.
❖ If the candidate chooses the status “Apply But Not Received", then the candidate has to enter the Caste Certificate Receipt No, Caste Certificate Application Date.

❖ If the candidate chooses "Not Applied" for status, then the application will be considered based on the remaining eligibility, except for the reservation and concessions of the concerned category in the admission process.

❖ After selecting the category, the candidates who has the caste certificate and selected status as “Available” those candidates only asked to fill the information of Caste Validity Certificate Status from the drop-down list “Available, Apply But Not Received, Not Applied.”
❖ If the candidate selects the Available Status, the candidate has to upload the Caste / Tribe Validity Certificate in the next stage.

❖ If the candidate chooses the status “Apply But Not Received”, then the candidate should have Caste / Tribe Validity Certificate Application Number, Caste / Tribe Validity Certificate Application Date, Caste / Tribe Validity Certificate Issuing Authority Name, caste / Tribe Validity Certificate Issuing District, Name as Per Caste / Tribe Validity Certificate.
❖ If the candidate chooses "Not Applied" for status, then the application will be considered based on the remaining eligibility, except for the reservation and concessions of the concerned category in the admission process.

❖ If the candidates are belonging to Destitute Castes / Nomadic Tribes (DT / VJ) / Nomadic Tribes-B (NT1 (NT-B)) / Nomadic Tribes-C (NT2 (NT-C)) / Nomadic Tribes-D) / NT3 (NT-D) / (OBC) / V.M.P. (SBC) caste then he/she needs to possesses the Valid Non-Creamy Layer Certificate valid up to 31 March 2023.

❖ If the candidate has the Non-Creamy Layer Certificate, then he/she should select status as "Available".
❖ If the candidate selects the status of Non-Creamy Layer Certificate as "Apply But Not Received", then the candidate should provide the Non-Creamy Layer
Certificate Application Number, Non-Creamy Layer Certificate Application Date, Non-Creamy Layer Certificate Issuing Authority Name.

❖ If the candidate selects the status of Non-Creamy Layer Certificate as "Not Applied", then, the application will be considered based on the remaining eligibility except for the reservation and concessions of the concerned category in the admission process.

❖ 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%).
❖ If the candidate is Do not have a Disability, then the candidate should select the “No” and click on Save and proceed as highlighted below

❖ 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” as highlighted below
Step 3: Qualification Details:

❖ If the candidate has passed SSC or Equivalent Exam from India, then he/she should select “Yes” otherwise “No” from the given dropdown list.

❖ If the candidate selects “Yes” then he/she need to enter the details as Shown Below,

❖ The candidate needs to Select SSC/Equivalent Board from the dropdown as shown below,

❖ If the candidate selects “No”

❖ Then candidates need to Select SSC/Equivalent Board
❖ **Select SSC/Equivalent Passing Year:** Here candidate needs to select the SSC/Equivalent Passing Year from the dropdown list. As shown below

❖ **Enter SSC/Equivalent Percentage:** Here the candidates need to convert marks if marks are awarded in grades, convert it into equivalent Percent. Select State from Which you Passed SSC/Equivalent and elect District from Which you Passed SSC/Equivalent, Select Taluka from Which you Passed SSC/Equivalent, Enter School Name of SSC/Equivalent As shown below,

❖ **HSC / Equivalent Details:**
Are you Appearing /Appeared 12th (HSC) exam in 2022 If the candidate has passed HSC or Equivalent Exam from India, then he/she should select “Yes” otherwise “No” from given dropdown list.
❖ If the candidate selects “Yes” then he/she need to enter the details as shown below,

❖ If the candidate selects “No” then he/she need to enter the details as shown below,

After Filling all the Mandatory details accurately. Candidate should click on “Save and Proceed” button.
Step 4: MHT-CET Examination Details:

Here the candidate needs to Select Subject Group for MHT-CET 2022 “PCB or PCM or PCB &PCM”. From the given dropdown list.

Note:

❖ If the candidate wants to apply for single group with main subject as biology, then he/she needs to select “PCB” group option from given dropdown list.
❖ If the candidate wants to apply for single group with main subject as Mathematics, then he/she needs to select “PCM” group option from given dropdown list.
❖ If candidate wants to apply for both the group then he/she needs to select the “both PCM&PCB” option from given dropdown list.

After the Group selection candidate needs to select the medium/Language of examination and confirm the medium/ Language of examination.

❖ Specify Preferences for MHT-CET 2022 Examination Center:
Here the candidate needs to select the State for MHT-CET 2022 Examination Center from the given dropdown list. And select the examination center preference. As shown below and highlighted,

❖ 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: Karnataka)

❖ Candidate has to select the examination center preference from number 2, and 3,4.

Then,

Click on “Save & Proceed” button.

**Step 5: 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”
Step 03: Click on “Open” Button. 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 click on Upload tab as shown.

Step 05: Now to upload the photo candidate needs to click on Upload button. As shown above.
❖ Uploaded Photograph of candidate will be displayed on screen.

To Upload the Signature:
❖ To Upload Signature please follow mentioned Step below,
  Step 01: Click on Select Upload type

Step 02: Select Upload type as Signature

Step 03: Click on “Open” Button. Navigate the candidate photo of Signature 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 click on Upload tab as shown.
Step 05: Upload the Signature

❖ After selecting both images (Photograph/Signature), it will display both images.

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

Step 6: Upload Required Document:
In this the candidate needs to select 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

Note:
- Please Use Latest Version of Google Chrome or Mozilla Firefox to Upload Documents.
- File Types Allowed: pdf, jpg, jpeg, png.
- Maximum File Size Allowed: 500 KB.
- Upload any One Document from the list displayed bellow for the Proof of Identity.
- Carry the Copy of Uploaded Document at the time of Examination for the Proof of Identity

After uploading the required documents candidate should click on “Save and Proceed” tab to preview and validate the information.
Step 7: Preview and Validate Information:

In this step, 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,
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 8: Pay Application Fee: -

❖ Candidate needs to check the details filled in the Application Form carefully before proceeding towards the Payment. After making Payment, the Candidate will not be able to make any Changes in the Application Form Details. To proceed towards payment, click on “Yes” as shown below.

❖ After Self confirmation, the candidate selected Group list will be displayed as well as details of payment as per the selected group and 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
Fred:

- 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

Fred:

- 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 Selects **NetBanking** 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 NetBanking website.
3. Choose from the list of available banks and select **Continue**.
4. Sign in to your NetBanking 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 09: 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 printout of its online application form for MHT-CET 2022.
15. Use of My Account Menu- Add Group

In this candidate can change (Add) the group
To change (Add) the selected group, the candidate needs to click on “Add Group” option.

Now candidate can change (Add) the group from

PCM to both PCM & PCB  or PCB to both PCM & PCB

Only possible change (Add) group option will be displayed on screen. (Both PCM & PCB)

Note:

If the candidate already selected the group as “both PCM & PCB” then he/she unable to change the group.
Also, if candidate wants to switch the group from PCB to PCM or PCM to PCB are not allowed as per guideline of CET Cell.
After group change (Add) candidate has to pay the Fee for the selected group as the candidate has already paid the Fees for one of the groups (PCM or PCB), Only additional Fee needed to pay.
To Clear Group Change (Add) Fee the candidate needs to click on “Proceed” button.

Note: On Successful application fee of the change (Add) group only then Group change will be confirmed.

❖ Payment:

   Note: Please Refer page number 40

6. After successful payment system will be redirected to the Candidate Home page. Where candidate can print the Application form (V2). By clicking on “Print Application form” Button

7. On successful payment of the application fee, a confirmation of the same will be displayed online.

8. Candidates shall print the receipt for future references. After successful payment, Candidate shall take theprint out of its online application form for MHT-CET 2022.

   Keep a copy of MHT-CET 2022 Application No., Log-In ID & Password.
Thank You