



GOVERNMENT OF MAHARASHTRA
STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA STATE, MUMBAI
 8th Floor, New Excelsior Building, A.K. Nayak Road, Fort, Mumbai 400 001.

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User Manual for
First Year Undergraduate Technical Course in B. Pharmacy & Post Graduate Pharm. D Admissions 2022-23

To fill application form is available on following link <https://ph2022.mahacet.org/StaticPages/HomePage>

New Registration

Click on New Registration button to fill Application form

Entrance Exam Details

Here candidate need to fill the information of eligibility entrance exam details. Select “Yes” if you have appeared for respective eligibility exam, otherwise select ‘No’.

After filling information Click on the check below instruction and “Save and Proceed” button.

Registration Details

Personal Details: Enter your Full Name as per HSC Marksheet). Enter Father's Name, Enter Mother's Name, Choose Gender, Confirm Gender, DOB (DD/MM/YYYY), Religion, Region, Choose Annual Family Income, Mother Tongue, Nationality

Personal Details			
Candidate's Full Name उमेदवारचे पूर्ण नाव	RATHOD TAJMAN CHANDRASHERJAL (As appeared on HSC Marksheet) (काही सुनाविलेले सुनावलेले ठरविलेले)		
Father's Name वडीलचे नाव	CHANDRAS-SHERJAL	Mother's Name मादीचे नाव	SHAKETA
Gender लिंग	Male	Confirm Gender सिद्ध पुढील लिंग	Male
DOB (DD/MM/YYYY) उमेदवार (दिनांक/महिना/वर्ष)	12/07/2001	Religion धर्म	Hindu
Region प्रदेश	Rural	Annual Family Income वार्षिक कुटुंबीय उत्पन्न	₹.00,001 – 7,00,000
Mother Tongue मातृभाषा	Marathi	Nationality राष्ट्रियता	INDIA

Communication Details : Enter your communication address, Mobile Number and Email Address.

Communication Details			
Address Line 1 पत्ता पंक्ति 1	Mumbai city number		
Address Line 2 पत्ता पंक्ति 2	mumbai		Note : Maximum allowed length for each row is 50 characters.
Address Line 3 पत्ता पंक्ति 3			
State राज्य	Maharashtra	District जिल्हा	Mumbai Suburban
Taluka तालुका	Mumbai Suburban	Village गाव	Greater Mumbai (M Corp.) (Part)
Pin Code पिन कोड	400001	Telephone No. दूरधनी क्रमांक	
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 for One Application Form.			
Mobile No. संवादी क्रमांक	9150400000	E-Mail ID ई-मेल आयडी	rathod33@gmail.com

Choose Password

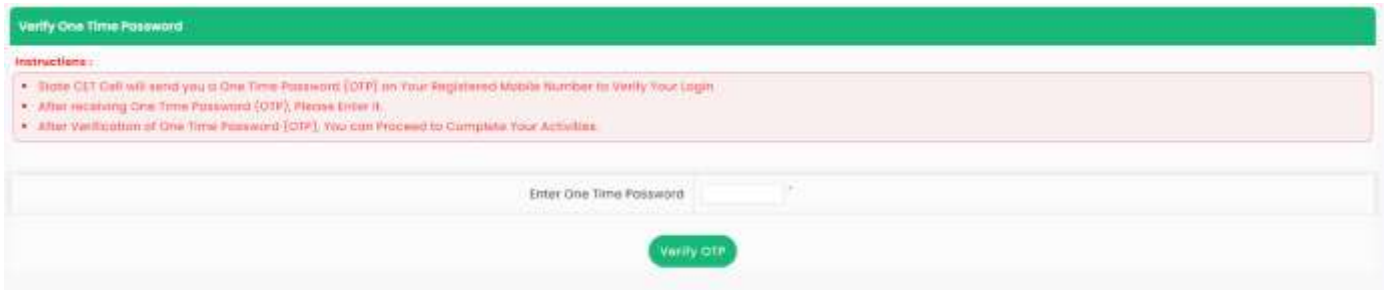
Enter your password as per the instruction and confirm same. Then enter Captcha as shown in below image. If Captcha is not visible or difficult then please click on reset button to change the Captcha Image.

After filling all above information Click on “Save and Proceed” button.

Choose Password	
The Password must be as per the following Password policy :	
<ul style="list-style-type: none">• Password must be 8 to 33 character long• Password must have at least one Upper case alphabet.• Password must have at least one Lower case alphabet.• Password must have at least one numeric value.• Password must have at least one special characters eg:~@#%&*~• You can not Copy (Ctrl + C) & Paste (Ctrl + V) and Right Click Passwords into Password Field	
Choose Your Password निवडणूक करा	<input type="password"/>
Confirm Password संवादीचे पुढील नाव	<input type="password"/>
Enter Captcha given below (Case sensitive)	<input type="text"/>
Captcha	D 7 6 Z V
<input type="button" value="Save & Proceed >>>"/>	

Mobile Number Verification

OTP will be sent on Mobile number which is entered by you in previous step, Check the SMS box the and enter the OTP and click on 'Verify OTP' to confirm entered mobile number.



Application ID

After mobile number verification, Unique Application ID will be displayed on screen.



Note the Application ID for future reference and Click on "Proceed to Complete Application Form" button to Login application ID.

Registered Candidate sign In

Enter Application ID and Chosen Password and click on sign In button.



If in case candidate unable to login his/her application then click on "I can't Access my Account" to reset the Password or to know the Application ID.

Candidate application form Dashboard

There is total 10 Steps which are required to be completed, to complete application form candidate needs to click on Incomplete button of Step 2.

Application status and Important Instruction will be displayed under “Application form Verification Status” as shown below.

Application Form Verification Status			
Your Application Form is In-Complete. Please Fill the Complete Application Form and visit to any nearest Facilitation Center (FC) with all original Documents for Verification and Confirmation of your application form.			
Application Form Status			
Step #	Step Details	Status	
Step 1	Registration Details	<input type="radio"/> Complete	
Step 2	Candidate Type Details	<input checked="" type="radio"/> Incomplete	
Step 3	Home University & Category Details	<input type="radio"/> Incomplete	
Step 4	Special Reservation Details	<input type="radio"/> Incomplete	
Step 5	Qualification Details	<input type="radio"/> Incomplete	
Step 6	NEET-2022 Details	<input type="radio"/> Incomplete	
Step 7	Upload Scanned Images & Signature	<input type="radio"/> Incomplete	
Step 8	Upload Required Documents	<input type="radio"/> Incomplete	
Step 9	Pay Application Fee	<input type="radio"/> Incomplete	
Step 10	Confirm Application Form at Facilitation Centre	<input type="radio"/> Incomplete	

After filling all information Step by Step candidate needs/required to visit nearby Facilitation center to verify the application form.

Complete after verification of application form Step 10.

Only verified Application Forms will be considered for Current year Admission process (CAP) as rule.

Claim Your Type of Candidature

Read the instruction given below and Claim Your Type of Candidature. For more detailed information Read Information Brochure Available on home of registration.

Claim Your Type of Candidature	
<p>Note:</p> <p>Select all the types carefully and claim your Type of Candidature by clicking on the radio button and then click on Save & Proceed button.</p>	
Eligibility Requirement	Select Candidature Type
(I) Candidates passing SSC and HSC / Diploma from a recognized institution in Maharashtra State.	<input checked="" type="radio"/> Maharashtra - Type A
(II) Candidate who is either domicile of Maharashtra and / or is born in Maharashtra.	<input type="radio"/> Maharashtra - Type B
A Candidate who does not fall in Type A above, but who is whose father or mother is domiciled in the State of Maharashtra and possesses domicile certificate.	<input type="radio"/> Maharashtra - Type C
A Candidate who does not fall in either Type A or Type B but whose father or mother is an employee of the Government of India or Government of India Undertaking and who has been posted and reported to duty in Maharashtra State before the last date for submitting the Application Form by CAP.	<input type="radio"/> Maharashtra - Type D
A Candidate who does not fall in any of the above Type A, Type B and Type C but whose father or mother is an employee or retired employee of the Government of Maharashtra or Government of Maharashtra Undertaking.	<input type="radio"/> Maharashtra - Type E
Candidates passing SSC and HSC / Diploma from a recognized institution located in a disputed Maharashtra / Karnataka border area or from Maharashtra residing in the disputed Maharashtra / Karnataka border area and whose mother tongue is Marathi.	<input type="radio"/> Maharashtra - Type F
Click here for List of Maharashtra / Karnataka Border area designated Villages	
Outside Maharashtra State (DNE) Candidates having Indian Nationality.	<input type="radio"/> OMS
Foreign National / Foreign Students.	<input type="radio"/> Foreign Students

Home University & Category Details Based on Candidature type Home University & Category Details will be displayed. For Candidature type A below information (Question) will be displayed

Select Document for Type-A, Select District from which Candidate has Passed SSC, Select District from which Candidate has Passed HSC / Diploma in Engineering & Technology, Select Taluka from which Candidate has Passed HSC / Diploma in Engineering & Technology based on above information “Your Home University” will be displayed.

Category Details

Select Category to Which You Belong, based on Category applicable documents and benefits will be displayed.

Select EWS status “Yes” if you want to apply under EWS otherwise select “No”.

Enter your caste name and click on “Save and Proceed” button.

Note

The SC, ST, VJ/DT- NT(A), NT(B), NT(C), NT(D), OBC, SBC and EWS Candidates who submitted receipt of Caste/Tribe Validity Certificate, Non Creamy Layer Certificate, EWS Certificate during physical document verification and confirmation period should scan and submit Caste/ Tribe Validity Certificate, Non Creamy Layer Certificate, EWS Certificate in online mode and submit original certificate at Allotted institute on or before last date of CAP ROUND III to 05.00 p.m. otherwise such admission get automatically cancelled and candidate shall be considered as Open category candidate for next institutional vacancy round provided candidate full fill eligibility criteria for open category.

Special Reservation Details

PWD, Defense and TFWS Details

If you have Minimum 40% disability Certificate, Select Your Disability type from given dropdown otherwise select “Not Applicable”.

If candidates’ parent is in defense or retired from defense, then Select Defense type otherwise select “Not Applicable”.

If you want to apply under TFWS (Tuition Fee Waiver Scheme). Select “Yes” otherwise select “No” - Valid Income certificate required

If candidate is Orphan, then Select “Yes” otherwise select “No” (Proforma U) required.

Select your Minority Type if candidate belongs to Minority Candidature Type otherwise select “Not Applicable”

[Read Information Brochure](#) for more detailed information

Special Reservation Details

PHS/ Special Reserve Details

Person with Disability: Not Applicable

Is Parent or Guardian Personnel: Not Applicable

Year Annual Family Income: ₹ 20,000 - ₹ 1,00,000

Do you want to Apply for TWS (Tuition Fee waiver Scheme) seats? No

Other Details

Are You Orphan? No

Minority Details

Do You Belong to Minority Communities Type? No

[Save & Proceed](#)

Qualification Details

SSC/Equivalent Details

Select SSC Board, SSC Passing Year, SSC Seat Number and enter Marks obtained and Marks out of.

Qualification Details

SSC / Equivalent Details

SSC Board: Maharashtra State Board of Secondary and Higher Secondary Education, Pune

SSC Passing Year: 2022

SSC Seat Number: X043024

HSC / Equivalent Details

[Read all Instruction carefully before filling HSC details.](#)

Select Qualifying Exam, Place of HSC Board and HSC Board.

HSC / Equivalent Details

Place of HSC board: India

HSC Board: Maharashtra State Board of Secondary and Higher Secondary Education, Pune

HSC Passing Year: 2022

HSC Seat Number: 195950

Candidate's Mother Name as on HSC Marksheet: SHAMOLI

Candidate's Name as on HSC Marksheet: CHANDAN PAVAN SUMAN KASBAM

[Get HSC Data](#)

HSC Passing Status: Passed

Subject	Marks Obtained	Marks out of	Percentage
HSC Physics	25	50	50.00
HSC Chemistry	38	50	76.00
HSC Mathematics	46	50	92.00
HSC English	36	50	72.00
HSC Aggregate	145	200	72.50

Candidate Passing HSC in year 2022 & 2021 are not required to fill marks manually as they can fetch marks directly by entering following details.

Select HSC Passing Year, Enter HSC Seat Number and Enter Candidate's Mother Name & Candidate's Name then click on “Get HSC Details”.

After entering all information recheck in formation and click on “Save and Proceed” button to proceed.

Diploma Details

To enter Diploma Details, select “Yes” and select Diploma Marks Type enter Marks Obtained and Marks Out Of Otherwise Select No.

Subject	Marks Obtained	Marks Out Of	Percentage
Diploma Aggregate Marks	482	500	96.4

NEET 2022 Details

If you have appeared for NEET 2022 then select ‘Yes’ otherwise select ‘No’.

Enter your NEET application No and DOB and click on Get NEET Score Data to fetch details.

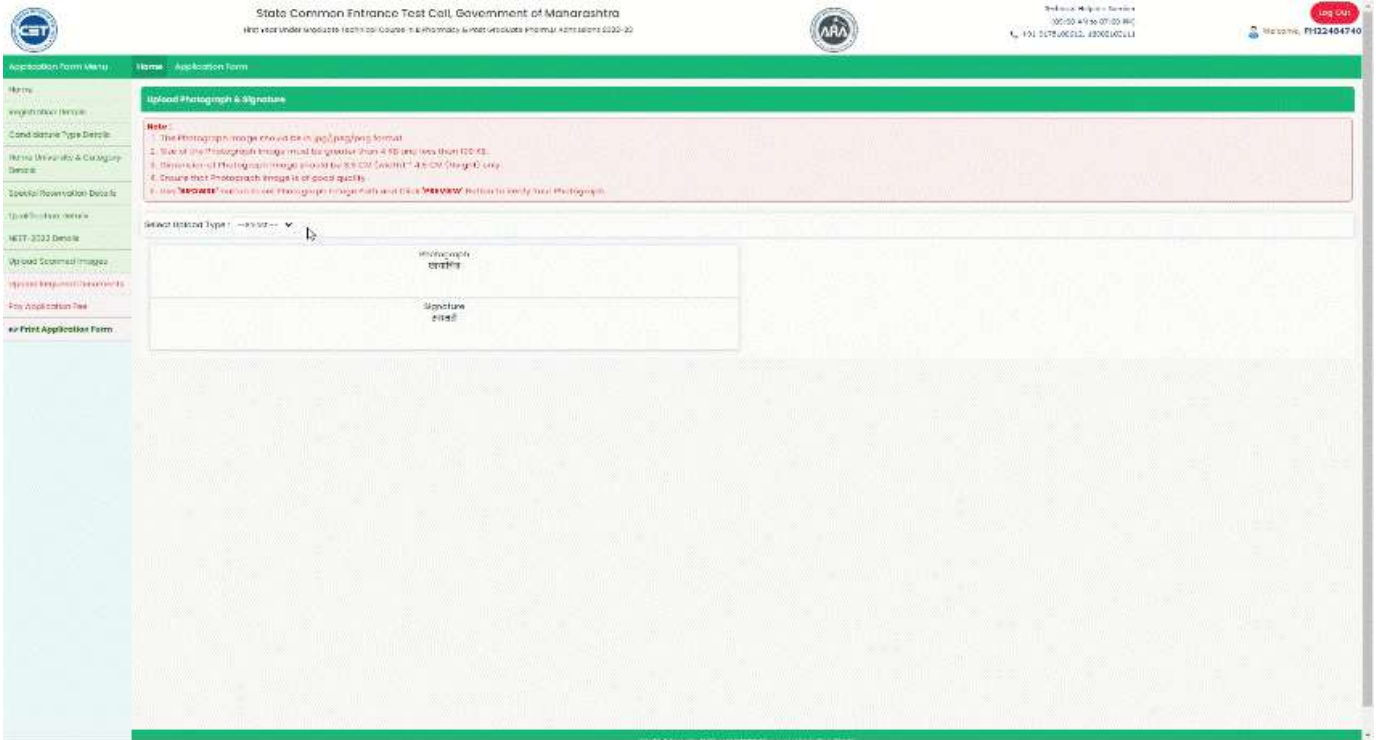
Subject	Score
Physics	1220023
Chemistry	2879028
Biology (Botany & Zoology)	1427445
Total	6566496

Click on “Save & Proceed” button.

[If candidate unable to fetch their NEET 2022 score kindly contact support.](#)

Upload Photograph & Signature

Read the instruction given below and select Upload type >> select File>>click on Crop>>select area>>>click on Crop>>upload by following mentioned step candidate needs to upload the PHOTO and Signature.

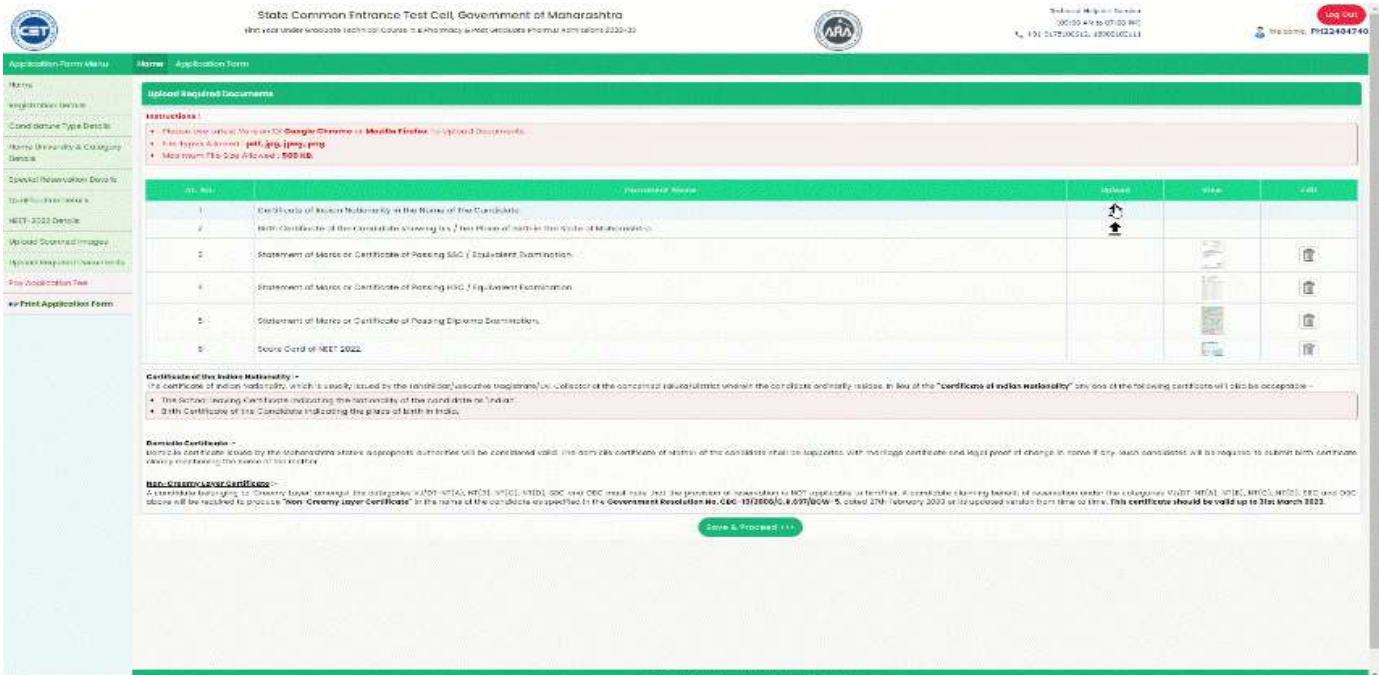


After uploading both (Photo and Signature) click on “Save & Proceed” button.

Upload Required Documents

As per the selection made by candidate in previous steps from 1 to 7, candidate asked to upload the respective documents.

To upload the documents, follow the step.



Read all the instruction given on screen.

Application Fee Cart

As per rules mentioned in the information brochure application fee will be displayed, select the check box, and click on “Proceed to Payment” and pay the application fee using available Payment method.

The screenshot shows the 'Application Fee Cart' page. At the top, there are logos for CBT and ARA, and contact information for the State Common Entrance Test Cell, Government of Maharashtra. The page title is 'Application Fee Cart'. Below the title, there is a note: 'Note: Payment of Payment (one-time fee) (one-time fee) for which you want to pay the fee before the application form is submitted is also on the card for payment.' Below this note is a table with the following columns: 'Amount', 'Application Fee Type', and 'Total Payment (₹)'. The table contains one row for 'Application Fee' with a value of '0.00'. Below the table, there is a green button labeled 'Proceed to Payment (₹)'. On the left side, there is a navigation menu with options like 'Home', 'Registration Details', 'Candidate Type Details', 'Working Hours & Category Details', 'Special Examination Details', 'Qualification Details', 'Self-Test Details', 'Applied Documents Upload', 'Applied Fee and Documents', 'Buy Application Fee', and 'Print Application Form'.

Print Application Form

After successful payment candidate can print the application form.

The screenshot shows the 'Print Application Form' page. At the top, there are logos for CBT and ARA, and contact information for the State Common Entrance Test Cell, Government of Maharashtra. The page title is 'Print Application Form'. Below the title, there is a green button labeled 'Print Application Form'. Below this button, there is a red box with the following text: 'Important instructions for printing: 1. Before printing click the "Page Setup" option from the menu and configure the following values: a. Left Margin = 0.25 b. Right Margin = 0.25 c. Top Margin = 0.25 d. Bottom Margin = 0.25 e. Header should be blank f. Footer should be blank 2. Make sure that the printer is ready with all the papers in it 3. The serial number will give Application Form 4. Confirm whether you have selected correct list of printout if not then please login the website again.' Below this red box, there is a green button labeled 'Note: To edit/View/Change the uploaded Documents. Click here'. Below this button, there is a text box with the following text: 'First Year of Four Year Degree Course in Pharmacy & First Year of Six Year Post Graduate Degree Course in Pharm. D. for the Academic Year 2022-23'. Below this text box, there is a green button labeled 'Application Form'. Below this button, there is a logo for the Government of Maharashtra and the State Common Entrance Test Cell, Maharashtra State. Below this logo, there is a text box with the following text: 'Application Form for Admission to First Year of Four Year Degree Course in Pharmacy & First Year of Six Year Post Graduate Degree Course in Pharm. D. for the Academic Year 2022-23'. Below this text box, there is a text box with the following text: 'Application ID : PH2484740 - Version No : 1'. Below this text box, there is a green button labeled 'Personal Details'. Below this button, there is a table with the following columns: 'Candidate's Full Name', 'Father's Name', 'Mother's Name', 'Gender', 'Date of Birth', 'Candidate Type', 'Home University', and 'Category'. The table contains the following data: 'Candidate's Full Name: IRWA MOHSA', 'Father's Name: CHANDRABENKAR', 'Mother's Name: SARDISTA', 'Gender: Male', 'Date of Birth: 12/01/2004', 'Candidate Type: Maharashtra - Type A', 'Home University: Sant Dnyaneshwar Sanshodhan University', and 'Category: Open'. On the right side, there is a small image of a man in a suit.

Edit Application form

After submission of application form if candidate want to edit the application candidate can edit the application form as per requirement.

Verification of Application form

It is mandate to candidate for verification of application form he/she needs to Visit any nearest Facilitation center with all original document for Verification of your application form.

Only verified application forms will be considered for CAP admission process.

Edit application form after Verification

To edit confirmed application form Candidate needs to visit respective FC where he/she verified the application form and request to FC for Cancel the application form.

Edit the application form as per required and upload the documents and reverify the application form.