

GOVERNMENT OF MAHARASHTRA STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA STATE, MUMBAI



8th Floor, New Excelsior Building, A.K. Nayak Road, Fort, Mumbai 400 001.

E-Mail-maharashtra.cetcell@gmail.com Website -www.mahacet.org Telephone No. - 022-22016157/53 022-22016159

User Manual

for

First Year Undergraduate Technical Course in B.
Pharmacy

&

Post Graduate Pharm. D Admissions 2023-24

To fill application form is available on following link

https://ph23.mahacet.org/

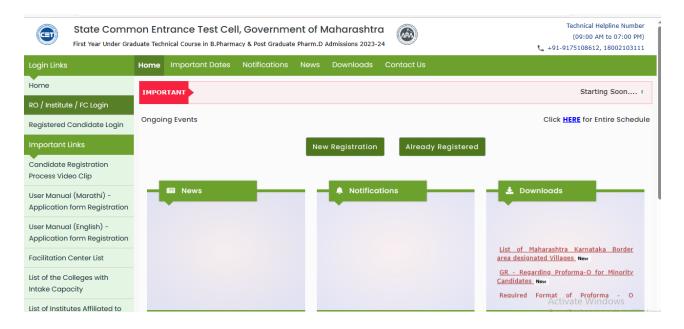
Technical Helpline Number (09:00 AM to 07:00 PM) +91-9175108612, 18002103111

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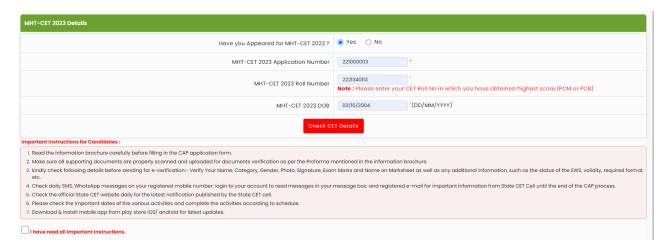
New Registration

Click on New Registration button to fill Application form.



Entrance Exam Details

fill the information of eligibility entrance exam details. Select "Yes" if you have appeared for respective eligibility exam, otherwise select 'No'.



Candidates those who have appeared for MHT CET PCB or PCM Group are required to enter the details of group in which they have scored maximum percentile score.

MHT-CET 2023 Details	
Have you Appeared for MHT-CET 2023 ?	○ Yes ⑥ No
Have you Appeared for NEET 2023?	○ Yes ⑥ No
Are You Foreign National / NRI / PIO / OCI / CIWGC ?	○ Yes ● No
Are You NEUT / JKSSS / PMSSS Candidate ?	○ Yes ● No
Qualifying Exam	○ HSC
Important instructions for Candidates:	
L Read the information brochure carefully before filling in the CAP application form.	
2. Make sure all supporting documents are properly scanned and uploaded for documents verification as per the Proforma mentioned in the information brochure.	
3. kindly check following details before sending for e-verification:— Verify Your Name, Category, Gender, Photo, Signature, Exam Marks and Name on Marksheet as well as any additional information, such as the status of the EWS, validity, required format, etc.	
4. Check daily SMS, WhatsApp messages on your registered mobile number; login to your account to read messages in your message box; and registered e-mail for important information from State CET Cell until the end of the CAP process.	
5. Check the official State CET website daily for the latest notification published by the State CET cell.	
6. Please check the important dates of the various activities and complete the activities according to schedule.	
7. Download & install mobile app from play store iOS/ android for latest updates.	
I have read all important instructions.	
Save & Proceed >>>	

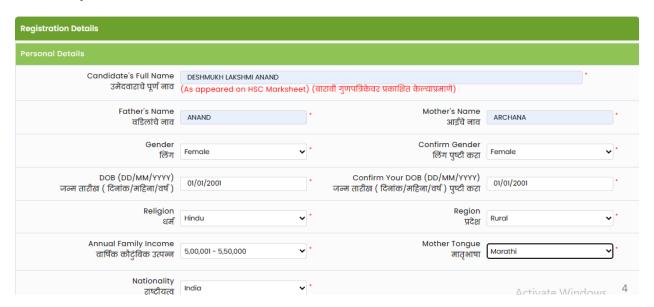
Candidates who have not appeared for MHT CET 2023 Examination are required to appear one of the examination from below in order to fill the application form.

Diploma candidates are eligible to fill option form for CAP Round 3 only. For more information read information brochure.

After filling information Click on the check box and "Save and Proceed" button.

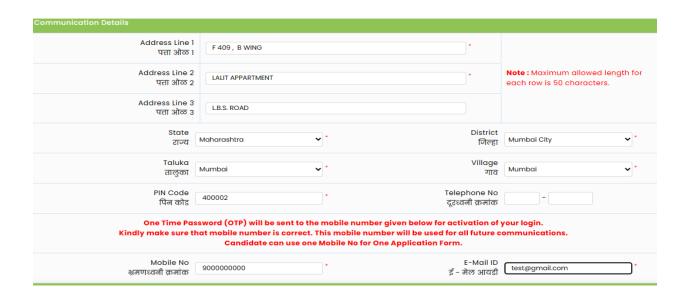
Registration Details

Personal Details: Enter your Full Name as per HSC Mark sheet). 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



Communication Details:

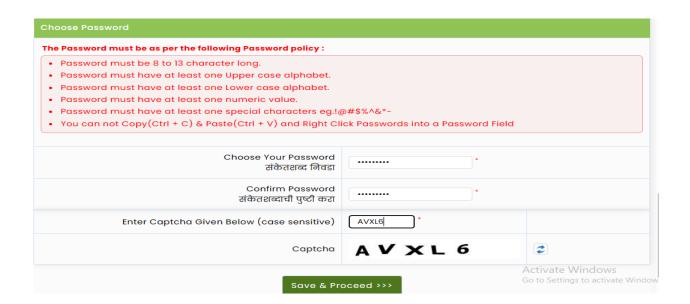
Enter your communication address, Mobile Number and Email Address.



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.



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.

Verify One Time Password	
Instructions:	
 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. After Verification of One Time Password (OTP), You can Proceed to Complete Your Activities. 	
Enter One Time Password 173234	
Verify OTP	

Application ID Generation

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

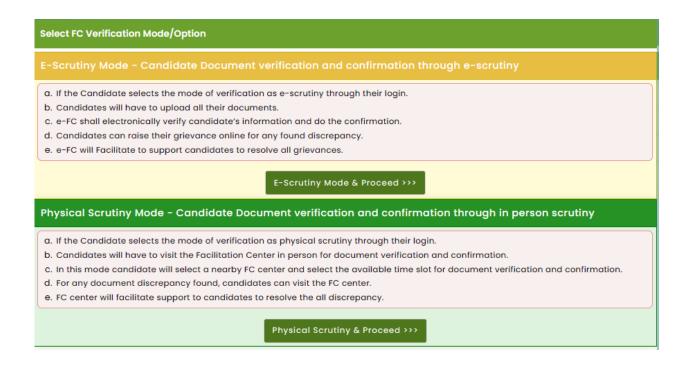
Enter Application ID and Choose Password and click on Sign In button.



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

Select Scrutiny Mode

Candidate need to select verification mode from the following options for document verification as per his/her convenience.



Candidate Dashboard

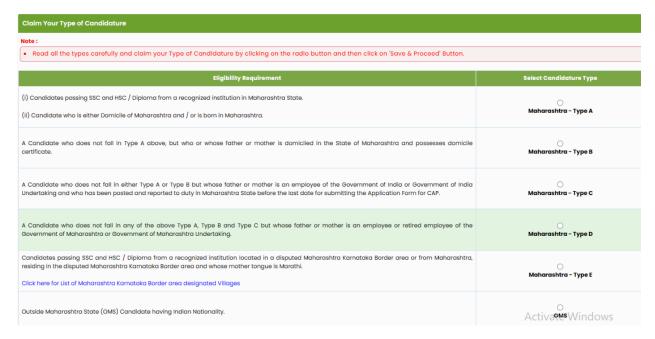
There are total 10 Steps which are required to be completed, to complete application form candidate needs to click on incomplete button of Step 2.

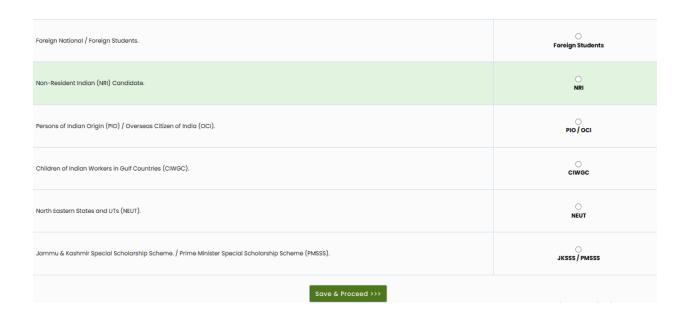
Application status and Important Instruction will be displayed under "Application form Verification Status" as shown below.



Select Your Candidature Type

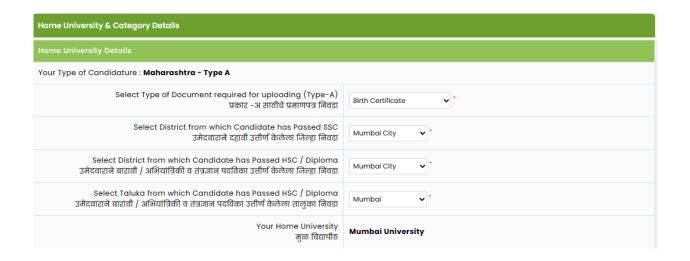
Read the instruction given below and Claim Your Type of Candidature. For more detailed information Read Information Brochure Available on home of registration.





Home University & Category Details

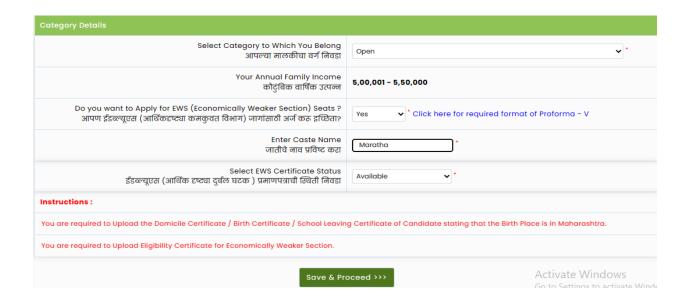
Based on Candidature type Home University & Category Details will be displayed. For Candidature type A below information (Question) will be displayed.



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.

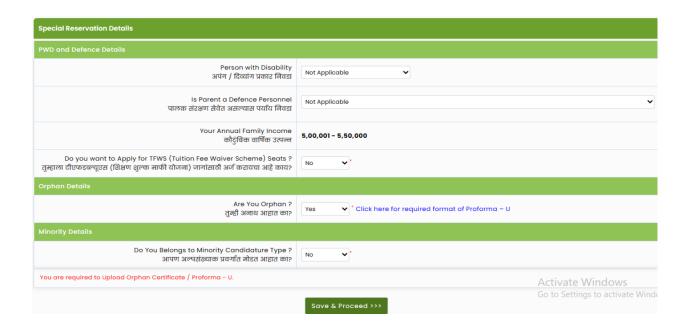
Special Reservation Details

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.



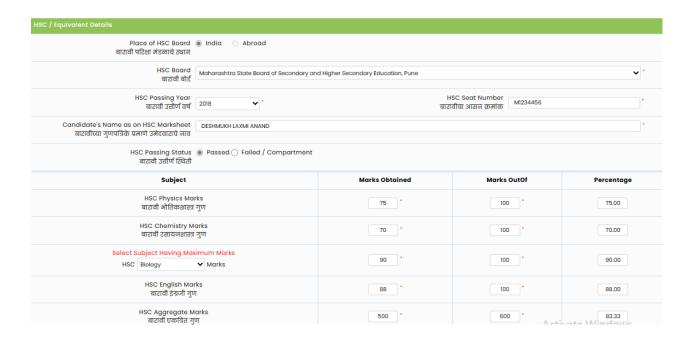
Qualification Details SSC/Equivalent Details

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



HSC / Equivalent Details

Read all Instruction carefully before filling HSC details. Select Qualifying Exam, Place of HSC Board and HSC Board.



Candidate Passing HSC in year 2023 & 2024 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

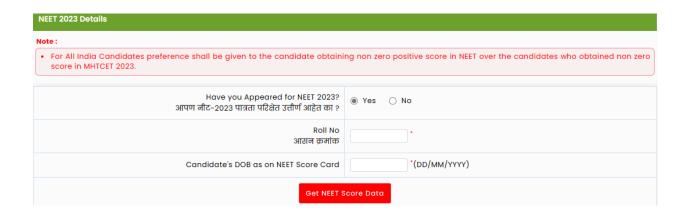
To enter Diploma Details, select "Yes" and select Diploma Marks Type enter Marks Obtained and Marks Out Of Otherwise Select No.



NEET 2023 Details

If you have appeared for NEET 2023 then select Yes otherwise select No.

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

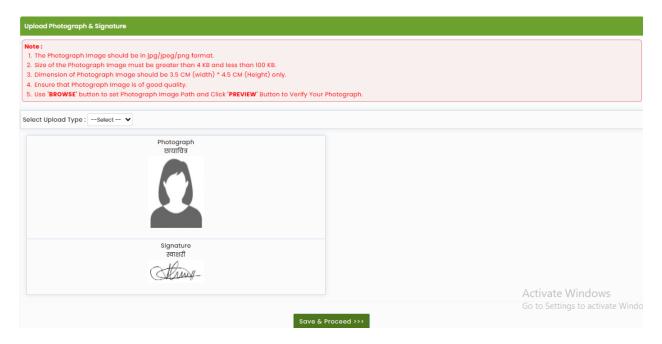


Click on "Save & Proceed" button.

If candidates unable to fetch their NEET 2023 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.

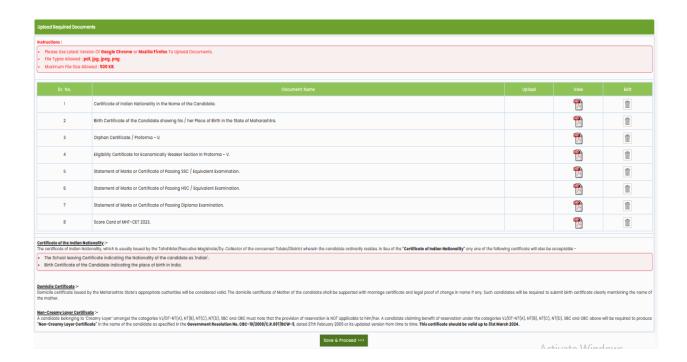


After uploading both (Photo and Signature) click on "Save & Proceed" button.

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.



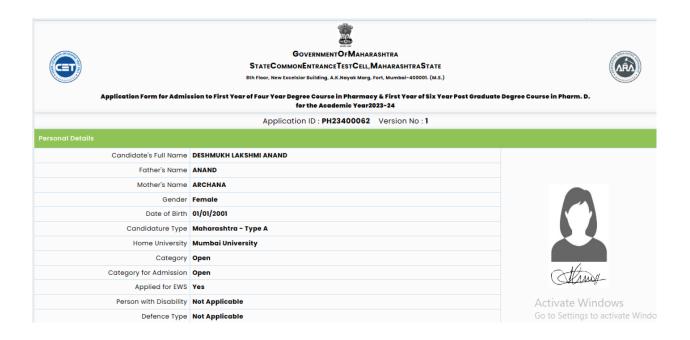
Application Fee Cart

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.



Print Application Form

After successful payment candidate can print the application form.



Edit Application form

After submission of application form if candidate want to edit the application Candidate required to Send Grievance.

Send Grievance will be available post verification of application form.

Physical Verification of Application form

It is mandate to candidate for those who have selected verification mode as Physical he/she needs to Visit any nearest Facilitation centre 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

It is mandate to candidate for those who have selected verification mode as Physical to make any edit in confirmed application form Candidate needs to visit respective FC.

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