



## State Common Entrance Test Cell, Government of Maharashtra

First Year Post Graduate Technical Courses in Engineering and Technology Admissions 2022-23



### **User Manual for First Year Post Graduate Technical Courses in Engineering and Technology Admissions 2023-24**

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

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**Click on the topic to go the respective page**

Registration form is available on following link:

<https://me2023.mahacet.org/StaticPages/HomePage>

## 1. New Registration

To fill new application form, click on "New Registration" button.

State Common Entrance Test Cell, Government of Maharashtra  
First Year Post Graduate Technical Courses in Engineering and Technology  
Admissions 2023-24

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

Important Links

- Check Final Merit Status
- LIST OF CANDIDATES AND THEIR APPLICATION STATUS WHO HAVE APPLIED UNDER NRI / OCI / PIO / CHILDREN OF
- Check Provisional Merit Status
- Check Your Eligibility
- Scrutiny Center List
- List of the Colleges with Intake Capacity
- List of Institutes Affiliated to Dr.

New Registration | Already Registered

News

- confirm the admission till 11:59PM (Dated 15/11/2022)

Notifications

- [General Instructions for FC \(Dated 26/09/2022\)](#)
- [Important Instructions for Candidates \(Dated 26/09/2022\)](#)

Downloads

- [ME / M. Tech Final Merit List Sponsored Candidates \(Dated -09/10/2022\)](#)
- [Not Eligible Candidate for Final Merit List \(Dated -09/10/2022\)](#)
- [ME / M.Tech Provisional Merit List Non Private State Candidates \(Dated 26/09/2022\)](#)

Read all displayed instruction carefully and click on check box (I have read all important Instruction) and click on Yes button.

### Self Confirmation

#### Important Instructions for Candidates :

1. 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.

Yes

No

## 2. Registration Details

To Generate Application ID candidate needs to fill the following information correctly.

1. Registration Category Details
2. Personal Details
3. Candidature Type, Category and Special Reservation Details
4. Communication Details
5. Choose Password

### Registration Category Details

Candidate needs to click on –Select Registration Category—and select the registration Category as shown below.

After selection of the Registration Category required document list with detailed information will be displayed candidate need to read all the information before proceeding further.

#### Registration Category Details

Registration Category

- Select Registration Category --
- Sponsored
- Non Sponsored
- Sponsored + Non Sponsored
- Others (Only for FS, NRI, PIO / OCI, CIWGC, GoI)
- Experienced without Sponsorship

You must have minimum of two years of receipt of application in a registered Government Autonomous Organization

the last date of receipt of application in a registered Government Autonomous Organization

the last date of receipt of application in a registered Government Autonomous Organization

#### Documents Required for Sponsored Candidate

- a. Proforma - P (Format of Certificate by the Employer/Management for Sponsored Candidates)
- b. Proforma -Q Undertaking ( FOR SPONSORED CANDIDATES)

### 1. Personal Details

Fill the information as per instruction given on screen.

#### Personal Details

Candidate's Full Name  \*  
उमेदवाराचे पूर्ण नाव (As appeared on HSC Marksheet) (बादाती गुणपत्रिकेवर प्रकाशित केल्याप्रमाणे)

Father's Name  \*  
वडिलांचे नाव

Mother's Name  \*  
आईचे नाव

Gender  \*  
लिंग

Confirm Gender  \*  
लिंग पुष्टी करा

DOB (DD/MM/YYYY)  \*  
जन्म तारीख ( दिनांक/महिना/वर्ष )

Confirm Your DOB (DD/MM/YYYY)  \*  
जन्म तारीख ( दिनांक/महिना/वर्ष ) पुष्टी करा

Religion  \*  
धर्म

Region  \*  
प्रदेश

Mother Tongue  \*  
मातृभाषा

Annual Family Income  \*  
वार्षिक कौटुंबिक उत्पन्न

Nationality  \*  
राष्ट्रीयत्व

Activate Windows  
Go to Settings to activate Windows

## 2.Candidature Type, Category and Special Reservation Details

In this candidate need to select the Candidature type and select your Category and Special Reservation.

Candidature Type, Category and Special Reservation Details	
Candidature उमेदवारी प्रकार	Maharashtra - Type A *
Type of Document required for uploading (Type-A)	Birth Certificate *
Category	OBC *
Caste	Barai (13) *
Caste / Tribe Validity Certificate Status	Available *
Non-Creamy Layer Certificate Status	Available * <b>NCL should be valid till 31st March 2024.</b>
Person with Disability अपंग व्यक्ती	Not Applicable
Are you Orphan? तुम्ही अनाथ आहात का?	No
Belongs to Minority Candidature Type	No

## 3.Communication Details:

Enter address, select state, select district, select taluka, select village, enter pin code, enter telephone number (optional), mobile number and email ID. Candidates are required to fill all the information correctly as the candidates will receive communication/instructions based on the provided information.

Communication Details	
Address Line 1 पत्ता ओळ 1	F 409 , B WING *
Address Line 2 पत्ता ओळ 2	LALIT APPARTMENT *
Address Line 3 पत्ता ओळ 3	LB.S. ROAD
State राज्य	Maharashtra *
District जिल्हा	Pune *
Taluka तालुका	Pune City *
Village गाव	Pune (M Corp.) *
PIN Code पिन कोड	411038 *
Telephone No दूरध्वनी क्रमांक	-
Mobile No भ्रमणध्वनी क्रमांक	*
E-Mail ID ई - मेल आयडी	*

## 4.Choose Password

Enter the password as per the instruction shown on screen.

**Choose Password**

The Password must be as per the following Password policy :

- Password must be 8 to 13 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 a Password Field

Choose Your Password संकेतशब्द निवडा	<input type="password"/>
Confirm Password संकेतशब्दाची पुष्टी करा	<input type="password"/>
Enter Captcha Given Below (case sensitive)	<input type="text" value="XZALF"/>
Captcha	<b>X Z A L F</b>

[Save & Proceed >>>](#)

## 3. Verify One Time Password

The candidate will receive OTP on his/her mobile number mentioned by the candidate for verification. Enter the OTP received and click on the 'Verify OTP' button below.

**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(OTP) Sent on 97XXXXX912	<input type="text" value="426530"/>
---	-------------------------------------

[Verify OTP](#) [Resend OTP-90 Second](#)

## 4. Application ID

Please note down your Application Number for future login.

**Instructions**

**Registered Successfully for Admission to First Year of Post Graduate Technical Courses in Engineering and Technology for the Academic Year 2023-24**

**Application ID : ME23610077**

**Important Instruction :**

1. Please note down system generated Application ID 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 ID has been sent to Candidate's Registered Mobile Number.

[Proceed to Complete Application Form >>>](#)

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## Account Login:

To fill the remaining details candidate, need to login, to login candidate need to enter the Application ID and Password. As shown below.

**Registered Candidates Sign In**

Application ID :

Password :

[I can't access my account ?](#)

**Instructions :**

1. The Candidate who is already registered should enter Application ID and Password.
2. In case candidate forgets his / her Application ID / Password, he / she can retrieve it by using "I can't access my account ?".
3. 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.
4. Only authorised users are allowed to proceed further.
5. Your IP Address and other information will be captured for security reasons.
6. 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 registration, physical document verification and confirmation period should upload and verify original Caste/ Tribe Validity Certificate, Non Creamy Layer Certificate, EWS Certificate at SC and submit original certificate to the admitted institute on or before 09/11/2022 up to 03.00 p.m. otherwise these candidates admission will get automatically cancelled and shall be considered as Open category candidates for next institute level round provided candidate full fill eligibility criteria for open category.

## 5. Select SC Verification Mode/Option

Candidate needs to select verification mode; before the selecting the verification mode read the given instruction.

**Select SC Verification Mode/Option**

**e-Scrutiny Mode – Candidate Document verification and confirmation through e-Scrutiny**

- a. If the Candidate selects the mode of verification as e-Scrutiny through their login.
- b. Candidates will have to upload all their documents.
- c. e-SC shall electronically verify candidate's information and do the confirmation.
- d. Candidates can raise their grievance online for any found discrepancy.
- e. e-SC will Facilitate to support candidates to resolve all grievances.

**Physical Scrutiny Mode – Candidate Document verification and confirmation through in person Scrutiny**

- a. If the Candidate selects the mode of verification as physical Scrutiny through their login.
- b. Candidates will have to visit the Scrutiny Center in person for document verification and confirmation.
- c. In this mode candidate will select a nearby SC center and select the available time slot for document verification and confirmation.
- d. For any document discrepancy found, candidates can visit the SC center.
- e. SC center will facilitate support to candidates to resolve the all discrepancy.

## 6. Candidate Application form Dashboard

In the Application form candidate required to complete the 07 stages are shown on the candidate's login dashboard, out of which the first stage has been completed and the remaining stages are required to the candidates to complete.

a message about the current application form status is displayed under "Application form Verification Status."

Click on "Incomplete" button of Step 2 to proceed towards completing application form.

### Application Form Verification Status

Your Application Form is incomplete, Please Fill the Complete Application Form for e-Verification and Confirmation.

#### Application Form Status

Step ID	Step Details	Status
Step 1	Registration Details	Complete
Step 2	Qualification Details	Incomplete
Step 3	Work Experience Details	Incomplete
Step 4	Upload Photograph & Signature	Incomplete
Step 5	Upload Required Documents	Incomplete
Step 6	Pay Application Fee	Incomplete
Step 7	Confirm Application Form At Scrutiny Center	Incomplete

## 7. Qualification Details

Choose your Graduation Degree, Graduation Branch, Place of Graduation University / Autonomous Institute, University / Autonomous Institute, Graduation Passing Year, Graduation Status Graduation and Marks Type, enter Marks Obtained, and enter Marks out of Graduation.

#### Qualification Details

##### Graduation Details

Graduation Degree	<input checked="" type="radio"/> B.E./B.Tech. (AICTE) <input type="radio"/> B.Pharmacy		
<b>Passed Bachelor Degree in the relevant field of Engineering and Technology or Pharmacy from All India Council for Technical Education or Central or State Government approved institutions or equivalent.</b>			
Graduation Branch	Civil Engineering <small>Note :Kindly contact on helpline number if your Graduation Branch/Course is not mentioned in the given list.</small>		
Place of Graduation University / Autonomous Institute	<input checked="" type="radio"/> India <input type="radio"/> Abroad		
University / Autonomous Institute	Savitribai Phule Pune University		
Graduation Passing Year	2021		
Graduation Status	<input checked="" type="radio"/> Passed <input type="radio"/> Appearing		
Graduation Marks Type	<input checked="" type="radio"/> Percentage <input type="radio"/> CGPA		
<b>Qualification</b>	<b>Marks Obtained</b>	<b>Marks Out Of</b>	<b>Percentage</b>
Graduation	1200	1800	66.67

## 1. SSC and HSC Details

Enter the marks as per the qualification displayed on your mark sheet.

#### SSC and HSC Details

Qualification	Marks Obtained	Marks Out Of	Percentage
SSC English Marks OR Equivalent	60	100	60.00
SSC Science Marks OR Equivalent	110	150	73.33
SSC Mathematics Marks OR Equivalent	75	150	50.00
SSC Aggregate Marks OR Equivalent	450	600	75
HSC/Diploma Aggregate Marks OR Equivalent	500	600	83.33



## Sponsorship Details

Enter the Sponsorship details and click on "Save and Proceed" button.

### Sponsorship Details

Company Name	<input type="text" value="xxxxx"/>		
Address	<input type="text" value="xxxxx"/>		
Mobile No.	<input type="text"/>	Telephone No.	<input type="text"/> - <input type="text"/>

**Save & Proceed >>>**

## 8. Work Experience Details

For Sponsored candidate Minimum 730 Days should be completed for completing two years of experience.

Enter the details and click on Add button to add the experience details.

### Work Experience Details

Do you have any Work Experience  
आपल्याकडे कामाचा अनुभव आहे का?  Yes  No

Enter Work Experience Details

**Instructions :**

- Last date for Calculating Experience is 15/11/2022.
- Minimum 730 Days should be completed for completing 2 years of experience.

Company Name	<input type="text"/>		
From Date	<input type="text" value="(DD/MM/YYYY)"/>	To Date	<input type="text" value="(DD/MM/YYYY)"/>

**Add**

Your Work Experience Details

Sr. No.	Company Name	From Date	To Date	Experience (in Days)	Edit	Delete
1.	xxxx	01/06/2021	01/06/2023	731	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

**Save & Proceed >>>**

Activate Windows  
Go to Settings to activate Windows

After entering the experience details, click on save and proceed.

## 9. 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.


**Upload Photograph & Signature**

**Note :**


1. The Photograph Image should be in jpg/jpeg/png format.
2. Size of the Photograph Image must be greater than 4 KB and less than 100 KB.
3. Dimension of Photograph Image should be 3.5 CM (width) \* 4.5 CM (Height) only.
4. Ensure that Photograph Image is of good quality.
5. Use **'BROWSE'** button to set Photograph Image Path and Click **'PREVIEW'** Button to Verify Your Photograph.

Select Upload Type : --Select--

Photograph  
छायाचित्र



Signature  
स्वाक्षरी



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**Save & Proceed >>>**

Candidate needs to upload both Photo and Signature.

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

## 10. Upload Required Documents

As per the selection made by candidate in previous steps from 1 to 5, candidate asked to upload the respective documents.

To upload the documents, follow the step.

Click on Upload Icon >> Open >> Select file >> Upload. Candidate can delete the uploaded document to delete uploaded document.

**Upload Required Documents**

**Instructions :**

- Please Use Latest Version of **Google Chrome** or **Mozilla Firefox** To Upload Documents.
- File Types Allowed : **jpg, jpeg, png, pdf.**
- Maximum File Size Allowed : **1024 KB.**

Sr. No.	Document Name	Upload	View	Edit
1	Certificate of Indian Nationality in the Name of the Candidate.			
2	Birth Certificate of the Candidate showing his / her Place of Birth in the State of Maharashtra.			
3	Caste Certificate clearly mentioning the Category of the Candidate and also the remarks that the caste is recognised as backward class in the State of Maharashtra.			
4	Caste / Tribe Validity Certificate in the Name of the Candidate, issued by the Caste / Tribe Validity Committee of Maharashtra State.			
5	Non-Creamy Layer Certificate issued by Sub Divisional officer or Deputy Collector of the District in addition to the Caste Certificate, valid upto 31st March 2024.			
6	Statement of Marks or Certificate of Passing SSC / Equivalent Examination.			
7	Statement of Marks or Certificate of Passing HSC / Equivalent Examination / Passing Marksheet/Certificate of 3 years Diploma in Engineering and Technology.			
8	Graduation Mark sheet from recognized University.			
9	Proforma - P (Format of Certificate by current employer/Management for Sponsored Candidates)			
10	Proforma - Q Undertaking ( FOR SPONSORED CANDIDATES)			

Activate Windows  
Go to Settings to activate Windows

Read all the instruction given on screen. After uploading all the documents click on "Save & Proceed" button.

## 11. 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.

**Application Fee Cart**

**Note :** Following Payment has not been done. Select the Fee Group for which you want to pay the fee.

Select the Fee Group to Make Payment & Click On "Proceed To Payment >>>" Button.

Select	Admission Group	Fee Amount(Rs.)
<input type="checkbox"/>	Application Fee	800
Total Fee		<b>800.00</b>

[Proceed To Payment >>>](#)

Select the payment selection mode

**Payment Mode Selection**

Total Amount : ₹ 800.00

Course Applied : 1

Do you want to proceed with current payment selection ? you will be redirected to Payment Gateway for payment.

[OK](#) [Cancel](#)

Online       Razorpay

Terms & Condition

I agree Terms & Condition

[Proceed >>>](#)

## Submit Application form for e-Verification.

After successful payment candidate can change the information as per the requirements. If no changes required, then click on Submit Application form for e-Verification

[Submit Application Form For e-Verification >>>](#)

First Year ME/MTech Admissions 2023Application Form

**GOVERNMENT OF MAHARASHTRA**  
**STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA STATE**  
8th Floor, New Excelstar Building, A.K.Nayak Marg, Fort, Mumbai-400001, (M.S.)

Application Form for Admission to First Year of Post Graduate Technical Courses in Engineering and Technology for the Academic Year 2023-24

Application ID : ME23610077    Version No : 1

Registration Category Details	
Registration Category	Sponsored
Personal Details	
Candidate's Full Name	DESHMUKH LAKSHMI ANAND
Father's Name	ANAND
Mother's Name	ARCHANA
Gender	Female
Date of Birth	01/01/2001
Candidature Type	Maharashtra - Type A
Person with Disability	Not Applicable

Activate windows

## Lock your Application Form

Enter your login password and click on Verify Password.

Lock your Application Form

Enter Your Login Password

**Verify Password**

## 12. Print Application form.

After submission of application form candidate must take out the print of the application form.

**Print Application Form**

**Important Instructions for Printing :**

- Before printing access the "Page Setup" Option from file menu and configure the following values :
  - Left Margin = 0.25
  - Right Margin = 0.25
  - Top Margin = 0.25
  - Bottom Margin = 0.25
  - Header should be blank
  - Footer should be blank
- Make sure that the printer is ready with A4 size papers in it.
- The online system will print **Application Form**.
- Confirm whether you have received correct set of printout if not then please take the printouts again.

First Year ME/MTech Admissions 2023 Application Form



**GOVERNMENT OF MAHARASHTRA**  
**STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA STATE**  
8th Floor, New Excelsior Building, A.K.Nayak Marg, Fort, Mumbai-400001. (M.S.)



**Application Form for Admission to First Year of Post Graduate Technical Courses in Engineering and Technology for the Academic Year 2023-24**

Application ID : ME23610077    Version No : 1 Activate Windows

## 13. Verification of Application form

### E-Scrutiny Mode

On successful submission of application form E-SC will be assigned for verification of application form.

### Physical Scrutiny Mode

If candidates select Physical Scrutiny mode; on successful submission of application form candidate needs to visit the Physical Scrutiny center for the verification of the application form.

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