STATE CET CELL, MUMBAI, MAHARASHTRA

User Manual for Student Registration for year 2023-24

B.Ed. Admissions

Please go through 'Information brochure for CAP' before filling the application form

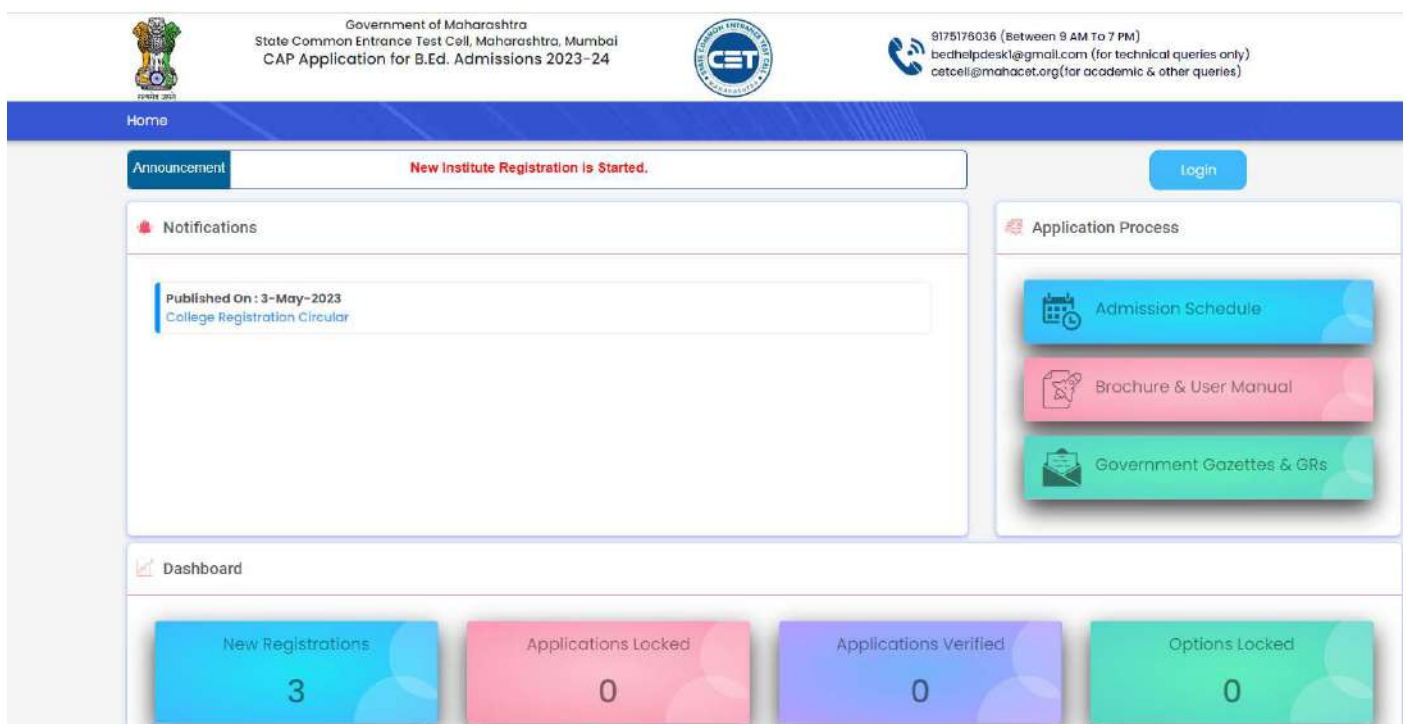*Powered by Talisma Corporation*

Contents

Introduction

This manual is intended to assist candidates in the process of registering and logging in for B.Ed. Centralized Admissions Process (CAP) admissions across the state of Maharashtra.

Candidates are required to follow the step-by-step instructions outlined in this user manual.

Homepage

- Please access the following URL to proceed with the login process:
  https://bedcap23.mahacet.org/Public/Home.aspx

- For queries related to application, users can contact on contact no. and mail Ids given on homepage:
  cetcell@mahacet.org (other academic and other queries).

Candidate Registration Process

1. The candidate should click on the "New Candidate Registration" button.

2. Please provide an answer to the mandatory question:
   - **Have you appeared for MAH- B.Ed. CET-2023?**

3. If your answer is YES, please enter your correct Registration Number and Roll Number in the respective fields.

4. Finally, click on the "**Check CET Details**" button.

Check MAH-B.Ed. CET-2023 Details

Have You Appeared for MAH-B.Ed. CET-2023 ? * ● Yes ○ No

Enter MAH-B.Ed. CET-2023 Details

Registration Number *	Roll Number *
101	11

Check CET Details

5. After clicking on the "**Check CET Details**" button, the information provided by the candidate will be reflected.

Check MAH-B.Ed. CET-2023 Details

Have You Appeared for MAH-B.Ed. CET-2023 ? * ● Yes ○ No

Enter MAH-B.Ed. CET-2023 Details

Registration Number *	Roll Number *
101	11

Check CET Details

Validate MAH-B.Ed. CET-2023 Details

Candidate Name (As Per CET) : **Test1**

CET Marks : **58 / 100**

ELCT Marks : **30 / 50**

Total Marks : **88 / 150**

Save & Next

6. The candidate should then click on the "**Save & Next**" button to proceed.

7. Please make sure to provide all the mandatory details mentioned below:

Registration Details

🔔 Password should have `minimum 8 characters` and `maximum of 15 characters` with `1 Capital Alphabet`, `1 Number` and `1 Special Character`, e.g. `Password@123`

Title *	Candidate Full Name *	Gender *	DOB (DD/MM/YYYY) *
Select	TEST1	Select	
E-Mail ID *	Mobile Number *	Password *	Confirm Password *
sarangspn1@gmail.com	+91 7898632467	········	········

Register

- **Title**: This is a dropdown field where you can select your title from options such as 'Miss', 'Mr', 'Mrs', or 'Mx'.
- **Candidate Full Name**: This is a textbox field that will be automatically populated.
- **Gender:** This is a dropdown field where you can select your gender from options such as 'Male', 'Female', or 'Transgender'.
- **DOB**: This is a textbox field where you need to enter your date of birth in numeric format.
- **E-Mail ID**: This is a textbox field where you need to enter your email address in alphanumeric format following the email format.
- **Mobile Number**: This is a textbox field where you need to enter your mobile number using only numeric values.
- **Password**: This is a textbox field where you need to enter a password using alphanumeric values, following the specified format.
- **Confirm Password**: This is a textbox field where you need to re-enter the password exactly as entered in the previous field, following the specified format.

8. Please Click on **Register**.

After clicking on the Register button, the candidate will be directed to a page displaying the Application Form No. / Login ID along with important instructions.

Furthermore, the login details will be sent to the registered mobile number.

It is essential to thoroughly read all the instructions before proceeding to click on the **Proceed to Login** button.

Candidate Login Process

1. Candidates can access this portal by clicking on the LOGIN button located on the right side.

2. They should then enter their LOGIN ID and password.

3. In case candidates have forgotten their LOGIN ID or password, they can reset them by utilizing the 'Forgot Password?' link.

4. Once the candidate is logged in, they will be presented with a dashboard displaying the status of their Application and Option Form.

Application Form

Profile

- **Title:** The title will appear based on the successfully submitted registration details. If required, the candidate can change the title.
- **Candidate's Full Name:** The candidate's full name will appear based on the successfully submitted registration details. If required, the candidate can make changes to it.
- **Has Candidate's Name Changed:** The candidate can select "Yes" and provide the changed name along with the reason, if their name has been changed.
- **Changed Full Name:** Enter the changed name of the candidate, if applicable.
- **Reason for Name Change:** Select the reason for the name change.
- **Candidate's Full Name (Marathi):** Enter the candidate's full name and press the space bar to translate it into Marathi.
- **Father/Husband Name:** Enter the name of the candidate's father/husband.
- **Mother Name:** Enter the name of the candidate's mother.
- **Gender:** The gender will be automatically selected based on the chosen title. If the title is 'Mx', the candidate can select the gender.
- **Date of Birth (DD/MM/YYYY):** Enter the date of birth details.
- **Nationality:** Select the nationality from the dropdown values. This selection is only available for candidates belonging to NRI/PIO/OCI/CIWGC/Foreign National categories.
- **Annual Family Income:** Choose the annual income range from the dropdown values.
- **Mobile Number:** The mobile number will appear as per the successfully submitted registration details.
- **E-mail ID:** The e-mail ID will appear as per the successfully submitted registration details. If required, the candidate can change their e-mail ID.

Address

- **Country:** Choose the country from the dropdown menu.
- **Address Line 1:** Enter the candidate's address line 1.
- **Address Line 2:** Enter the candidate's address line 2.
- **State:** Select the state from the dropdown menu.
- **District:** Select the district from the dropdown menu.
- **Taluka:** Select the taluka from the dropdown menu.
- **City/Village:** Select the city/village from the dropdown menu.
- **Pin Code:** Enter the pin code of the candidate's address.

Candidature Type: Kindly select the Candidature type you belong

- **Your Type of Candidature: Maharashtra - Type A**
- (i)   A Graduate or Post Graduate candidate from a recognized institution in Maharashtra in any faculty of any University in Maharashtra established by an Act of Parliament or by a State Legislature or an equivalent National Institution recognized as a Deemed to be University or Foreign University in Maharashtra or outside the Maharashtra, as the case may be, recognized as equivalent to the status of an Indian University by an authority competent to declare equivalence; and
- (ii)   A candidate who is either domicile of Maharashtra and / or is born in Maharashtra;

- **Your Type of Candidature: Maharashtra - Type B**

(i) A Candidate who does not fulfil criteria mentioned in "Type-A" above, but who or whose father or mother is domiciled in the State of Maharashtra and possesses domicile certificate.

- **Your Type of Candidature: Maharashtra - Type C**

(i) A Candidate who does not fulfil criteria mentioned 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 for CAP.

- **Your Type of Candidature: Maharashtra - Type D**

(i) A Candidate who does not fulfil criteria mentioned 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.

- **Your Type of Candidature: Maharashtra - Type E**

(i) Candidates passing SSC and or HSC Examination or Equivalent Examination from a recognized institution from a disputed Maharashtra-Karnataka Border Area or from Maharashtra State, and residing in disputed Maharashtra-Karnataka Border Area and whose Mother tongue is Marathi.

-
- **Your Type of Candidature: OMS**

Candidate who is an Indian Nationality and has passed SSC & HSC from outside Maharashtra State.

- **Your Type of Candidature: J & K Migrant**

(i) Children of citizens who were displaced from Jammu and Kashmir to any part of India or from unsafe border areas of Jammu and Kashmir to a relatively safer place in Jammu and Kashmir from 1990 onwards due to terrorist activities.
OR
(ii) Children of officers belonging to Indian Administrative Services (IAS), Indian Police Services (IPS), or Indian Foreign Services (IFS), and children of staff belonging to Military and Paramilitary Forces transferred to Jammu and Kashmir to combat terrorist activities and joined the post on or before the last date for submission of application for admission.
OR
(iii) Children of staff and officers of Jammu and Kashmir police engaged in combating terrorism.

Orphan, Category & Minority:

- **Are You Orphan?** Select "Yes" or "No" to indicate if you are an orphan.
- **Category:** Select the category from the dropdown.
- **Caste:** Choose the caste from the dropdown.
- **Do You have Caste Certificate?** Select "Yes" or "No" based on the availability of the caste certificate.
- **Do You have Caste Validity Certificate**? Select "Yes" or "No" based on the availability of the caste validity certificate.
- **Do You belong to Minority Category?** Select "Yes" or "No". If "Yes", then select the Linguistic and Religious Minority from the dropdown.

Social Reservation

- **Are You a Person with Disability (PWD)?** Select "Yes" or "No". If "Yes" is selected, then enter the Disability Type from the dropdown values.
- **Are You an Active Serviceman or Are You a Son/Daughter of Ex-Serviceman/Active Serviceman?** Select "Yes" or "No". If "Yes" is selected, then enter the Defense Category from the dropdown values.

Other Information:

Qualification:

Add SSC, HSC and Graduation /Post Graduation Qualification details.

- **Board State:** Select the Board State from the dropdown values.
- **Board Name:** Select the Board Name from the dropdown values.
- **Seat No.:** Enter the correct seat number as per the SSC/HSC Certificate.
- **Stream:** Select the Stream from the dropdown values.
- **Marks Obtained:** Enter the Marks Obtained as per the SSC/HSC Certificate.
- **Out of Marks:** Enter the Out of Marks as per the SSC/HSC Certificate.
- **Percentage:** The percentage will be automatically calculated based on the entered Marks Obtained and Out of Marks.
- **Grade:** Select the Grade from the dropdown values.
- **Class:** Select the Class from the dropdown values.
- **Passing Month-Year:** Select the Passing Month-Year from the dropdown values.
- **University:** Select the University Name from the dropdown values

Photo & Sign Upload:

- **Upload Photograph:** Click on the "Browse" button to select the candidate's photograph according to the specifications mentioned on the screen. After selecting the photo, click on the "Upload Photo" button to upload it.
- **Upload Signature**: Click on the "Browse" button to select the candidate's signature as per the specifications described on the screen. After selecting the signature, click on the "Upload Sign" button to upload it.

Required Documents:

- **Upload:** Click on the upload icon to select and upload the required documents.
- **View:** Click on the view icon to preview the uploaded document.
- **Delete:** Click on the delete icon to remove the uploaded document.
- **Note:** Links to Application Form of CET-2023/ score card and hall ticket are provided on the same page.

Pay Application Fee:

STATE COMMON ENTRANCE TEST CELL, MUMBAI, MAHARASHTRA.

Transaction Details

Transaction ID : 112300000004

Payee ID : BD23100004

Payee Name : TEST1

Fee Amount (₹) : 200.00

Proceed >>>

Fee Details

Fee To Pay (₹) : 200

Reason / Purpose : **Category Change Fee**

Proceed >>>

- The candidate is required to pay an application fee of Rs 200 in case of a category change from reserved to open category.
- If there is no change in the category, the candidate should proceed to confirm the application form.
- Application fee for NRI/foreign national candidates is Rs 5000.

Confirm Application Form:
- Please verify the data filled in the application form and proceed to confirm it.

Confirm Application Form

— Profile Details

Candidate Full Name :	Mr. TEST16 (टेस्ट)
Father/Husband Name :	FATHER NAME
Mother Name :	MOTHER NAME
Gender :	Male
DOB (DD/MM/YYYY) :	01/02/2010
Nationality :	India
Annual Family Income (₹) :	6,00,001 – 7,00,000
Mobile Number :	******9044
E-Mail ID :	t***t@gmail.com

— CET Details

Candidate Name (As Per CET) :	Test16	Date Of Birth (As Per CET) :	
Category (As Per CET) :	OPEN	Registration Number :	106
Roll Number :	16	CET Marks :	57/150

— Address Details

Address Line 1 :	B 405		
Address Line 2 :	Nagar Road		
Country :	India	State :	Maharashtra
District :	Ahmednagar	Taluka :	Ahmednagar
City/Village :	Nagar	Pincode :	123456

Welcome, Test16

Logout

— Candidature Type Details

Eligibility Qualification :	HSC
Are You Domicile of Maharashtra and Possesses Domicile Certificate ?	Yes
Have You Passed SSC from a Recognized Board having it's Educational Institution in the State of Maharashtra ?	No
Have You Passed HSC from a Recognized Board having it's Educational Institution in the State of Maharashtra ?	Yes
District of the Institute from where You Passed HSC :	Akola
District of Domicile Certificate Issuing Authority :	Jalna

Type of Candidature : Maharashtra – Type B

— Category and Minority Details

Original Category :	ST	Category for Admission :	ST
Caste :	Bavacha		
Has Caste Certificate :	Yes		
District of Caste Certificate Issuing Authority :	Kolhapur		
Has Tribe Validity Certificate :	Yes		
Is Minority :	Yes		
Linguistic Minority :	Linguistic Minority – Punjabi	Religious Minority :	Religious Minority – Jews

— Social Reservations

Person With Disability (PWD) :	No
	Orphan Candidate : No
Are you the Son/ Daughter/ Widow/Wife of Active Service Personnel/ Ex-Service Personnel :	Yes
Defence Category :	DEF-3 : Active Service Personnel, who is transferred to Maharashtra State but are not Domiciled in Maharashtra State. But he Possesses Transfer Order & Joining Report.
	Or
	Active Service Personnel who is not domiciled in Maharashtra State but their families are stationed in Maharashtra State under the provision of retention of family accommodation at the last duty station on grounds of children's education
Defence Priority :	Priority V : (a)Wards of Ex–Servicemen and serving Defence personnel who are in receipt of Gallantry Awards:
	1. Param Vir Chakra
	2. Ashok Chakra
	3. Maha Vir Chakra
	4. Kirti Chakra
	5. Vir Chakra
	6. Shaurya Chakra
	7. Sena, Nau Sena, Vayu Sena Medal
	8. Mention-in-Despatches.
	(b) BSF/CRPF personnel who are in receipt of Gallantry Awards:
	1. President's Police & Fire Service Medals for Gallantry.
	2. President's Police Medals for Gallantry.
	3. Police Medals for Gallantry.

— Qualification Details

Qualification	Specialization / Stream	Board / University	Marks	Percentage	Passing Month-Year
SSC		Maharashtra State Board of Secondary and Higher Secondary Education, Pune	456.00/550.00	82.91	May-2021
HSC / Engineeing Diploma	Science	Maharashtra State Board of Secondary and Higher Secondary Education, Pune	345.00/550.00	62.72	August-2023

— Required Documents List

Sr. No.	Document Name	Uploaded
1	Application Form of CET-2023.	Yes
2	Score Card of CET-2023.	Yes
3	Domicile Certificate of the Candidate indicating that he / she is Domiciled in the State of Maharashtra.	Yes
4	Caste Certificate in the Name of the Candidate and Caste is recognised as Backward Class in the State of Maharashtra.	Yes
5	Caste / Tribe Validity Certificate in the Name of the Candidate issued by the Caste / Tribe Validity Committee of Maharashtra State.	Yes
6	Declaration of the Candidate for the respective Linguistic / Religious Minority Community in Proforma - O. OR School Leaving Certificate having information pertaining to Religion / Mother Tongue.	Yes
7	Defence Service Certificate in Proforma - C.	Yes
8	Certificate from the Employer in Proforma - D stating that Father / Mother of the Candidate who is an Active Defence Service Personnel presently Posted in Maharashtra. OR Certificate from the Employer in Proforma - E stating that Father / Mother of the Candidate who is an Active Defence Service Personnel and has retained the family in his previous Place of Posting in Maharashtra.	Yes
9	Statement of Marks of SSC / Equivalent Examination.	Yes
10	Statement of Marks of HSC / Equivalent Examination.	Yes

☐ I have read all the rules of admission and on understanding these Rules, I have filled this Application Form for Admission to First Year of LL.B. (Five Year Integrated Course) for the Academic Year 2023-24. The information given by me in this application is true to the best of my knowledge & belief. If at later stage, it is found that I have furnished wrong information and/or submitted false certificate(s), I am aware that my admission stands cancelled and fees paid by me will be forfeited. Further I will be subject to legal and/or penal action as per the provisions of the law.

Confirm Application Form

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- Confirmation of Application Form: The candidate should tick the checkbox to confirm the application form.

☑ I have read all the rules of admission and on understanding these Rules, I have filled this Application Form for Admission to First Year of LL.B. (Five Year Integrated Course) The information given by me in this application is true to the best of my knowledge & belief. If at later stage, it is found that I have furnished wrong information and/or submitted false certificate(s), I am aware that my admission stands cancelled and fees paid by me will be forfeited. Further I will be subject to legal and/or penal action as per the provisions of the law. I will not hold college, CET Cell and DHE responsible if my admission gets cancelled on account of any non -compliance of the admission process.

Confirm Application Form

- Once the application form is confirmed, no changes can be made to the form. Please review the information carefully before confirming the application.

Print Application Form:
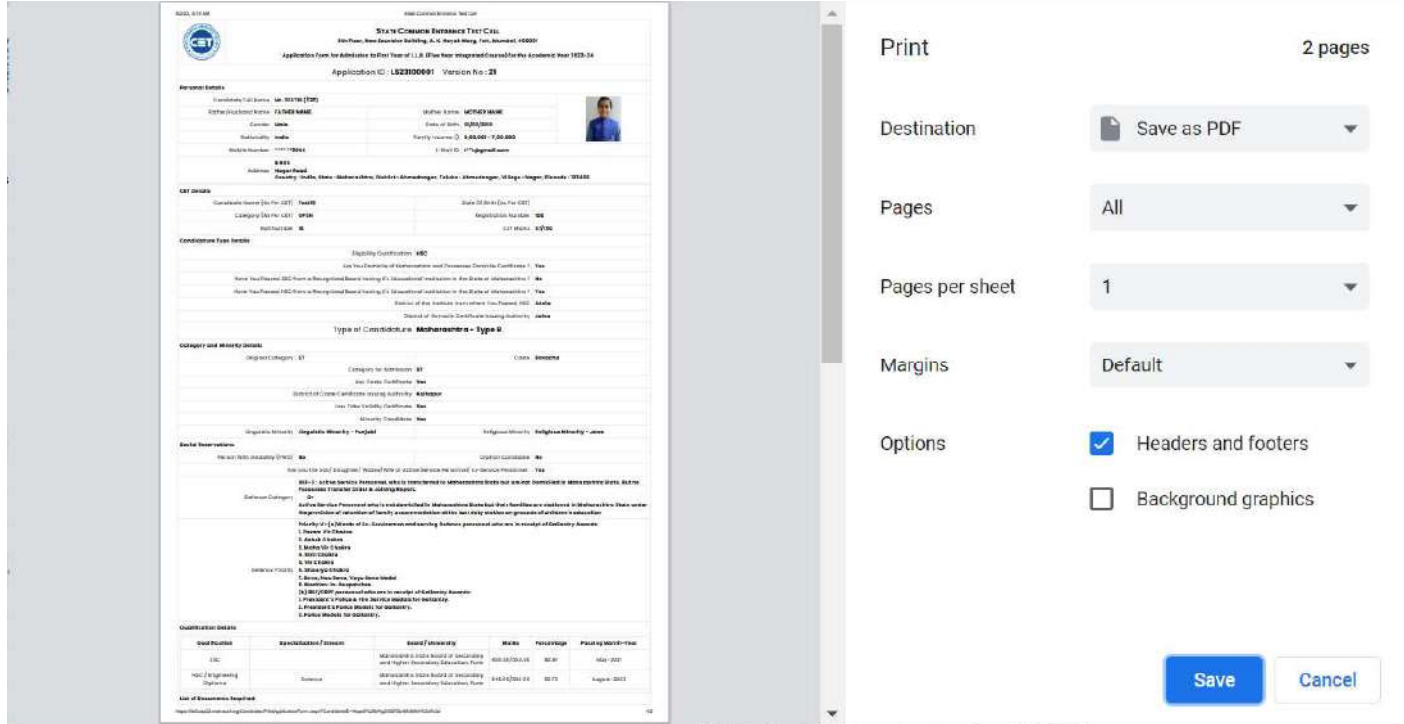
- If any modifications need to be made, candidates can click on **Unlock Application Form** to proceed. Once the necessary changes have been completed, they can lock the application form again.
- If in case candidates Option form is already locked then before unlocking the application form, it is necessary to unlock Option form first. Once you have submitted the application form, please remember to resubmit the Option form again without fail.
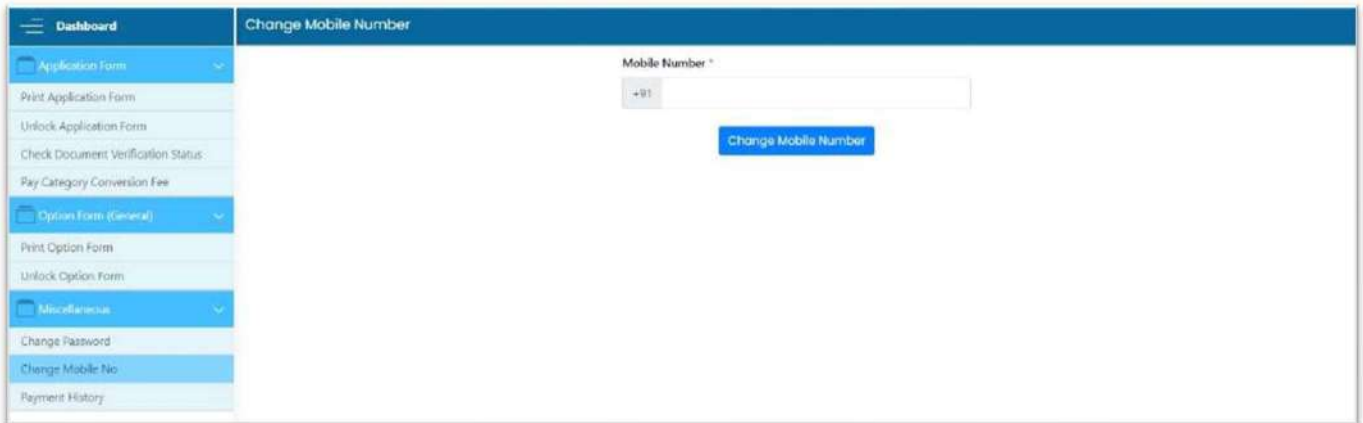
MISCELLANEOUS:

Change Password:
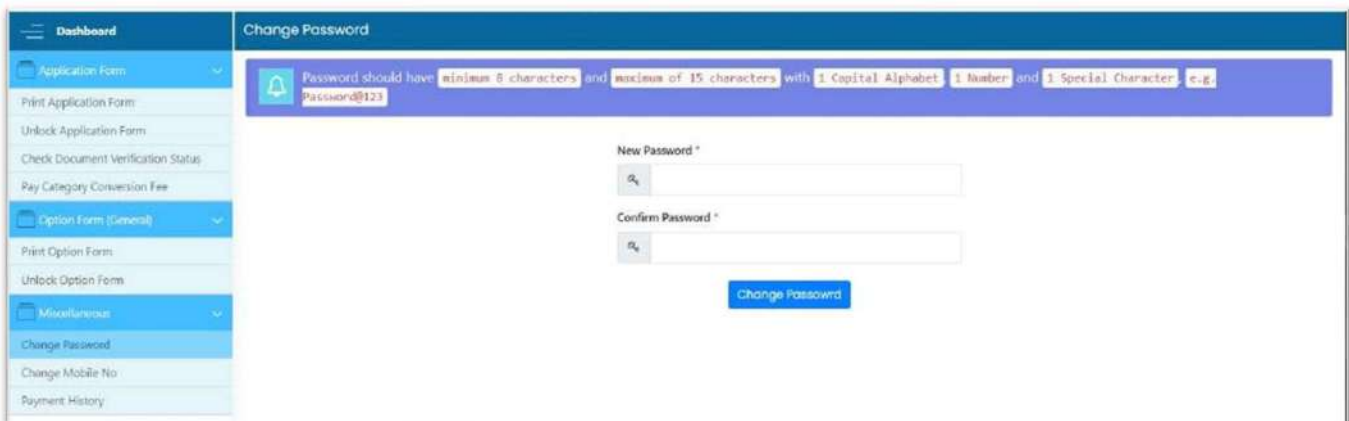
- Candidates could change their password from this page.
- Type your desired new password and Click on the **Change Password** button.

Change Mobile Number:

- Candidates can update their mobile number by entering the new number and clicking on the **Change Mobile Number** button.

- **Payment History:**

Candidate can view their transaction history.