

# STATE CET CELL, MUMBAI, MAHARASHTRA

User Manual for Student Registration for year 2025-26

**B.Ed. Course** 

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

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STATE COMMON ENTRANCE TEST CELL, MUMBAI, MAHARASHTRA.		
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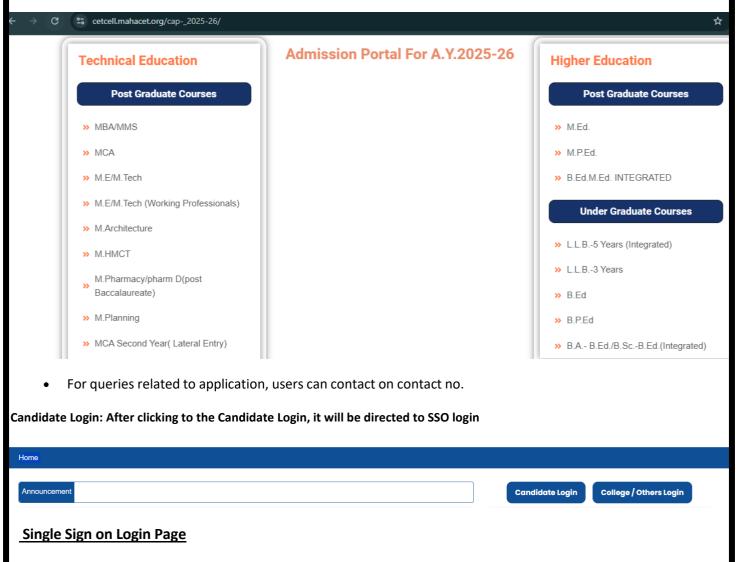
#### **Introduction**

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.

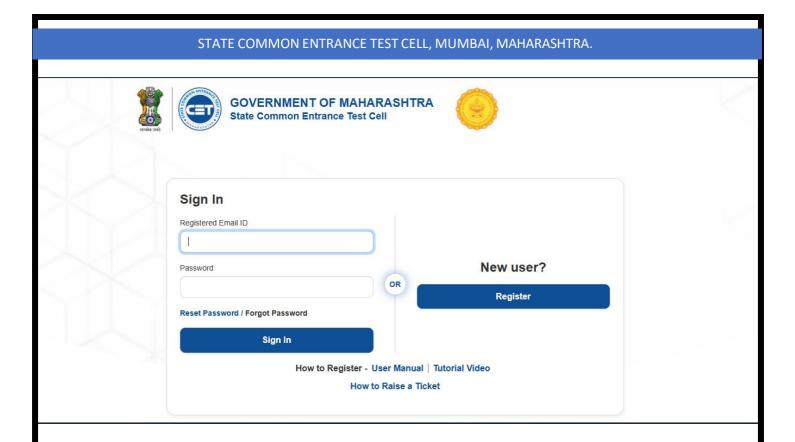
Candidates are required to follow the step-by-step instructions outlined in this user manual.

#### Homepage

 Please access the following URL to proceed with the login process:: <a href="https://cetcell.mahacet.org/cap-2025-26/">https://cetcell.mahacet.org/cap-2025-26/</a>
 Kindly do the selection of the Course from Higher Education



In this page the candidate who has appeared for the CET and has completed his profile for the desired course can enter the Registered Email and the CET password and then click to Sign In



- After entering the login credentials, the Candidate CET registration details will appear
- Applicant must check the Name, DOB and Gender and the Registering course for the CAP round

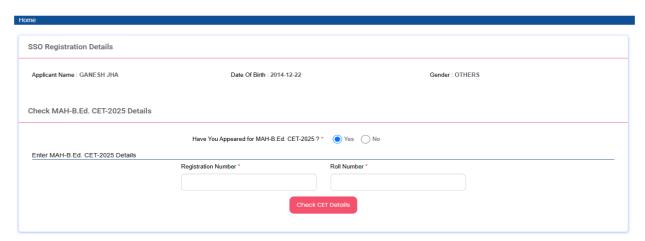




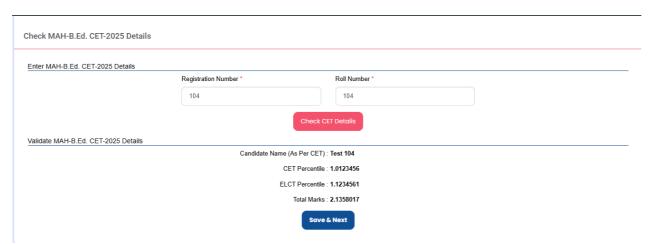
• After clicking on the Appearing CET radio button, the Applicant has to entered the Registration number and the Roll number and then click on the Check CET Details

#### **Candidate Registration Process**

• Have you appeared for MAH-B.Ed. CET-2025?



- If your answer is YES, please enter your correct Registration Number and Roll Number in the respective fields.
- Candidate has to Validate the details and then Click on to the Save and Next Tab
- Finally, click on the "Check CET Details" button.



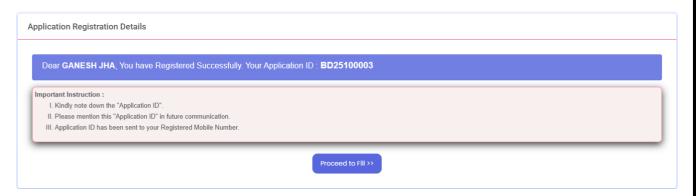
• After clicking on to Save and Next Tab, the Registration details like Candidates Full Name, Email ID and Mobile number are pre filled

- Title: This is a dropdown field where you can select your title from options such as 'Miss', 'Mr', 'Mrs', or 'Mx'.
- o **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'.
- o **DOB**: This is a textbox field where you need to enter your date of birth in numeric format.

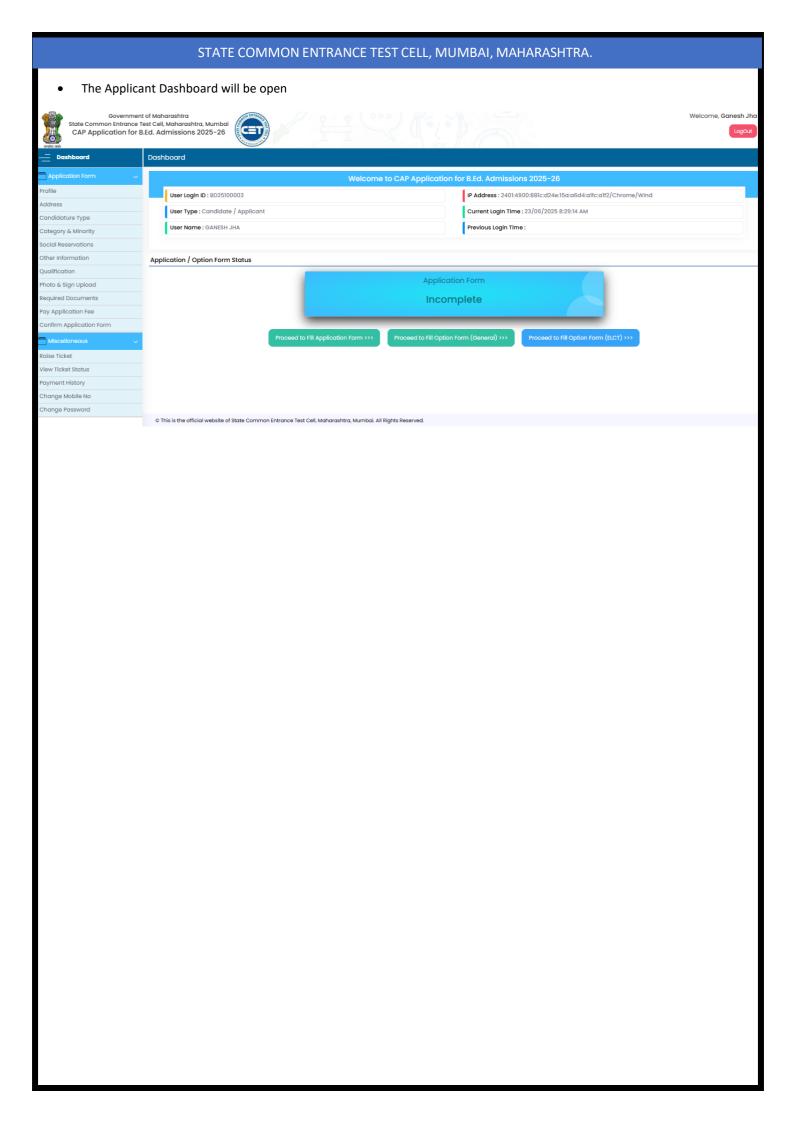


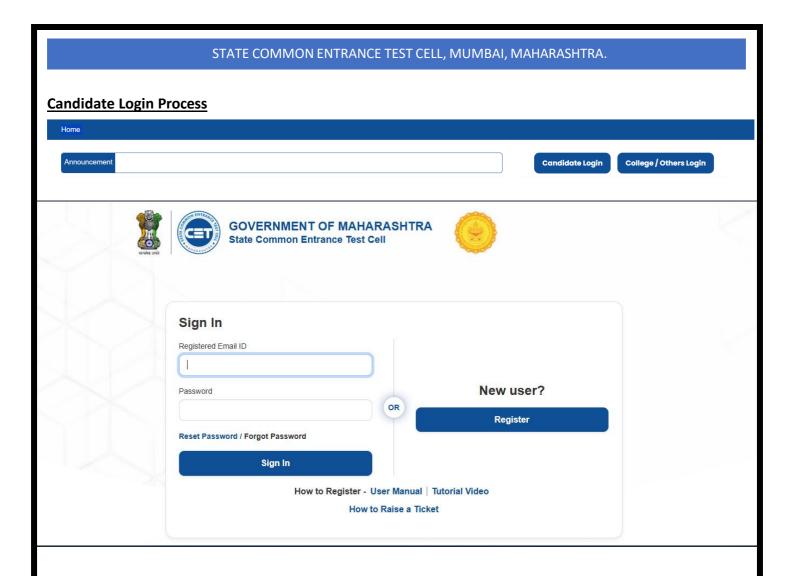
- After clicking on the Register button, the candidate will be directed to a page displaying the Application ID along with important instructions.
- Furthermore, the login details will be sent to the registered mobile number.

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

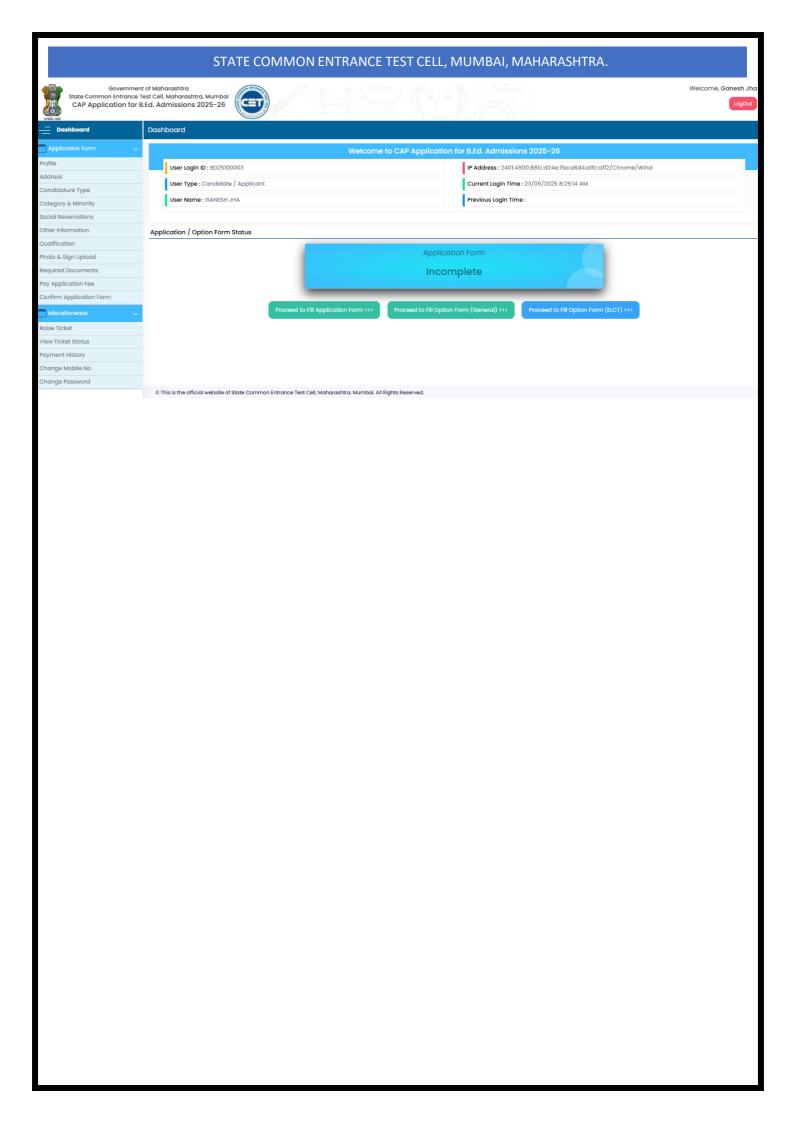


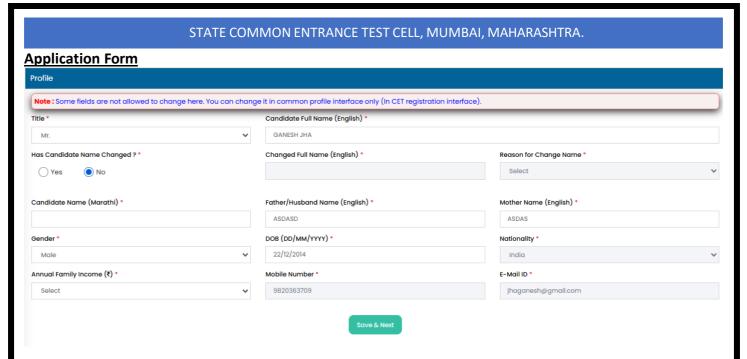
Kindly click on to Proceed to Fill Tab





- 1. Candidates can access this portal by clicking on the Sign In.
- 2. Candidate should enter their Registered email ID and password.
- 3. In case candidates have forgotten their 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.





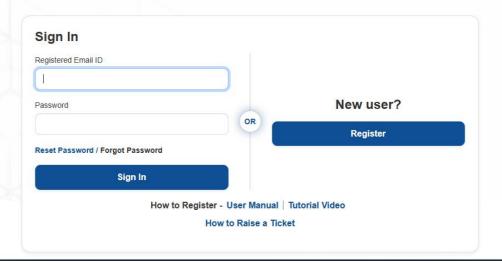
#### **Profile**

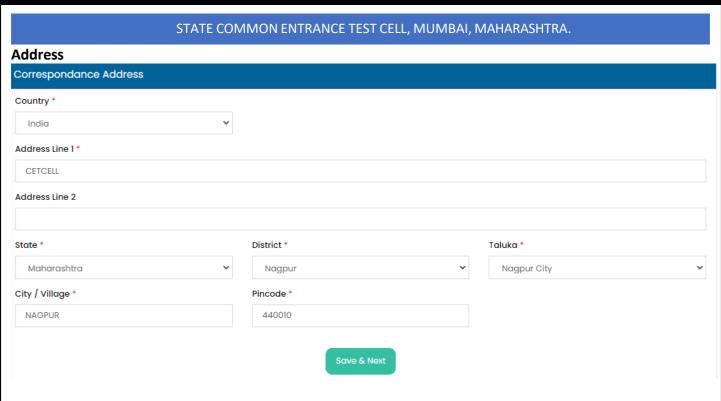
- **Title:** The title will appear based on the successfully submitted registration details. If required, the candidate can change the title.
- **Candidate's Full Name:** The candidate's full name will appear based on the successfully submitted registration details. If required, the candidate can make 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 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. The mobile number once entered Candidate won't be able to change it
- **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. The email ID once entered Candidate won't be able to change it. In case you wish to change candidate have to raise a ticket.





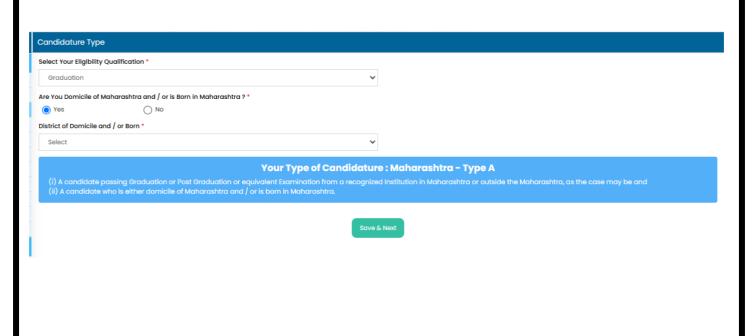






- **Country:** Choose the country from the dropdown menu.
- Address Line 1: Enter the candidate's address line 1.
- Address Line 2: Enter the candidate's address line 2.
- State: Select the state from the dropdown menu.
- **District:** Select the district from the dropdown menu.
- Taluka: Select the 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

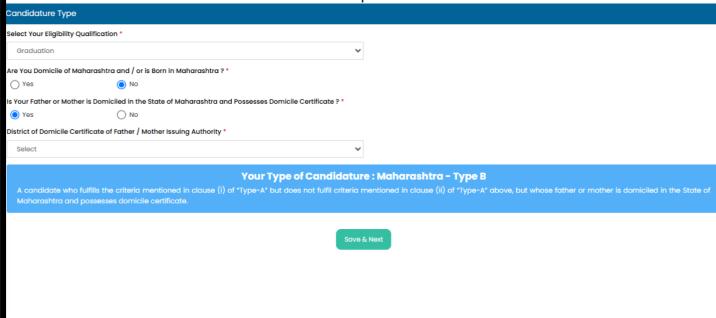


#### • Your Type of Candidature: Maharashtra - Type A

- (i) Candidates passing SSC and HSC or equivalent Examination from a recognized institution in Maharashtra State; and
- (ii) Candidate who is either domicile of Maharashtra and / or is born in Maharashtra;

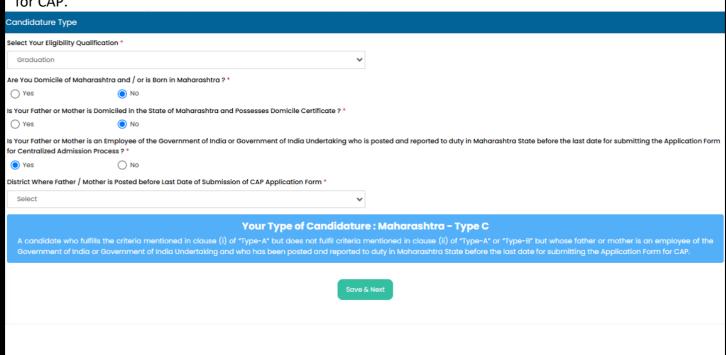
#### • Your Type of Candidature: Maharashtra - Type B

(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.



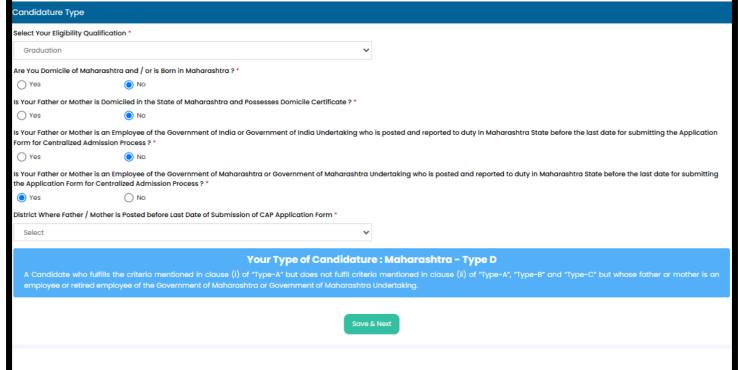
#### Your Type of Candidature: Maharashtra - Type C

(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.



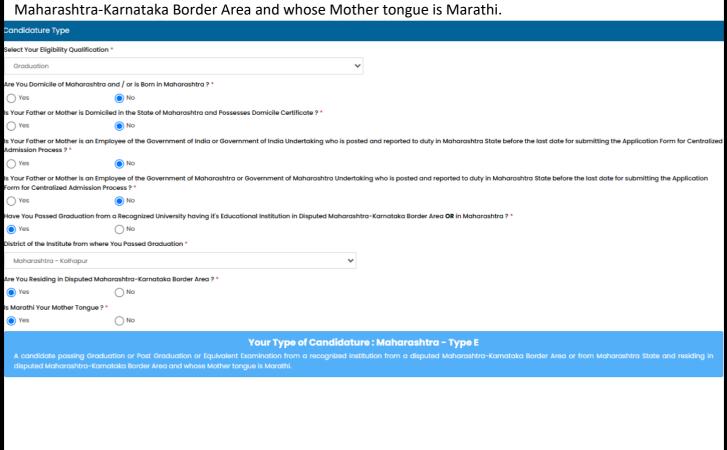
#### Your Type of Candidature: Maharashtra - Type D

(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.



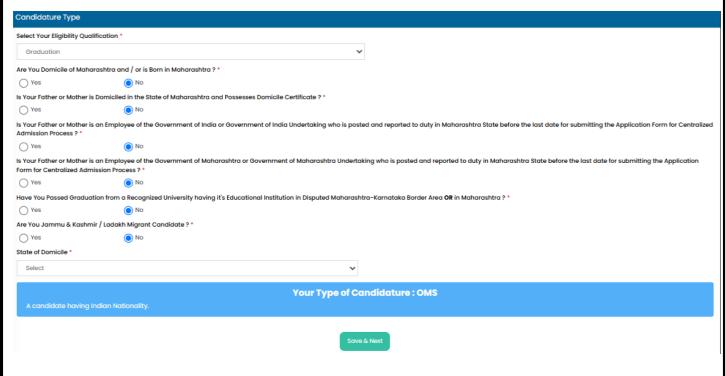
#### • Your Type of Candidature: Maharashtra - Type E

(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.

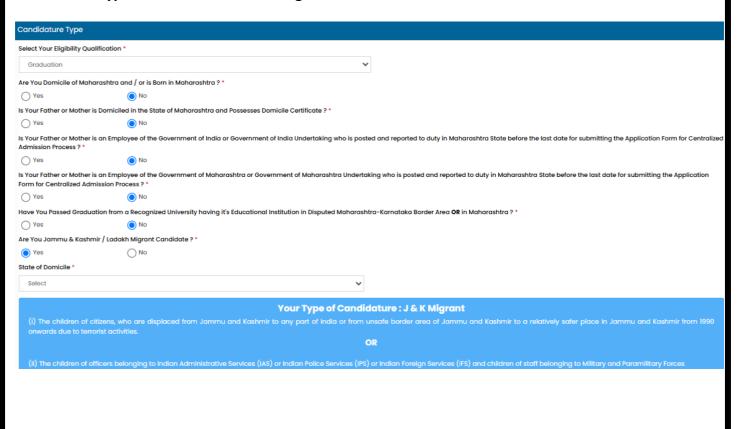


#### • Your Type of Candidature: OMS

i) 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.

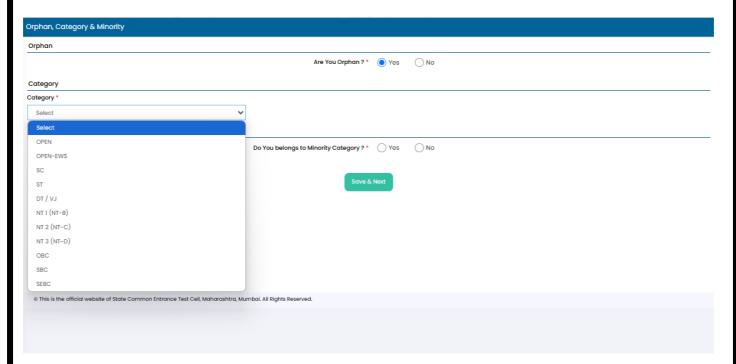
OR

(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

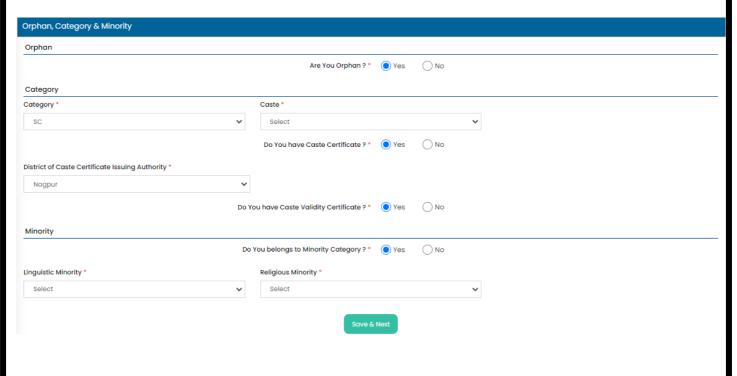
(iii) Children of staff and officers of Jammu and Kashmir police engaged in combating terrorism.

#### **Orphan, Category & Minority:**



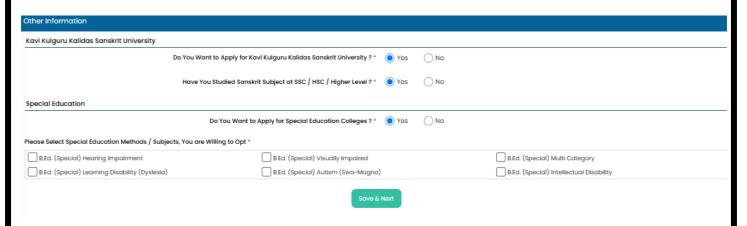
- Are You Orphan? Select "Yes" or "No" to indicate if you are an orphan.
- **Category:** Select the category from the dropdown, Kindly check properly to which category you belong and further select the same category from the dropdown.
- **Caste:** Choose the caste from the dropdown, , Kindly check properly to which caste you belong and further select the same category 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.

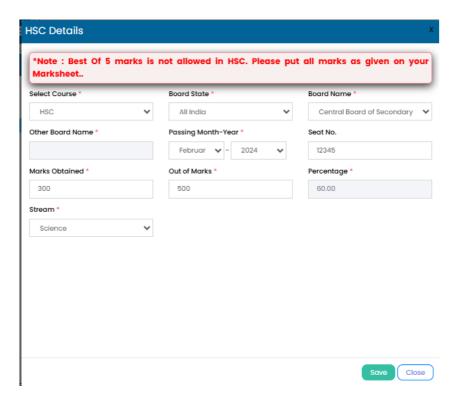


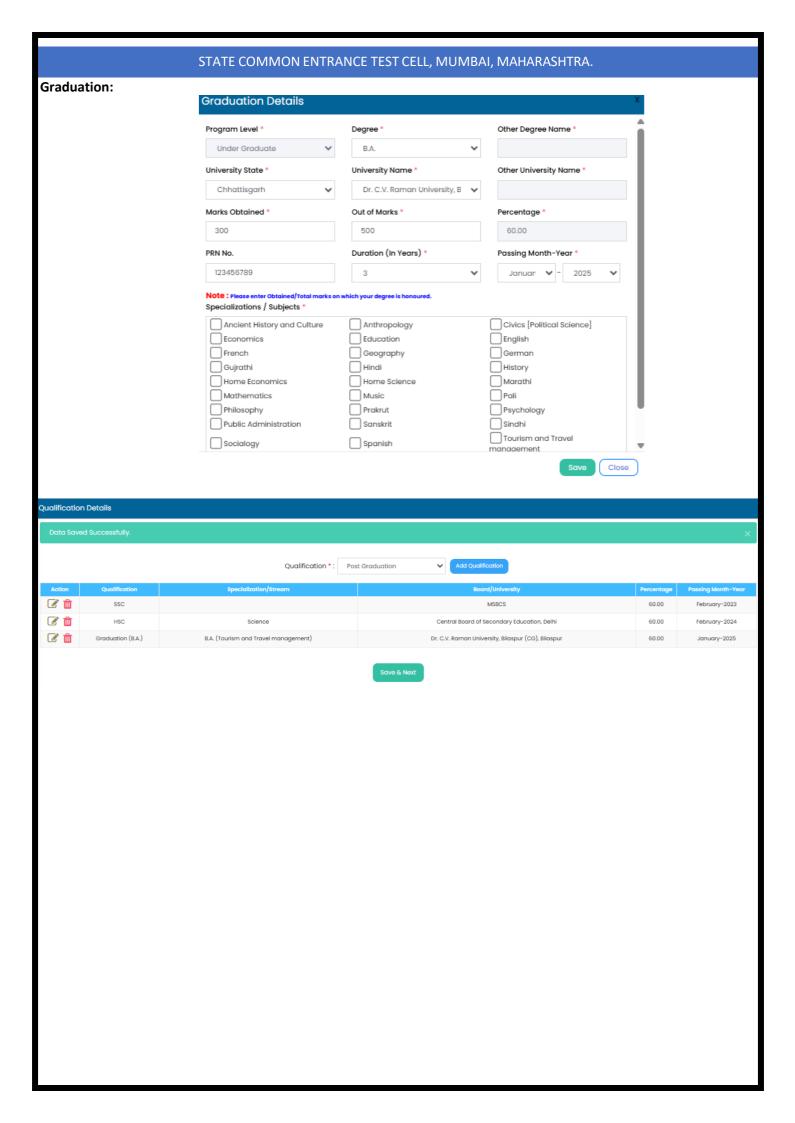
### STATE COMMON ENTRANCE TEST CELL, MUMBAI, MAHARASHTRA. **Social Reservation** ocial Reservation Person With Disability Are you a person with a benchmark disability of at least 40%? \* O Yes Disability Type \* Sub Disability Type \* Other Sub Disability Type \* Select Defence Are you the Son / Daughter / Widow / Wife of Active Service Personnel / Ex-Service Personnel ? \* No Are You a Person with a Disability of at least 40%)? Select "Yes" or "No". If "Yes" is selected, then enter the Disability Type from the dropdown values. • If the Disability Type is not in the dropdown, kindly type the Disability type 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 ocial Reservation Person With Disability Are you a person with a benchmark disability of at least 40% ? \* Yes No Select 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. <a href="https://www.ncbs.py.anbspy.a Other Information Do You Want to Apply for Kavi Kulguru Kalidas Sanskrit University ? \* Yes Do You Want to Apply for Special Education Colleges ? \* Yes No Do You Want to Apply for Kavi Kulguru Kalidas Sanskrit University? \* If selected "Yes" Have You Studied Sanskrit Subject at SSC / HSC / Higher Level? \* If selected "Yes" then it will allow you to proceed further If Selected "No"

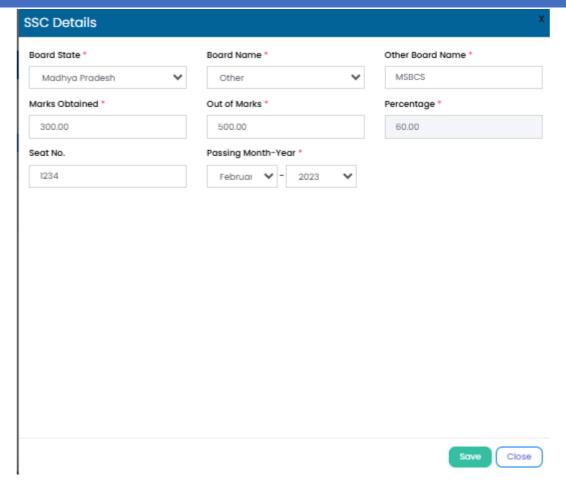
**Special Education:** Do you wish to apply for the Special Education College Yes or No has to be selected from the Radio button and after clicking to Yes You wish to select the Subject you are willing to Opt



**Qualification: SSC, HSC** 



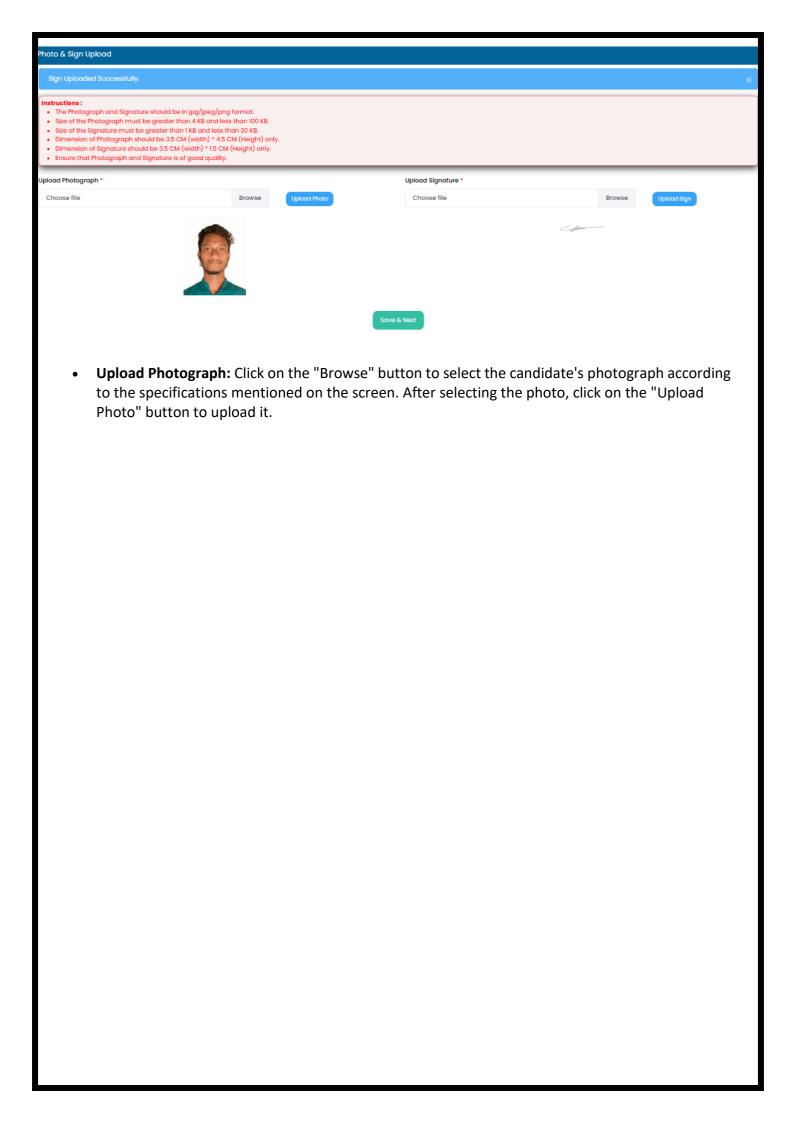




Add SSC & HSC/Engineering Qualification details.

- **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.

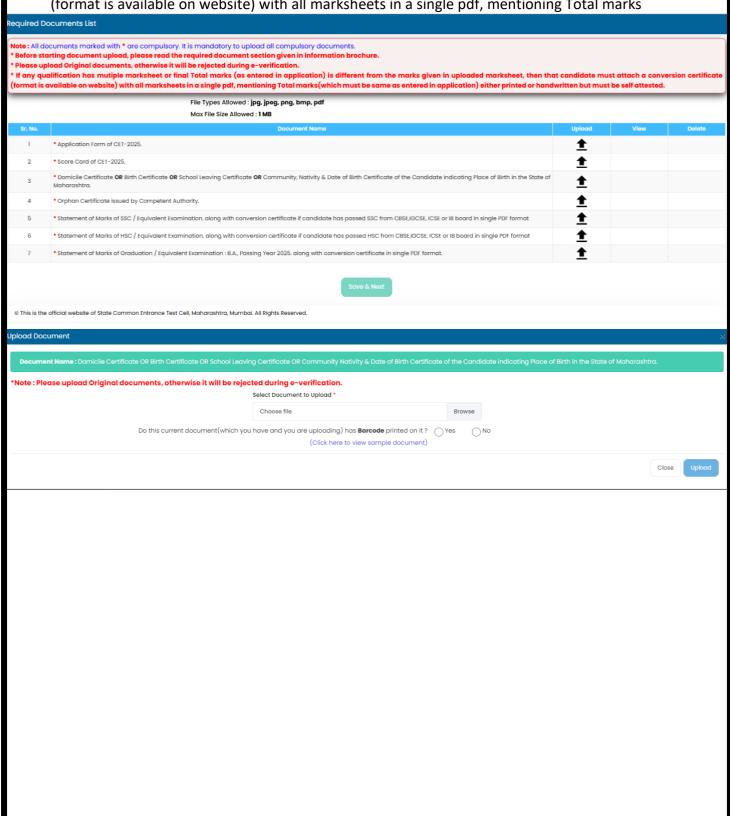
#### **Photo & Sign Upload:**

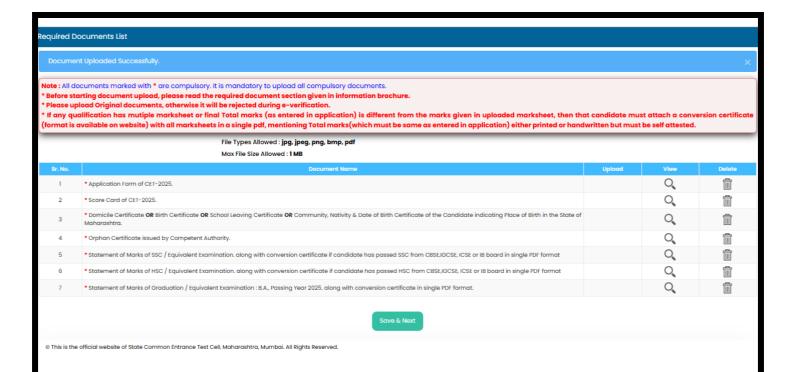


• **Upload Signature**: Click on the "Browse" button to select the candidate's signature as per the specifications described on the screen. After selecting the signature, click on the "Upload Sign" button to upload it.

#### **Required Documents:**

- Before starting document upload, please read the required section given in the Information brochure
- Please uplaod Original documents, otherwise it will be rejected during e-verification
- If any qualification has multiple marksheet or final Total marks (as entered in application) is differenet from the marks given in uploaded marksheer, then that candidate must attach a conversion certificate (format is available on website) with all marksheets in a single pdf, mentioning Total marks





- **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-2025/ score card and hall ticket are provided on the same page.
- Option form filling links will be available only as per Schedule.

#### **Paying Application Fee:**

- 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.

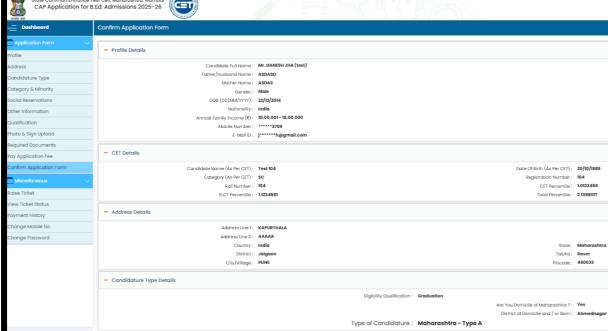
#### **Confirm Application Form:**

Please verify the data filled in on the application form and proceed to confirm it.









- Category and Minority Details

Original Category: OPEN
Caste: AAA

- Eligible Methods

- Ouglification Details

Applied for Kavi Kulguru Kalidas Sanskrit University: Yes

Applied for Special Education Colleges: Yes
As Per Your Qualification, Your Eligible Methods: Social Science, B.Ed. (Special) Hearing Impairment

Category for Admission : OPEN

300.00/500.00

300.00/500.00

60.00

February-2023

Orphan Candidate: Yes
Are you the Son/ Daughter/ Widow/Wife of Active Service Personnel/ Ex-Service Personnel: No

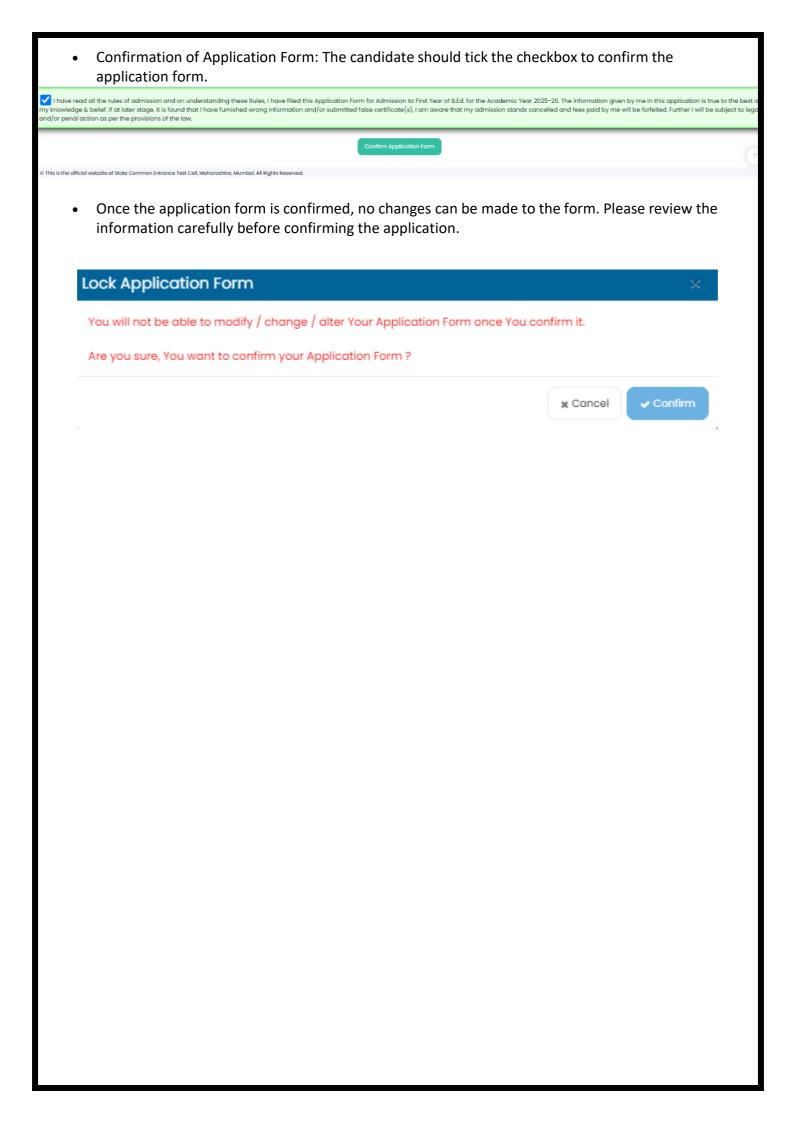
#### SSC Graduation (B.A.) Tourism and Travel management Dr. C.V. Raman University, Bilaspur (Co), Bilaspur 300.00/500.00 60.00 January-2025

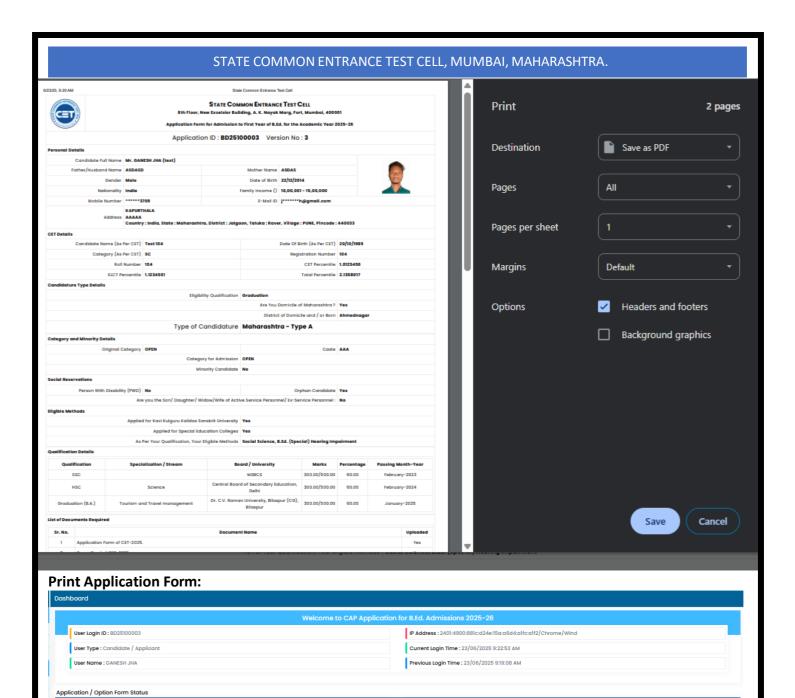
Sr. No.		Uploaded	
1	Application Form of CET-2028.	Yes	
2	Score Card of CET-2025.	Yes	
3	Domicile Certificate OR Birth Certificate OR School Leaving Certificate OR Community, Nativity & Date of Birth Certificate of the Candidate indicating Place of Birth in the State of Maharashtra.	Yes	
4	Orphan Certificate issued by Competent Authority.	Yes	
5	Statement of Marks of SSC / Equivalent Examination.	Yes	
6	Statement of Marks of HSC / Equivalent Examination.	Yes	
7	Statement of Marks of Graduation / Equivalent Examination: B.A., Passing Year 2025.	Yes	

MSBCS

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 B.Ed. for the Academic Year 2025-26. The information given by me in this application is true to the best of my knowledge & belief. If at later stoge, 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.

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• 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.

Not Verified

- 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.
- Option form filling links will be available only as per Schedule.

Confirmed

## STATE COMMON ENTRANCE TEST CELL, MUMBAI, MAHARASHTRA. **MISCELLANEOUS:** Raise Ticket: We have introduced a Grievance system for the Students, Students can select the Category for which they which they wish to raise the Ticket Select File Types Allowed : jpg, jpeg, png, bmp, pdf Maximum File Size Allowed : 1 MB **View Grievance Details:** Students can View Grievance from the "View Grievance Details" **Payment History:** Candidates can view their transaction history. Transaction History