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Admission process considering COVID -19 pandemic situation is elaborated in this notification as per amendments publish on 9th July 2020 (Refer Amendments in rule 9)

This is notification issues for all candidate (All Professional Courses - BE / B. Tech, B. Pharm, pharm. D., B. Arch., B. HMCT, DSE, DSP, M.E./M.Tech, M. Pharma, post Baccalaureate, M. Arch., M. HMCT, MBA, MCA.) as mentioned in information brochure of UG and PG following method prescribed by the Competent Authority.

However, considering the COVID-19 outbreak and at present situation, it is essential to maintain the social distancing and avoid the crowding of parents and students for document verification. In view of this, the concept of E-Scrutiny of the documents verification is introduced by the Competent Authority. The candidate shall online fill & confirm the application form.

Process of application The Candidate shall register online, the candidate shall fill & submit online application form and upload the required documents from anywhere through the computer connected to internet and he/she need not have to visit personally for verification and confirmation of the application form. His/her application & documents shall be verified and confirmed by the designated E-Scrutiny Center through e-Scrutiny Mode.

1. Online application registration

- The Candidate shall register online through mobile (Smartphone) or computer by online mode.
- Such candidate shall fill & submit online application form and upload the required documents from any computer from anywhere connected to internet.
- Such Candidate need not have to go in person anywhere for submission, verification and confirmation of the application form.
- After online submission, Candidate's application & documents shall be verified and confirmed by the designated E- Scrutiny Centre (eSC) through e-Scrutiny Mode.
- Candidate can edit the application form till the form is picked up by the (eSC) for e-Scrutiny. The status of the same shall be available in the candidate's login.
- After confirmation of application form at (eSC), information cannot be changed by candidate.
- The candidate can raise the grievance for any corrections if any.

During e-Scrutiny of Application Form of such candidate should do:

- If no error is found in the submitted Application: Such Applications shall be confirmed through e-Scrutiny by verifying the Application form, documents uploaded and the status of verification & confirmation of the application form shall be available in candidates Login along with **receipt cum Acknowledgement**.

- If error is found in the submitted Application: The details of errors shall be intimated to candidates by reverting back his/her Application for its rectification by candidate through candidates Login.
- Candidate shall edit the reverted Application form and re-submit the application for e-Scrutiny through his/her login. This step is mandatory for the candidate. Candidate shall upload the requisite documents to substantiate the claim if any for correction/concession.
- During E-Scrutiny Mode, Candidate shall produce the relevant & valid documents to substantiate the claim made in the application form. In case of non-submission of the relevant documents, the candidate shall lose such claims made in the application and applications of such candidates shall be confirmed without considering such claims. Final merit lists will be displayed on the website.
- In view of COVID-19 outbreak, the candidate **shall not report to E-Scrutiny Centre for verification of documents all document verification done by online mode only.**

Submission of grievance, if any, for all type of Candidates:

- Candidate shall raise the Grievance about correction required in the data displayed in provisional merit list through his/her Login.
- The application of such candidates shall be reverted back to the candidate in his/her Login for rectification.
- Candidate shall upload the requisite documents to substantiate the claim for any correction/concession.
The status of acceptance/rejection of Grievance raised by candidate shall be available in candidates Login along with latest receipt cum Acknowledgement.
- The merit list gives relative position of the candidate and it does not guarantee admission to any course/ institute
- Display of Category Wise Seats (Seat Matrix) available for CAP Rounds; The competent authority shall publish the information on the website about institutes, courses offered, Sanctioned intake and number of seats available for each category before each round.
- Filling up and Confirmation of Online Option Form having preferences of Courses and Institutions prior to respective CAP Rounds. Candidates may fill in preferences of Institutes and Courses in decreasing order of their preference as specified by Competent Authority. The option form once confirmed shall be considered for allotment in the respective CAP Rounds; In order to participate in the CAP (subject to fulfilment of the eligibility requirements of respective CAP round), it is MANDATORY to fill the Online

2. Option Form for respective CAP Round:

- (i) Candidates will be able to fill in the online option form through their login.
- (ii) It is mandatory for all candidates to confirm the online option form
- (iii) After confirmation of Option form, the candidate will not be able to change the Options.
- (iv) Candidates should not disclose their Application ID & Password to others to avoid impersonation. Competent Authority shall not be responsible for submissions done by others on behalf of the candidate. For Security reasons, candidates are instructed to keep changing the password and keep note of it in secured place.
- (v) The serial number of block in the option form indicates preference of choice. Thus the choice code of the institute filled by the candidate in block No. 1 will be considered as first preference (Highest Priority Choice).

- (vi) Option form received through online submission only will be considered for further processing
- (vii) Candidate shall confirm the submitted on-line Option Form by re-entering Application ID and Password. The candidate can take a printout of the confirmed Option form for his record and future reference
- (viii) The candidate can fill in minimum 1 and maximum 300 options. The candidate shall fill the institute choice code against the option number in the online option form.
- Display of Provisional Allotment of respective CAP Rounds indicating allotted institute and Course;
 - Reporting and accepting the offered seat to the allotted institute by the Candidate as per the schedule declared by the Competent Authority through the method prescribed below by the Competent Authority for the purpose of accepting the offered seat and removal of errors as per the clause (e) of sub rule (4) of this rule;
 - After allotment, the candidate shall verify himself the seat allotment made to him/her during the CAP rounds is as per the Rules & Regulations.
 - He/she shall ensure through his login that his/her claims related with Qualifying Marks, category, gender, reservation, special reservation made by himself/herself in the applications form are correct and the relevant documents uploaded to substantiate his/her claims are authentic and correct. After ensuring the correctness of the allotment, **candidate shall pay the seat acceptance fee through online mode for the purpose of accepting the allotted seat.**
 - If allotment made to the candidate based on the claims made in the applications form, during **self-verification** of the allotment, if candidate found that the claim made by him is not correct and he wants to correct the error, (errors as per the clause (e) of sub rule (4) of this rule) the candidate shall report the grievance by online mode from his /her own login.
 - In later stage, if it is found that the seat allotted to the candidate on the false claims made in the application by the candidate, then such allotment/admission taken in the allotted institute shall be cancelled automatically.

Conduct of CAP Round-I-

The seats available for Round I shall be published on the Website. The Candidate whose names appeared in the final merit list of CAP shall be eligible to participate in this round by filling online option form. The candidate shall fill and confirm the option form through candidate's Login.

3. During the CAP:

(a) If a candidate is allotted the seat as per his first preference, such allotment shall be auto frozen and the candidate shall accept the allotment so made. Such candidate shall then be not eligible for participation in the subsequent CAP rounds. Such candidates follow the instructions given at clause 9(1)(i) above. Thereafter such candidates shall report to the allotted institute and seek admission on the allotted seat. If such candidate does not follow the instructions given in clause 9(1)(i), their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. For such candidate, the allotment so made shall be the final allotment;

(b) Candidate who have been allotted seat other than the first preference given by the candidate and if the candidate is satisfied with such allotment and do not wish to participate in further CAP rounds, such candidate can freeze the offered **seat through candidate's login**. Once the candidate freezes the allotted seat, such candidate shall follow the instructions given in clause 9(1)(i). Thereafter such candidates shall report to the allotted institute and seek admission on the allotted seat. If such candidate does not follow the instructions given in clause 9(1)(i), their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. For such candidate, the allotment so made shall be the final allotment. Such candidate shall then be not eligible for participation in the subsequent CAP rounds;

(c) Candidate who have been allotted seat other than first preference and accepted the seat as per the instructions given in clause 9(1)(i) then such candidates shall be eligible for participation in the subsequent rounds for betterment;

(d) Candidate who have been allotted seat other than first preference and not accepted the seat as per the instructions given in clause 9(1)(i), such candidate shall be eligible for participation in the subsequent rounds;

4. Conduct of CAP Round-II-

(a) The seats available for Round II shall be published on the website. The Candidates eligible for round II are allowed to fill in and/or edit online option form filled in by the candidate for the previous round. The seats to be allotted during this round shall be available to the eligible candidates falling under the following categories. –

(i) Candidates as per the Rule 3(c) and 3(d) above;

(ii) Candidates who have not been allotted any seat in any of the previous round;

(iii) Candidates who did not participate (failure of filling option form) in previous round.

(b) Candidates who have been allotted seat other than first preference and followed the instructions given in clause 9(1)(i) , whilst filling fresh option form, he/she need not fill the preference already allotted to the candidate in the previous round. Once upward preference is allotted to such candidate, his earlier seat allotment shall stand automatically cancelled. In the event of no such upward preference is allotted, his previous allotment stands retained;

(c) There shall be no further betterment option available to the candidate after round II. The allotment made and/or allotment retained in round II for participating candidates in round II shall be final;

(d) At the time of reporting for admission to Institute, the candidate shall produce all the original documents in support of the claims made in the application. In the event the candidate fails to produce the documents in support of the claim, so made in the application, the allotment shall stand cancelled automatically and the seat shall become available for allotment in further rounds;

(e) The candidate will be entitled to rectify the following errors in the application form by raising the grievance viz., from his/ her login by online mode.

(i) change of gender from male to female and vice-versa;

(ii) error while entering marks obtained by candidate in examination, However the change in the merit number due to increase in the marks will not be permitted;

(iii) error while mentioning the caste/sub-caste/the category of backward class but in no case a candidate will be allowed to change from General to Reserved Category. A reserved category candidate will be allowed to change his category from Reserved to General upon his failure to submit requisite documents like Caste/Tribe Certificate, Validity Certificate, Non-Creamy Layer Certificate etc. as the case may be.

(iv) Removal of minority status due to failure of submission of supporting documents;

(v) Removal of Disability status due to failure of submission of supporting documents;

(vi) Removal of Defence status due to failure of submission of supporting documents

(vii) Change in Type of Candidature;

(viii) Change in Home District;

(ix) Removal of Tuition Fee Waiver Seats (TFWS) status due to failure of submission of supporting documents;

(x) Removal of Technical/Vocational Status due to failure of submission of supporting documents;

(xi) Change in Qualification.

- Apart from the above no other change or rectification shall be allowed.
- (The Candidate shall report to the institution finally allotted to him and confirm his admission in institution as per the schedule. The Institute shall verify the required documents and upload the admission of the candidates in the online system through Institute Login immediately and shall issue a system generated receipt of confirmation of admission & fee paid receipt to the candidate.
- Candidate should follow procedure and instruction as per mentioned in candidate user manual.
- Candidate should follow prescribe method, instruction given in Activity schedule by competent authority.
- Candidate should read information Boucher and above instruction as well as instruction given by competent authority time to time published on website.

Sd/-
Commissioner
and Competent Authority,
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