



GOVERNMENT OF MAHARASHTRA

STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA STATE, MUMBAI

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022-22016159

User Manual for

First Year Undergraduate Technical Course in B. Pharmacy & Post Graduate Pharm. D Admissions 2022-23

To fill application form is available on following link <https://ph2022.mahacet.org/StaticPages/HomePage>

New Registration

Click on New Registration button to fill Application form

Year		Seat Matrix		CAP Round-I Cut Off		CAP Round-II Cut Off		CAP Round-III Cut Off	
Year	Seat Matrix	Min	Max	Min	Max	Min	Max	Min	Max
2021	100	100	100	100	100	100	100	100	100
2020	100	100	100	100	100	100	100	100	100
2019	100	100	100	100	100	100	100	100	100

Entrance Exam Details

Here candidate need to fill the information of eligibility entrance exam details. Select “Yes” if you have appeared for respective eligibility exam, otherwise select ‘No’.

MHT-CET 2022 Details

Have you Appeared for MHT-CET 2022? ☐ Yes ☒ No

Have you Appeared for NEET 2022? ☐ Yes ☒ No

Are You Foreign National / NRI / PIO / OCI / CIWSOC / NEET / JKSSS Candidate? ☐ Yes ☒ No

Qualifying Exam ☒ HSC ☐ Diploma in Pharmacy

Important Instructions for Candidates:

1. Read the information brochure carefully before filling in the CAP application form.
2. Make sure all supporting documents are available at the time of documents verification as specified by various authorities and as per the Proforma mentioned in the information brochure.
3. Before you submit your CAP application and confirm your CAP application by Facilitation Center. Verify your Name, Category, Gender, Photo, Signature, Exam Mark and Name on Marksheet as well as any additional information, such as the status of the EWS, TPWS, validity, required format, etc.
4. Check daily SMS 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.

☐ I have read all important instructions.

Save & Proceed >>>

After filling information Click on the check below instruction and “Save and Proceed” button.

Registration Details

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

Personal Details			
Candidate's Full Name उमेदवारचे पूर्ण नाव		RATHOD LAXMAN CHANDRASHERHAR (As appeared on HSC Marksheet) (कापडी पुस्तकविकसक प्रकाशित केवळकापडी)	
Father's Name पितृचे नाव		CHANDRASHERHAR	
Mother's Name मातृचे नाव		SANGHATA	
Gender लिंग		Male	
Confirm Gender पुनः पुढील लिंग		Male	
DOB (DD/MM/YYYY) उमेदवार (दिनांक/महिना/वर्ष)		12/07/2001	
Religion धर्म		Hindu	
Region प्रदेश		Rural	
Annual Family Income वार्षिक कुटुंबीय उत्पन्न		₹.00.001 – 7,00,000	
Mother Tongue मातृभाषा		Marathi	
Nationality राष्ट्रियता		Indo	

Communication Details : Enter your communication address, Mobile Number and Email Address.

Communication Details			
Address Line 1 पत्ता ओळ 1		Mumbai city number	
Address Line 2 पत्ता ओळ 2		mumbai	
Address Line 3 पत्ता ओळ 3			
State राज्य		Maharashtra	
District जिल्हा		Mumbai Suburban	
Taluka ताहसील		Mumbai Suburban	
Village गाव		Greater Mumbai (M Corp.) (Part)	
PIN Code पिन कोड		400001	
Telephone No. दूरधनी क्रमांक			
One Time Password (OTP) will be sent to the mobile number given below for activation of your login. Kindly make sure that mobile number is correct. This mobile number will be used for all future communications. Candidate can use one Mobile No for One Application Form.			
Mobile No मोबायल क्रमांक		985403005	
E-Mail ID ई - मेल आयडी		rathod333@gmail.com	

Choose Password

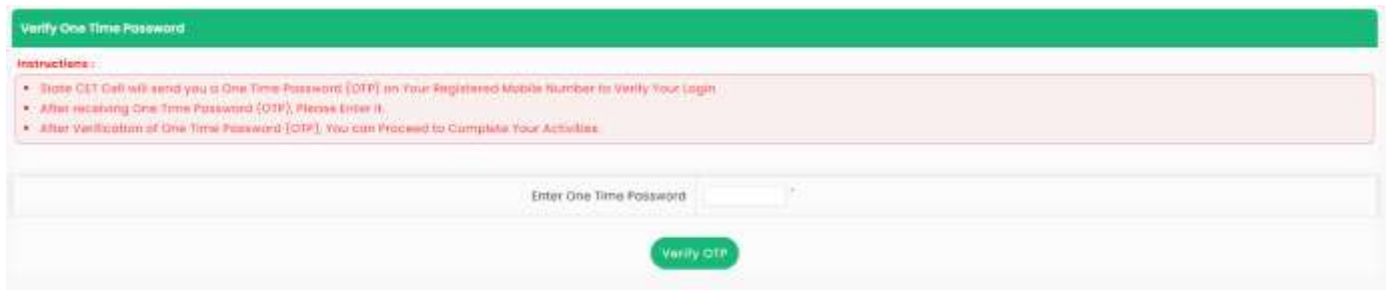
Enter your password as per the instruction and confirm same. Then enter Captcha as shown in below image. If Captcha is not visible or difficult then please click on reset button to change the Captcha Image.

After filling all above information Click on “Save and Proceed” button.

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 अभिधान विधान	
Confirm Password संकेतस्थानी पुनः करा	
Enter Captcha Given Below (Case sensitive)	
Captcha	076ZV
Save & Proceed >>>	

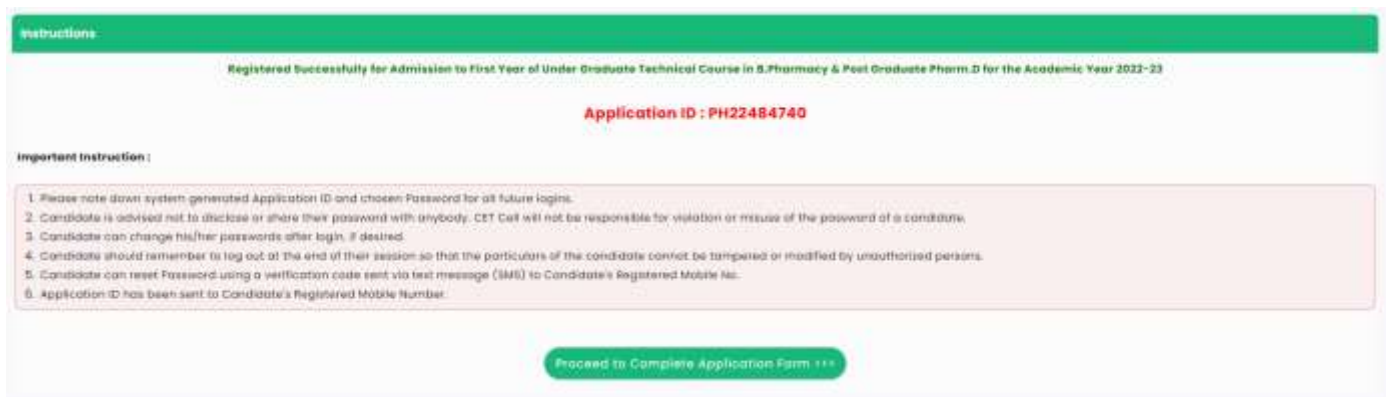
Mobile Number Verification

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.



Application ID

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 Chosen Password and click on sign In button.



If in case candidate unable to login his/her application then click on “I can’t Access my Account” to reset the Password or to know the Application ID.

Candidate application form Dashboard

There is 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.

Application Form Verification Status		
Your Application Form is In-Complete. Please Fill the Complete Application Form and Visit to any nearest Facilitation Center (FC) with all original Documents for Verification and Confirmation of your application form.		
Application Form Status		
Step #	Step Details	Status
Step 1	Registration Details	Complete
Step 2	Candidature Type Details	Incomplete
Step 3	Home University & Category Details	Incomplete
Step 4	Special Reservation Details	Incomplete
Step 5	Qualification Details	Incomplete
Step 6	NEET-2022 Details	Incomplete
Step 7	Upload Recent Images & Signature	Incomplete
Step 8	Upload Required Documents	Incomplete
Step 9	Pay Application Fee	Incomplete
Step 10	Confirm Application Form at Facilitation Centre	Incomplete

After filling all information Step by Step candidate needs/required to visit nearby Facilitation center to verify the application form.

Complete after verification of application form Step 10.

Only verified Application Forms will be considered for Current year Admission process (CAP) as rule.

Claim Your Type of Candidature

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

Claim Your Type of Candidature	
Notes: • Read all the types carefully and claim your Type of Candidature by clicking on the radio button and then click on Save & Proceed Button.	
Eligibility Requirement	Select Candidature Type
(i) Candidates passing SSC and HSC / Diploma from a recognized institution in Maharashtra State. (ii) Candidate who is either domicile of Maharashtra and / or is born in Maharashtra.	☒ Maharashtra - Type A
A Candidate who does not fall in Type A above, but who is whose father or mother is domiciled in the State of Maharashtra and possesses domicile certificate.	☐ Maharashtra - Type B
A Candidate who does not fall 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 by CAP.	☐ Maharashtra - Type C
A Candidate who does not fall 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.	☐ Maharashtra - Type D
Candidates passing SSC and HSC / Diploma from a recognized institution located in a disputed Maharashtra / Karnataka border area or from Maharashtra, residing in the disputed Maharashtra / Karnataka border area and whose mother tongue is Marathi. Click here for List of Maharashtra / Karnataka border areas designated Villages	☐ Maharashtra - Type E
Outside Maharashtra State (DNE) Candidate having Indian Nationality.	☐ OMS
Foreign National / Foreign Students	☐ Foreign Students

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

Home University & Category Details

Home University Details

Your Type of Candidature: Maharashtra - Type A

Select Document for Type-A:

Select District from which Candidate has Passed SSC:

Select District from which Candidate has Passed HSC / Diploma:

Select Taluka from which Candidate has Passed HSC / Diploma:

Your Home University:

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.

Category Details

Select Category to Which You Belong:

Your Annual Family Income:

Do you want to Apply for EWS (Economically Weaker Section)? [Click here for required format of Proforma - V](#)

Enter Caste Name:

Select Caste Certificate Status:

Instructions:

Candidates required to Submit the Caste Certificate / Birth Certificate / School Leaving Certificate at Candidates during that the Birth Place is in Maharashtra.

Candidates required to Submit Highily Income for Economically Weaker Section.

[Save & Proceed](#)

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](#)

Special Reservation Details

PMU/Post Reference Details

Person with Disability
☐ Yes ☒ No

Is Parent in Defence Personnel
☐ Yes ☒ No

Your Annual Family Income
 ₹ 0 - ₹ 1,00,000

Do you want to Apply for TWS (Tuition Fee waiver Scheme) seats?
☐ Yes ☒ No

Options Details

Are You Option 1?
☐ Yes ☒ No

Ministry Details

Do You Belong to Minority Candidates Type?
☐ Yes ☒ No

[Save & Proceed](#)

Qualification Details

SSC/Equivalent Details

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

Qualification Details

SSC / Equivalent Details

SSC Board
 Maharashtra State Board of Secondary and Higher Secondary Education, Pune

SSC Passing Year
 2022

SSC Seat Number
 X043034

HSC / Equivalent Details

[Read all Instruction carefully before filling HSC details.](#)

Select Qualifying Exam, Place of HSC Board and HSC Board.

HSC / Equivalent Details

Place of HSC Board
☒ India ☐ Abroad

HSC Board
 Maharashtra State Board of Secondary and Higher Secondary Education, Pune

HSC Passing Year
 2022

HSC Seat Number
 190980

Candidate's Mother Name as on HSC Marksheet
 SHAMOLI

Candidate's Name as on HSC Marksheet
 CHANDAN PRATAP SUMAN KADAM

[Get HSC Data](#)

HSC Passing Status
☒ Passed ☐ Failed ☐ Disqualification

Subject	Marks Obtained	Marks Out of	Percentage
HSC Physics Marks	25	50	50.00
HSC Chemistry Marks	38	50	76.00
Select Subject Having Maximum Marks			
HSC Mathematics Marks	40	50	80.00
HSC English Marks	38	50	76.00
HSC Aggregate Marks	141	250	56.40

Candidate Passing HSC in year 2022 & 2021 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 2022 Details

If you have appeared for NEET 2022 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 candidate unable to fetch their NEET 2022 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.

State Common Entrance Test Cell, Government of Maharashtra
 View your status under separate login for candidates & authorities & not candidates information applications 2022-23

Webinar: Maharashtra
 10:00 AM to 07:00 PM
 91 931 5178 00011, 4300100111

Log Out
 Maharashtra, PH22404740

Application Form Menu Home Application Form

Home
 Registration Details
 Candidate's Type Details
 Maharashtra University & Category Details
 Special Reservation Details
 Special Reservation Details
 NEET-2022 Details
 Upload Scanned Images
 Upload Required Documents
 Pay Application Fee
 Print Application Form

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 100 and less than 100 KB.
 3. Dimension of Photograph image should be 800 (X) 600 (Y) 4 color (Original) only.
 4. Ensure that Photograph image is of good quality.
 5. Use "REMOVE" button to delete Photograph image and click "VIEW" button to verify your Photograph.

Select Upload Type : --select--

Photograph
 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.

State Common Entrance Test Cell, Government of Maharashtra
 View your status under separate login for candidates & authorities & not candidates information applications 2022-23

Webinar: Maharashtra
 10:00 AM to 07:00 PM
 91 931 5178 00011, 4300100111

Log Out
 Maharashtra, PH22404740

Application Form Menu Home Application Form

Home
 Registration Details
 Candidate's Type Details
 Maharashtra University & Category Details
 Special Reservation Details
 Special Reservation Details
 NEET-2022 Details
 Upload Scanned Images
 Upload Required Documents
 Pay Application Fee
 Print Application Form

Upload Required Documents

Instructions:
 • Please use official Word or MS-Office/Chrome or Mozilla Firefox for upload Documents.
 • File Name Extension: pdf, jpg, jpeg, png
 • Maximum File Size Allowed: 500 KB.

Sr. No.	Document Name	Upload	View	Del
1.	Certificates of Indian Nationality in the Name of the Candidate.			
2.	Birth Certificate of the Candidate showing the 2nd Place of birth in the State of Maharashtra.			
3.	Statement of Marks or Certificate of Passing SSC / Equivalent Examination.			
4.	Statement of Marks or Certificate of Passing HSC / Equivalent Examination.			
5.	Statement of Marks or Certificate of Passing Diploma Examination.			
6.	Score Card of NEET 2022.			

Certificate of the Indian Nationality :-
 The certificate of Indian nationality, which is usually issued by the candidate's/parent's/relative's or the candidate's place of birth in the State of Maharashtra. In lieu of the "certificate of Indian nationality" any one of the following certificate will also be acceptable :-
 • The Service Issuing Certificate indicating the nationality of the candidate as "Indian".
 • Birth Certificate of the Candidate indicating the place of birth in India.

Domestic Certificate :-
 Domestic certificate issued by the Maharashtra state's appropriate authority will be considered valid. The domestic certificate of Indian of the candidate shall be supported with marriage certificate and legal proof of change in name. In case, such candidate will be required to submit both certificate along with supporting documents to the office.

Non-Creamy Layer Certificate :-
 A candidate belonging to "Creamy Layer" amongst the categories SC/ST/NT/NTS/NTD/NTDL/SC and OBC must note that the provision of reservation to SC/ST/NT/NTS/NTD/NTDL/SC and OBC above will be required to produce "Non-Creamy Layer Certificate" in the name of the candidate as specified in the Government Resolution No. G.O. 13/2006/CL/8/201/SCW-5, dated 27th February 2007 or its updated version from time to time. This certificate should be valid up to 31st March 2023.

Save & Proceed

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.

The screenshot shows the 'Application Fee Cart' page. The header includes the State Common Entrance Test Cell, Government of Maharashtra logo and contact information. The left sidebar contains navigation links like 'Home', 'Registration Details', 'Application Fee Cart', 'Print Application Form', etc. The main content area displays a table with columns for 'S.No.', 'Application Fee', and 'Total Amount (₹)'. The table shows a single entry for 'Application Fee' with a value of '0.00'. Below the table, there is a green button labeled 'Proceed to Payment (₹)'. A note at the top of the main content area states: 'Note: Payment of Application Fee is mandatory for all candidates (except the exempted candidates) for whom you want to take the fee. Before the application form is submitted to the State Common Entrance Test Cell, the fee must be paid.' A 'Print Application Form' button is also visible at the bottom of the sidebar.

Print Application Form

After successful payment candidate can print the application form.

The screenshot shows the 'Print Application Form' page. The header is similar to the previous page. The left sidebar contains navigation links. The main content area displays a form for printing the application form. At the top, there is a green button labeled 'Print Application Form'. Below this, there is a red box with 'Important Instructions for Printing' which includes steps like 'Before printing, check the "Page Setup" option in the menu and configure the following values: a. Left Margin = 0.25, b. Right Margin = 0.25, c. Top Margin = 0.25, d. Bottom Margin = 0.25, e. Header should be blank, f. Footer should be blank'. Below the red box, there is a green button labeled 'Go to Settings/Change the Uploaded Documents'. The main content area shows the 'Application Form' for the 'First Year of Four Year Degree Course in Pharmacy & First Year of Six Year Post Graduate Degree Course in Pharmacy for the Academic Year 2022-23'. The form includes fields for 'Candidate's Full Name' (KIRAN KUMAR), 'Father's Name' (CHANDRASEKHAR), 'Mother's Name' (SARASWATI), 'Gender' (Male), 'Date of Birth' (12/07/2004), 'Candidate's Type' (Maharashtra - Type A), 'Home Address' (Saint Dada Saheb Baramwadi University), and 'Category' (Open). A small photo of the candidate is visible on the right side of the form.

Edit Application form

After submission of application form if candidate want to edit the application candidate can edit the application form as per requirement.

Verification of Application form

It is mandate to candidate for verification of application form he/she needs to Visit any nearest Facilitation center 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

To edit confirmed application form Candidate needs to visit respective FC where he/she verified the application form and request to FC for Cancel the application form.

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