# USER MANUAL FOR FIRST YEAR UNDER GRADUATE TECHNICAL COURSE IN B.PHARMACY & POST GRADUATE PHARM.D ADMISSIONS 2021-22

New Registration (1st time user)

1. Open Internet Browser (Google Chrome / Mozilla Firefox / Internet Explorer version 9 or higher)

1. B) Go to the address bar and type the URL: https://Ph2021.mahacet.org/ and press Enter

Candidates can register by clicking the **New Registration** button on the home page of the First Year under Graduate Technical Courses in Engineering and Technology Admissions 2021-22
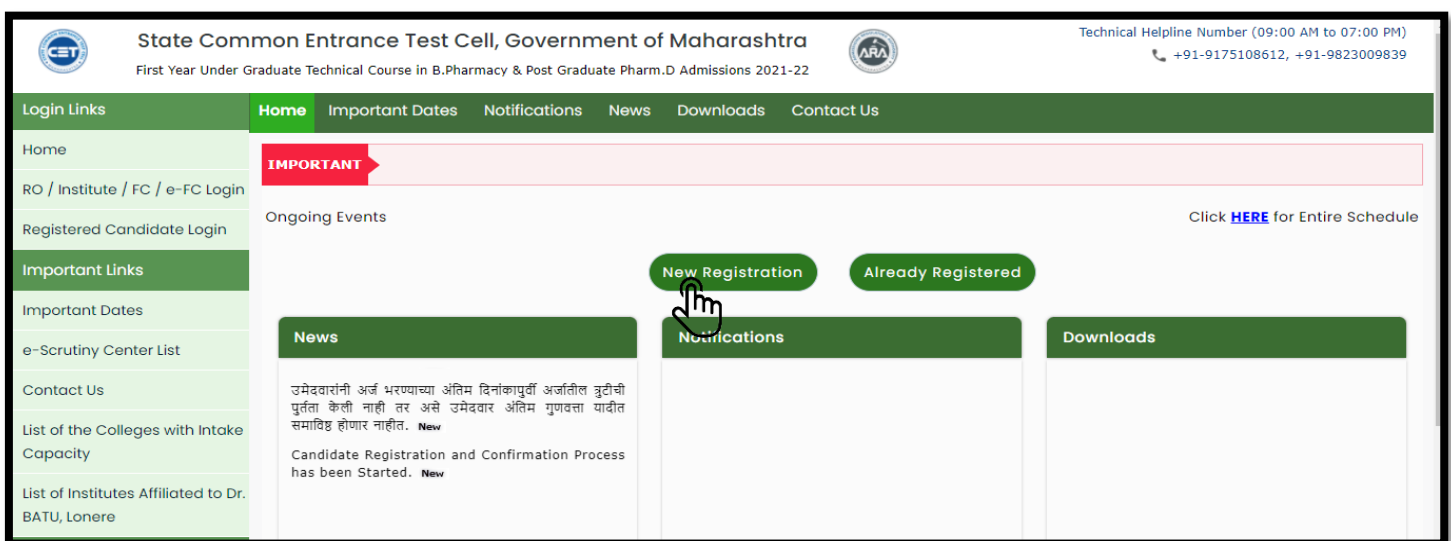
General Note:

1] Candidates who have registered for MHT-CET 2021 are not required to pay any fee for registration for admission. However other candidates who have obtained score which is valid for admission in academic year 2021-22 in NEET and have not registered for MHT-CET 2021 are required to pay fee as given below only by Credit Card/ Debit Card/ Net Banking etc. through Online mode. Fees paid are non-refundable. (No other mode of payment shall be permitted.)

Step 1 - Select the candidature type -

First candidates are asked whether they have appeared for MHT-CET 2021 exam
And candidate required to read the important instructions mentioned.

If the candidate clicks on the '**Yes**' button, then the candidate required to enter the application number & seat number and Date of birth as enter in while filling up application form for MHT-CET registration and is all the details entered by candidate are correct then, click on the '**Check CET Details**' button.

. The candidate will then be shown the marks obtained in the common examination.

Here candidate need to make sure that the marks fetched are correct and truly belong to him/her, if in further process of verification it found that the marks/Name fetched are belongs to other candidate then your application form will be cancelled without any prior notice.

If the candidate has not appeared for the MHT-CET 2021 exam, the candidate should click on the **No** button.

Candidates are then asked if they have passed the JEE (Main) 2021 exam. If the candidate clicks on the '**Yes**' button, the candidate has to fill in the next step information. Otherwise, the candidate has to click on '**No**' button and if eligible for Foreign National / NRI / PIO / OCI / CIWGC / NEUT / JKSSS then need to click on '**Yes**' button. If not, click on '**No**' button and the candidate will be asked whether he has passed the Engineering and Technical Diploma. If yes, candidate needs to click on the '**Yes**' button below and fill in the information for the next stage.

Then click on '**Save & Proceed**' button below.

Personal Information Registration:

After opening the online registration form, the candidates should first enter their full name (Candidate name should be as per HSC mark sheet), father's name, mother's name, gender, date of birth, religion, region, mother tongue, annual family income and nationality etc. The information has to be filled accurately.

Registration Details	
Personal Details	

Candidate's Full Name उमेदवाराचे पूर्ण नाव	LAXMAN CHANDRASHEKHAR RATHOD
	(As appeared on HSC Marksheet) (बारावी गुणपत्रिकेवर प्रकाशित केल्याप्रमाणे)

Father's Name वडिलांचे नाव	CHANDRASHEKHAR	Mother's Name आईचे नाव	SANGEETA
Gender लिंग	Male	Confirm Gender लिंग पुष्टी करा	Male
DOB (DD/MM/YYYY) जन्म तारीख (दिनांक/महिना/वर्ष)	15/10/1994	Religion धर्म	Hindu
Region प्रदेश	Rural	Annual Family Income वार्षिक कौटुंबिक उत्पन्न	3,50,001 – 4,00,000
Mother Tongue मातृभाषा	Marathi	Nationality राष्ट्रीयत्व	India

Communication Details:

At this stage of the online registration application, information related to the candidate's correspondence address, state, district, Taluka, village, pin code, telephone number (no problem if not) mobile number and email id. etc has been asked. Candidates are required to fill in the correct information as the candidates will receive communication/correspondence/instructions based on the above information.

Communication Details	

Address Line 1 पत्ता ओळ 1	Near shatri nagar	
Address Line 2 पत्ता ओळ 2	Yerawada Pune	**Note :** Maximum allowed lenght for each row is 50 characters.
Address Line 3 पत्ता ओळ 3		
State राज्य	Maharashtra	District जिल्हा — Pune
Taluka तालुका	Pune City	Village गाव — Pune (M Corp.)
PIN Code पिन कोड	411006	Telephone No दूरध्वनी 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 भ्रमणध्वनी क्रमांक	9156491083	E-Mail ID ई – मेल आयडी	Test@Gmail.com

Password Details:

At this stage of the online registration, the candidates have to enter the desired password as per the instructions on the screen to create an account and click on the **'Save & Proceed'** button below

OTP Verification:

At this stage of the online registration, 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. If you do not receive OTP on your mentioned mobile number, then click on **'Retry on Call'** button, then candidate will get call from system regarding "OTP".

Details of application ID received:

After verification of the OTP, application ID will be assigned to the candidate.

This application ID needs to be preserved permanently throughout the process by the candidate

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

Selection of Scrutiny mode:

After login candidate have to select Scrutiny mode;

As candidate can view there are two Scrutiny mode candidates are free to select their choice of Scrutiny mode as per convenience.

1] E-Scrutiny Mode

2] Physical Scrutiny Mode

Process for E-Scrutiny Mode selected candidates:

- ✓ Such candidate shall fill online application form and scan original document and upload the required documents from any computer/smartphone connected to internet from anywhere.
- ✓ Such candidate need not have to visit to FC for verification and confirmation of the application form. His/Her application & documents shall be verified and confirmed by the FC through e-Scrutiny Mode.

- ✓ During e-Scrutiny of Application Form of such candidate:
- ✓ If no error is found: the status of verification & confirmation of the application form shall be available in candidates Login along with receipt cum Acknowledgement.
- ✓ If error is found: the details of errors shall be intimated to candidates by reverting back his/her Application for its rectification through candidates Login.
- ✓ Candidate shall edit the reverted Application form and re-submit the application for e-Scrutiny through his/her login.
- ✓ Candidate shall edit the reverted Application in given schedule e-Scrutiny through his/her login.

Process for Physical Scrutiny Mode selected Candidates

- ✓ Such candidate shall visit the facilitation Centre online selected by himself/herself, along with the required documents as per the allotted time slot for online filling, scanning & uploading of required documents, verification and confirmation of application form.
- ✓ After verification & Confirmation of application form, FC shall issue the receipt cum Acknowledgement.

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-FC shall electronically verify candidate's information and do the confirmation.
d. Candidates can raise their grievance online for any found discrepancy.
e. e-FC will Facilitate to support candidates to resolve all grievances.

E-Scrutiny Mode & Proceed >>>

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 Facilitation Center in person for document verification and confirmation.
c. In this mode candidate will select a nearby FC center and select the available time slot for document verification and confirmation.
d. For any document discrepancy found, candidates can visit the FC center.
e. FC center will facilitate support to candidates to resolve the all discrepancy.

Physical Scrutiny & Proceed >>>

Candidate Dashboard

In the Application form candidate required to complete the 10 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.

Candidates will not be able to send their online application for e-scrutiny till the total 09 steps on the dashboard are completed.

To send your application form verification candidate required to complete the remaining steps on the dashboard.

Also a message about the current status of the application is displayed on the main page.

Step 2 : Select Candidature Type:

In this, the candidate has to choose the type of candidature. While selecting the type of candidature, the candidate has to select the type of candidature by carefully reading the information given in the

"Eligibility Requirement".

Candidates should select the candidature type as per the rule and click the Save & Proceed button below.

Stage number. 3- Choose the Home University and category:

Native University - In this, the information has to be filled according to the candidate category selected by the candidate.

Notice:

The Home University is shown below according to the district where the candidate has passed 12th / Diploma.

Category details:

For the candidates who selected candidature type Maharashtra-A to Maharashtra-E, those candidate asked fill the information about category details there are a total of 9 main categories.
The candidate has to choose the category based on category candidate eligibility and required document will be asked to the candidate where candidate need to selects the status of the document and upload the same in required document section to claim the benefits after entering the details candidate needs to click the '**Save & Proceed'** button as shown below.

Let us first briefly look at all the categories.

Open –

If Candidates selects Category as "Open" category are eligible for Economically weaker section (EWS).

Candidates those want to apply for Economically weaker section (EWS).
Need make sure that, The combined income of the families mentioned by the candidates in filling in the personal information. Whose family income from all sources is less or up to 8 Lakh. Such candidates are eligible for the category of Economically weaker section (EWS).

If Candidate select "Yes" in Drop Down then EWS candidates shall produce the Eligibility Certificate for Economically Weaker Section. (As per the format in Maharashtra State Government Resolution No. राआधो-4019/प्र.क्र.31/16-अ, dated 12th February, 2019 only)

If "Apply But Not Received" status is selected, then, the candidate has to provide EWS Certificate Application Number, date of application, district, and Taluka where the application was submitted and required to produce the original documents before the Institute reporting of CAP round 1 otherwise allotted seat will be cancelled if candidate failed to submit the original document.

If the candidate chooses "Not Applied" for status, then the application will be considered based on the remaining eligibility, except for the reservation and concessions of the concerned category in the further process.

Scheduled Caste (SC) / Scheduled Depository (ST) –

The Candidates who belong to the category of Scheduled Castes / Scheduled Tribes at the beginning should select the option "the Scheduled Castes (SC) / Scheduled Tribes (ST) category."

The candidate has to choose the status of the caste certificate from the drop-down list. "Available, Apply But Not Received, Not Applied"

If the candidate selects the "Available" Status, then, the candidate is required to Upload the Caste Certificate clearly mentioning the Category of the Candidate

If the candidate chooses the status "Apply But Not Received", then the candidate should have to enter the Caste Certificate Receipt No, Caste Certificate Application Date.

If the candidate chooses "Not Applied" for status, then the application will be considered based on the remaining eligibility, except for the reservation and concessions of the concerned category in the further process.

Similarly candidate needs to select the status of caste / tribe validity certificate

Note: If candidate failed to produce original certificate or uploads to wrong document for verification then such candidate will not able to take benefits of the respective category and will be converted to Open where candidate have pay the conversion fee.

The Candidates who belong to the category of Destitute Castes / Nomadic Tribes (DT / VJ) / Nomadic Tribes-B (NT1 (NT-B) / Nomadic Tribes-C (NT2 (NT-C) / Nomadic Tribes-D) / NT3 (NT-D) / (OBC) / V.M.P. (SBC) should select the caste category as applicable.

The candidate has to choose the status of the caste certificate from the drop-down list. "Available, Apply But Not Received, Not Applied"

If the candidate selects the "Available" Status, then, the candidate is required to Upload the Caste Certificate clearly mentioning the Category of the Candidate

If the candidate chooses the status "Apply But Not Received", then the candidate should have to enter the Caste Certificate Receipt No, Caste Certificate Application Date.

If the candidate chooses "Not Applied" for status, then the application will be considered based on the remaining eligibility, except for the reservation and concessions of the concerned category in the further process.

Similarly candidate needs to select the status of caste / tribe validity certificate
And Non - Creamy Layer Certificate.

Note:

If candidate failed to produce original certificate or uploads to wrong document for verification then such candidate will not able to take benefits of the respective category and will be converted to Open where candidate have pay the conversion fee.

Step 4 - Special Reservation Details –

In this, the candidate has to fill in the information about the special reservation

The brief information about the Person of disabled / handicapped.

a) Disabled / Handicapped Person - In this, if the candidate is Disabled / handicapped person, then candidate need to select "Yes" in dropdown otherwise select "Not Applicable"

Special Reservation Details	
PWD and Defence Details	
Person with Disability अपंग / दिव्यांग प्रकार निवडा	Not Applicable
Is Parent a Defence Personnel पालक संरक्षण सेवेत असल्यास पर्याय निवडा	Not Applicable
Your Annual Family Income कौटुंबिक वार्षिक उत्पन्न	3,50,001 – 4,00,000
Do you want to Apply for TFWS (Tuition Fee Waiver Scheme) Seats ? तुम्हाला टीएफडब्ल्यूएस (शिक्षण शुल्क माफी योजना) जागांसाठी अर्ज करायचा आहे काय?	-- Select --

Note:
Candidates with Disability should note that on admission to degree course they will not be given any exemptions or additional facility in the academic activities other than those which may be provided by the respective Universities

Five Percent (5%) seats of total seats for Maharashtra candidates per course coming under CAP shall be reserved for Candidates having any of the following minimum 40% benchmark disability.

b) Parent in Defense Service - In this case, if the parents of the candidate are working in the Defense Service or have retired from the Defense Service, then the type of Defense Service. Then candidate Need select "Yes" otherwise Select "No".

Note:

If Candidate select "Yes" then need to upload the document Proforma-C in required document section (Format given in information brochure)

c) Tuition Fee Waiver Scheme-

If candidate want to apply for Tuition Fee Waiver Scheme then candidate need to check the eligibility criteria for TFWS,

✓ Only Maharashtra State Candidature candidates are eligible for these seats

✓ Eligible Maharashtra State Candidates having their parent's annual income less than Rs. 8 Lakh (Rupees Eight Lakh only) from all sources shall only be eligible for these seats. The candidate shall submit Income certificate issued by Appropriate Authority.

As above mention if candidate has document then candidate can select "Yes" in dropdown otherwise select "Not Applicable"

If candidates select "Yes" then candidate need to upload the Income certificate in required document section.

Reservations for Orphan Candidates –

Candidates who are orphans and have been given Orphan Certificate by the Department of Women and Child Development, Government of Maharashtra should select Yes in the next drop down and upload the Orphan Certificate in the next stage. Otherwise select "Not applicable".

Note:

One percent (1%) seats of CAP Seats (excluding Minority institutions, All India Seats, if any) shall be reserved for Orphan Candidates. These seats shall be filled by the Competent Authority through CAP as per Government Resolution, Women and Child Welfare Department, the policies of the Government declared from time to time.

Minority category –

The Maharashtra domiciled Candidate belonging to a particular Linguistic or Religious Minority Community from within the State and as notified by the Government are eligible under this Category.

if the candidate belongs from the minority category and then select Linguistic Minority Type and Religious Minority Type in the minority category. Click the Proceed button otherwise select No

Choose an Educational Qualification –

10th / SSC details-

"SSC" means the Secondary School Certificate (Standard X) examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognised Board;

In this candidate need to fill the information of the **10th / SSC as shown,**

12th /HSC Details –

"HSC" means the Higher Secondary School Certificate (Standard XII) examination conducted by Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a recognised Board;

'Get HSC Data' Facility available for the Candidate those completed their 12th HSC in year 2021 for remaining year candidate need to enter marks manually.

The candidates who have passed the rest of the year will have to mention the marks themselves as shown below

Diploma Details

 c) Diploma in Engineering and Technology Examination - In this, if the candidate has passed the post-10th /SSC engineering and technology diploma course which is equivalent to the 12th examination, those candidate can enter details as shown below

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Stage 7 - Select the photo of the candidate –

In this section candidate required to upload the photograph and signature, to upload the photo candidate need to select "Select Upload Type" as photograph and then "Signature" then Uploading option will be displayed on screen. in pop screen candidate need to select "Open" to upload the saved file (The Photograph Image should be in jpg/jpeg/png format) after selecting desired file candidate need to click on upload button. Respective file will be displayed on screen of the candidate.

As shown below

After uploading the Photograph and signature candidate need to click on the **'Save & Proceed'** button below.

Step 08 : Upload Required Documents:

a) List of document asked to upload to the candidate based on above filled information.
As shown below after uploading all the documents candidate required to click on save and proceed button.

Sr. No.	Document Name	Upload	View	Edit
1	Certificate of Indian Nationality in the Name of the Candidate.			🗑
2	School Leaving 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 2022.			🗑
6	Income Certificate of Parents issued by competent authoirty of Govt. Of Maharashtra having Annual Income upto Rs. 8 Lacs.			🗑
7	Statement of Marks or Certificate of Passing SSC / Equivalent Examination.			🗑
8	Statement of Marks or Certificate of Passing HSC / Equivalent Examination.			🗑
9	Score Card of NEET 2021.			🗑
10	Score Card of MHT-CET 2021.			🗑

Certificate of the Indian Nationality :-
The certificate of Indian Nationality, which is usually issued by the Tahshildar/Executive Magistrate/Dy. Collector of the concerned Taluka/District wherein the candidate ordinarily resides. In lieu of the **"Certificate of Indian Nationality"** any one of the following certificate will also be acceptable –
- The School leaving Certificate indicating the Nationality of the candidate as 'Indian'.
- Indian Passport in the name of the candidate, issued by appropriate authorities.
- Birth Certificate of the Candidate indicating the place of birth in India.

Domicile Certificate :-
Domicile certificate issued by the Maharashtra State's appropriate authorities will be considered valid. The domicile certificate of Mother of the candidate shall be supported with marriage certificate and legal proof of change in name if any. Such candidates will be required to submit birth certificate clearly mentioning the name of the mother.

Non-Creamy Layer Certificate :-
A candidate belonging to 'Creamy Layer' amongst the categories VJ/DT-NT(A), NT(B), NT(C), NT(D), SBC and OBC must note that the provision of reservation is NOT applicable to him/her. A candidate claiming benefit of reservation under the categories VJ/DT-NT(A), NT(B), NT(C), NT(D), SBC 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. CBC-10/2008/C.R.697/BCW-5**, dated 27th February 2009 or its updated version from time to time. **This certificate should be valid up to 31st March 2022.** However, such a Non-Creamy Layer Certificate shall be produced in any case on or before the last date of filling up of Application Form, failing which the category claim, will not be granted.

Save & Proceed >>>

Step 09 ; Online application fee –

a) The candidate is asked to pay the application fee for the admission process as per the selected category and reservation in the application. The candidate is shown total application fee Applicable.

b) If the candidate has appeared for the MHT-CET 2021 Common Entrance Examination, the candidates are asked to pay the remaining fees online except the fees paid for that examination.
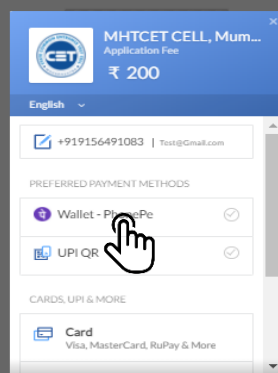
Pay Application Fee	
MHT-CET Application Fee Paid (₹)	600/-
Online Application Fee Paid (₹)	0/-
Online Application Fee to be Paid (₹)	NIL/-

Save & Proceed >>>

c) Click on **'Proceed To Payment'** button below to pay the admission fee. The candidate should then click on the Proceed button to pay the online fee on the Payment Gateway page. Candidates can then pay the application fee by choosing one of the mediums of card, net banking, wallet, UPI and QR code to pay the fee online.

Note:

- ✓ While making payment for application form candidate need to make sure that they are using updated browser and Internet connection must be strong.
- ✓ If payment process is incomplete then kindly do not initiate second payment.
- ✓ If application fee got debited twice from your bank account then excess paid fee will be refunded back to respective bank account.

Step 10: Copy of Online application and Online Application Submission-

a) A copy of the application is shown to the candidate as per the information filled by the candidate and the uploaded document / certificate
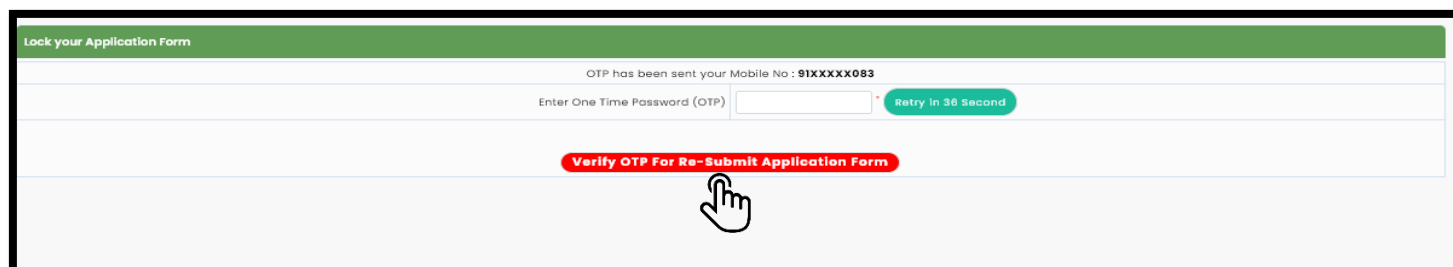
c) Candidates should check the information filled in and if any change is to be made in the application, if the candidate clicks on the relevant stage on the left side, the candidate can change the information filled in. Candidate should make appropriate changes and click on **'Save & Proceed'** button below.
Then the candidate should check the changes made by the candidate on the copy of the application and if appropriate, click on the **Submit Application Form for e-verification** button below.

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Candidates will then be asked for login password. Candidate should enter the login password and click on Verify Password button below.

Candidates will then be sent for OTP check on the mobile number mentioned in the application. The candidate should mention it and click on the Verify OTP button below. Thus the application of the candidates has been sent for e-scrutiny and a copy of the sent application has been made available.

Thank You