



**महाराष्ट्र शासन**

**Government of Maharashtra**

First Year Undergraduate Technical Courses in  
Engineering and Technology (4 Years) & Master of  
Engineering and Technology (Integrated 5 Years)  
Admissions A.Y. 2023-24

**User Manual**

**Option form**



**State Common Entrance Test Cell,  
Government of Maharashtra**

# INDEX

Sr. No	Description	Page Number
1	Login	03
2	Shortlist Your Options (Dashboard)	04
3	Set Your Preference	06
4	Option Form summary	06
5	Confirm your Application form	08
6	Print Option form	09

# Application form login

Enter your Application ID and Password.

Registered Candidates Sign In

Application ID :

Password :

**E9 4 UT**

Enter above text here

**Sign In**

[I can't access my account ?](#)

**Instructions :**

1. The Candidate who is already registered should enter Application ID and Password.
2. In case candidate forgets his / her Application ID / Password, he / she can retrieve it by using "I can't access my account?".
3. Candidate is advised not to disclose or share their password with anybody. CET Cell will not be responsible for violation or misuse of the password of a candidate.
4. Only authorised users are allowed to proceed further.
5. Your IP Address and other information will be captured for security reasons.
6. The SC, ST, VJ/D1- 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 registration, physical document verification and confirmation period should upload and verify original Caste/ Tribe Validity Certificate, Non Creamy Layer Certificate, EWS Certificate at SC and submit original certificate to the admitted institute on or before third round last date of reporting otherwise these candidates admission will get automatically cancelled and shall be considered as Open category candidates for next Institute level round provided candidate full fill eligibility criteria for open category.

Click on Sign in Button.

If candidate has forgotten his/her Application ID and/or Password in such case candidate need to click on


“I can't Access My account” link to retrieve/reset the details.

## Application form Dashboard

Note.


The Candidate whose name appeared in the final merit list and fulfilling the condition for filling the option form for this round shall be eligible to submit option form.

To fill the Option form for CAP Round I candidate need to click on following link as shown below



State Common Entrance Test Cell, Government of Maharashtra

First Year Under Graduate Technical Courses in Engineering and Technology (4 Years) & Master of Engineering and Technology (Integrated 5 Years) Admissions A.Y. 2023-24



Technical Helpline Number  
(09:00 AM to 07:00 PM)  
+91-9175108612, 18002103111

Welcome, EN23100050

Log Out

Application Form

Home Application Form

Home

Fill / Edit Application Form

Upload Required Documents

Check Payment History

Print Application Form

Pay Application Fee

Application Form Version Wise

Acknowledgement By Version Wise

Replace Correct Certificate Upload (CVC /TVC, NCL & EWS)

Option Form

Fill / Edit Option Form

Print Option Form

Print Detailed Confirmed Options List

Seat Acceptance Menu

Upload CVC/TVC NCL EWS Document

Important Links

Send Grievances

Welcome for Admission to First Year Under Graduate Technical Courses in Engineering and Technology (4 Years) & Master of Engineering and Technology (Integrated 5 Years) Admissions A.Y. 2023-24

View Sent SMS View Sent WhatsApp View Sent Email

**Application Form Verification Status**

Your Application Form is Verified and Confirmed by SC8784A on 28/06/2023 17:15:24. Please Check the Acknowledgement.

Status of Option Form Submission and Confirmation for CAP Round - I


**Incomplete Option Form for CAP Round-I**

1. The Candidate whose name appeared in Final Merit List (Maharashtra State / All India) is Eligible to Submit Option Form.
2. The Candidate has to Submit and Confirm Online Option Form through Candidate Login by himself/herself.
3. The Scrutiny Center shall act only as facilitator for Candidate to Submit and Confirm Online Option Form. It will be the responsibility of the candidate to Submit and Confirm Online Option Form by himself/herself through their login. DO NOT SHARE PASSWORD and OTP, instead type the password by himself /herself.
4. Click on Fill / Edit Option Form Button given below to fill the Option Form.
5. After that, Candidate will have to select the Course & Other Search Criteria and then click on 'Search' button. All the Institutes under that Search Criteria will be displayed.
6. To shortlist on option candidate has to select the Institute by clicking on the Checkbox given in front of the Institute name.
7. Candidate can go on selecting as many options minimum one and maximum 300 choices of Institute & courses as candidate wants by clicking on the Institutes & Courses.
8. Once candidate finalizes all his options, only then candidate can click on Proceed button.
9. All the options selected by her/his will be shown.
10. If candidate wants to change the short listed options then candidate is also allowed to do so.
11. You can go on clicking one by one on the check box given in front of the option to set preferences with highest priority first in decreasing order of their preferences.
12. You are allowed to set preferences to maximum 300 options selected by you.
13. If you wish to reset the preferences then click on Reset preferences button or click on confirm button.
14. Then all the options in order of preferences given by you are shown.
15. Candidate can modify preferences, add choices, delete choices before confirmation of the online Option Form.
16. You can repeat these steps as many times as you want till you Confirm your Option Form. **Once you are sure then confirm your Option Form by entering the password once again.** Candidate shall take print out of Receipt-cum-Acknowledgement of Option Form. After confirmation of Option form the candidate will not be able to change the option.
17. The Option Form just submitted, but not confirmed by the candidate himself/herself will not be processed for allotment.
18. Candidate should keep the printout of the online Option/Preference form after confirmation for future reference. They can view the detailed option form having the details of the Choice Codes.

Click on “Fill/edit Option form” link to start the filling / editing the Option form.


## 1 Shortlist Your Options

- Select the filter as per the requirement.
- Click on Search Institute
- Select the Institute and click on “Add Selected Option”



State Common Entrance Test Cell, Government of Maharashtra

First Year Under Graduate Technical Courses in Engineering and Technology (4 Years) & Master of Engineering and Technology (Integrated 5 Years) Admissions A.Y. 2023-24



Log Out

Welcome, EN23100050

Home Application Form

1 Shortlist Your Options 2 Set Your Preferences 3 Option Form Summary 4 Confirm Your Option Form

Shortlist Your Options

View Personal Information & Important Instructions

Select Course Name -- Select Course --

Select University All Select District All

**Institute Status Details**

Select Institute Status All Select Institute Autonomy Status All

Select Institute Minority Status All Select TFWS Status All

Search Institute

Save & Proceed >>>

SEARCH INSTITUTION MINISTRY SHORTLIST

All

SEARCH INSTITUTION

ADD Selected Options

Select Options of Your Choice

Sr. No.	Institute Code	Institute Name	University Name	Choice Code	Select
1.	4123	Lokmanya Tilak Jankalyan Shikshan Sanstha, Priyadarshani College of Engineering, Nagpur	Rashtrasant Tukadoji Maharaj Nagpur University	412308210	<input type="checkbox"/>
2.	4123	Lokmanya Tilak Jankalyan Shikshan Sanstha, Priyadarshani College of Engineering, Nagpur	Rashtrasant Tukadoji Maharaj Nagpur University	412308211T	<input type="checkbox"/>
3.	4151	Vidarbha Bahu-Uddeshiya Shikshan Sanstha's Tulshiramji Gaikwad Patil College of Engineering & Technology, Nagpur * As per the Ro Nagpur Letter and documents UG and PG change as "Autonomous" from 2022-23	Rashtrasant Tukadoji Maharaj Nagpur University	415108210	<input type="checkbox"/>
4.	4151	Vidarbha Bahu-Uddeshiya Shikshan Sanstha's Tulshiramji Gaikwad Patil College of Engineering & Technology, Nagpur * As per the Ro Nagpur Letter and documents UG and PG change as "Autonomous" from 2022-23	Rashtrasant Tukadoji Maharaj Nagpur University	415108211T	<input type="checkbox"/>
5.	6177	Sinhgad College of Engineering, Vadgaon (BK), Pune	Savitribai Phule Pune University	617708210	<input type="checkbox"/>
6.	6177	Sinhgad College of Engineering, Vadgaon (BK), Pune	Savitribai Phule Pune University	617708211T	<input type="checkbox"/>
7.	6267	Kolhapur Institute of Technology's College of Engineering(Autonomous), Kolhapur	Shivaji University	626708210	<input type="checkbox"/>
8.	6267	Kolhapur Institute of Technology's College of Engineering(Autonomous), Kolhapur	Shivaji University	626708211T	<input type="checkbox"/>

ADD Selected Options

Save & Proceed >>>

On successful selection following Message will be displayed as shown above.

“Selected Options Added. Check Your Shortlisted Options Below”

To View the Shortlisted Options candidate, need to scroll down page.

Your Shortlisted Options

Sr. No.	Institute Code	Institute Name	University Name	SL / JNU / OGU	Course Name	Choice Code	Delete
1.	4123	Lokmanya Tilak Jankalyan Shikshan Sanstha, Priyadarshani College of Engineering, Nagpur	Rashtrasant Tukadoji Maharaj Nagpur University	OHU	Bio Technology	412308210	<input type="checkbox"/>
2.	4123	Lokmanya Tilak Jankalyan Shikshan Sanstha, Priyadarshani College of Engineering, Nagpur	Rashtrasant Tukadoji Maharaj Nagpur University	SL	Bio Technology	412308211T	<input type="checkbox"/>
3.	4151	Vidarbha Bahu-Uddeshiya Shikshan Sanstha's Tulshiramji Gaikwad Patil College of Engineering & Technology, Nagpur * As per the Ro Nagpur Letter and documents UG and PG change as "Autonomous" from 2022-23	Rashtrasant Tukadoji Maharaj Nagpur University	SL	Bio Technology	415108210	<input type="checkbox"/>
4.	4151	Vidarbha Bahu-Uddeshiya Shikshan Sanstha's Tulshiramji Gaikwad Patil College of Engineering & Technology, Nagpur * As per the Ro Nagpur Letter and documents UG and PG change as "Autonomous" from 2022-23	Rashtrasant Tukadoji Maharaj Nagpur University	SL	Bio Technology	415108211T	<input type="checkbox"/>
5.	6177	Sinhgad College of Engineering, Vadgaon (BK), Pune	Savitribai Phule Pune University	OHU	Bio Technology	617708210	<input type="checkbox"/>
6.	6177	Sinhgad College of Engineering, Vadgaon (BK), Pune	Savitribai Phule Pune University	SL	Bio Technology	617708211T	<input type="checkbox"/>
7.	6267	Kolhapur Institute of Technology's College of Engineering(Autonomous), Kolhapur	Shivaji University	SL	Bio Technology	626708210	<input type="checkbox"/>
8.	6267	Kolhapur Institute of Technology's College of Engineering(Autonomous), Kolhapur	Shivaji University	SL	Bio Technology	626708211T	<input type="checkbox"/>

Save & Proceed >>>

Delete Selected Options

Click on “Save and Proceed”” button

## 2

## Set Your Preferences

In this section candidate needs to set the preference to the shortlisted Institutes.  
To set the preference click on check box “ Set Preference”

1 Shortlist Your Options 2 Set Your Preferences 3 Option Form Summary 4 Confirm Your Option Form

Set Preferences

View Personal Information & Important Instructions

Sr. No.	Institute Code	Institute Name	University Name	SL / HU / OHU	Course Name	Choice Code	Set Preference	Preference No.
1.	4123	Lokmanya Tilak Jankalyan Shikshan Sanstha, Priyadarshani College of Engineering, Nagpur	Rashtrasant Tukadoji Maharaj Nagpur University	OHU	Bio Technology	412308210	<input checked="" type="checkbox"/>	1
2.	4123	Lokmanya Tilak Jankalyan Shikshan Sanstha, Priyadarshani College of Engineering, Nagpur	Rashtrasant Tukadoji Maharaj Nagpur University	SL	Bio Technology	412308211T	<input checked="" type="checkbox"/>	2
3.	4151	Vidarbha Bahu-Uddeshiya Shikshan Sanstha's Tulshiramji Gaikwad Patil College of Engineering & Technology, Nagpur * As per the Ro Nagpur Letter and documents UG and PG change as "Autonomous" from 2022-23	Rashtrasant Tukadoji Maharaj Nagpur University	SL	Bio Technology	415108210	<input checked="" type="checkbox"/>	3
4.	4151	Vidarbha Bahu-Uddeshiya Shikshan Sanstha's Tulshiramji Gaikwad Patil College of Engineering & Technology, Nagpur * As per the Ro Nagpur Letter and documents UG and PG change as "Autonomous" from 2022-23	Rashtrasant Tukadoji Maharaj Nagpur University	SL	Bio Technology	415108211T	<input checked="" type="checkbox"/>	4
5.	6177	Sinhgad College of Engineering, Vadgaon (BK), Pune	Savitribal Phule Pune University	OHU	Bio Technology	617708210	<input checked="" type="checkbox"/>	5
6.	6177	Sinhgad College of Engineering, Vadgaon (BK), Pune	Savitribal Phule Pune University	SL	Bio Technology	617708211T	<input checked="" type="checkbox"/>	6
7.	6267	Kothapur Institute of Technology's College of Engineering(Autonomous), Kothapur	Shivaji University	SL	Bio Technology	626708210	<input checked="" type="checkbox"/>	7
8.	6267	Kothapur Institute of Technology's College of Engineering(Autonomous), Kothapur	Shivaji University	SL	Bio Technology	626708211T	<input checked="" type="checkbox"/>	8

Reset my Preferences Save & Proceed >>>

Reset Preference : using this candidate can reset/remove the given preference.

After giving preference Click on “Save and Proceed” button.

## 3

## Option Form Summary

In this section list of selected preference wise list will be displayed, where candidate can “Insert Choice Code” or Move Choice Code” by using given link on your dashboard

State Common Entrance Test Cell, Government of Maharashtra  
First Year Under Graduate Technical Courses in Engineering and Technology (4 Years) & Master of Engineering and Technology (Integrated 5 Years) Admissions  
A.Y. 2023-24

Log Out  
Welcome, EN23100050

Home Application Form

1 Shortlist Your Options 2 Set Your Preferences 3 Option Form Summary 4 Confirm Your Option Form

Preferences Given By You

View Personal Information & Important Instructions

Insert Choice Code Insert Choice Code Directly Move Choice Code

Preference Number	Institute Code	Institute Name	University Name	SL / HU / OIU	Course Name	Choice Code
1	4123	Lokmanya Tilak Jankalyan Shikshan Sanstha, Priyadarshani College of Engineering, Nagpur	Rashtrasant Tukadoji Maharaj Nagpur University	OIU	Bio Technology	412308210
2	4123	Lokmanya Tilak Jankalyan Shikshan Sanstha, Priyadarshani College of Engineering, Nagpur	Rashtrasant Tukadoji Maharaj Nagpur University	SL	Bio Technology	412308211
3	4151	Vidarbha Bahu-Uddeshiya Shikshan Sanstha's Tulshiramji Gaikwad Patil College of Engineering & Technology, Nagpur * As per the Ro Nagpur Letter and documents UO and PO change as "Autonomous" from 2022-23	Rashtrasant Tukadoji Maharaj Nagpur University	SL	Bio Technology	415108210
4	4151	Vidarbha Bahu-Uddeshiya Shikshan Sanstha's Tulshiramji Gaikwad Patil College of Engineering & Technology, Nagpur * As per the Ro Nagpur Letter and documents UO and PO change as "Autonomous" from 2022-23	Rashtrasant Tukadoji Maharaj Nagpur University	SL	Bio Technology	415108211
5	6177	Sinhgad College of Engineering, Vadgaon (BK), Pune	Savitribai Phule Pune University	OIU	Bio Technology	617708210
6	6177	Sinhgad College of Engineering, Vadgaon (BK), Pune	Savitribai Phule Pune University	SL	Bio Technology	617708211
7	6267	Kolhapur Institute of Technology's College of Engineering(Autonomous), Kolhapur	Shivaji University	SL	Bio Technology	626708210
8	6267	Kolhapur Institute of Technology's College of Engineering(Autonomous), Kolhapur	Shivaji University	SL	Bio Technology	626708211

<< Change Preferences Save & Proceed >>>

Insert Choice Code: Using this candidate can search and insert the choice code

Insert Choice Code Directly: If candidate knows the Choice Code of Institute, using this link candidate can add Institute.

Move Choice Code: Using this link candidate can inter-change the preference given.

Once the Option form list is final then candidate need to click on “Save and Proceed” button

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 shall then Complete the Self Verification and Seat Acceptance for verification and pay the seat acceptance fee.

Thereafter such candidates shall report to the allotted institute and seek admission on the allotted seat.

If such candidate does not report to Complete the Self Verification and Seat Acceptance process for confirmation of seat acceptance, 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.

Once all the information is correct then clicks on “Confirm Option Form”

1 Shortlist Your Options	2 Set Your Preferences	3 Option Form Summary	<b>4 Confirm Your Option Form</b>
--------------------------	------------------------	-----------------------	-----------------------------------

**Confirm Option Form**

View Personal Information & Important Instructions

Insert Choice Code

Insert Choice Code Directly

Move Choice Code

List of Options Given By You

Preference Number	Choice Code	Preference Number	Choice Code	Preference Number	Choice Code
1	412308210	3	415108210	5	617708210
2	41230821T	4	41510821T	6	61770821T
Preference Number	Choice Code				
7	626708210				
8	62670821T				

जहाँ उपरोक्त सूची में दिए गए विकल्पों में से आपकी पसंदीदा ऑप्शन को (AutoFreeze) करने के लिए आपको अपने कैंडिडेट प्रोफाइल पर जाकर अपनी पसंदीदा ऑप्शन को चुनना होगा। यदि आप किसी भी कारणवश अपना ऑप्शन नहीं फ्रीज करते हैं, तो आपका ऑप्शन आपके द्वारा दर्ज किए गए ऑप्शन के आधार पर निर्धारित होगा। यदि आप किसी भी कारणवश अपना ऑप्शन नहीं फ्रीज करते हैं, तो आपका ऑप्शन आपके द्वारा दर्ज किए गए ऑप्शन के आधार पर निर्धारित होगा।

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 CAF rounds. Such candidates then complete the seat acceptance process self verification online through his/her login of documents and payment of seat acceptance fee. Thereafter such candidates shall report to the allotted institute and seek admission on the allotted seat. If such candidate doesn't complete online seat acceptance (Self Verification) through his/her login, 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.

Proceed to confirm Option Form



To confirm, you must enter your Login password, then OTP will be sent to your registered mobile number.

To confirm, you have to enter your Login password, then OTP will be sent to your registered 92XXXXX374 mobile number.	
Enter Your Login Password to receive OTP	<input type="password" value="*****"/>
<div>Verify Password</div>	

After successful verification of password candidate will receive OTP from CET Maharashtra via SMS, on registered mobile number only, the candidate needs to enter the OTP as shown and click on “Verify and confirm Option Form” to submit your selected preferences.

OTP has been sent your Mobile No : 92XXXXX374	
Enter One Time Password (OTP)	<input type="text"/> <div>Retry in 40 Second</div>
Enter Captcha Given Below (case sensitive)	<input type="text"/>
Captcha	<div>BM9 5 Y</div> <div></div>
<div>Confirm Option Form</div>	

Once OTP is verified successfully then-candidate option form is submitted successfully candidate can take the printout of same by clicking on “Print Option Form” as shown

**Thank You**