

### 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** 



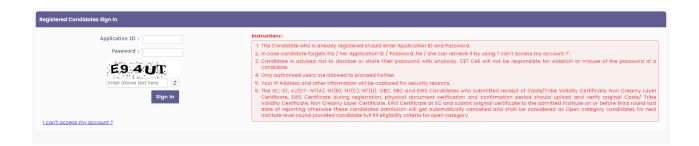
State Common Entrance Test Cell, Government of Maharashtra

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### Application form login

Enter your Application ID and Password.



Click on Sign in Button.

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

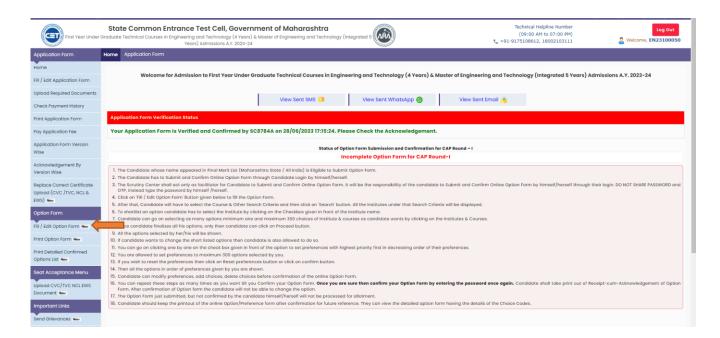
"I can't Access My account" link to retrieve/reset the details.

### 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.

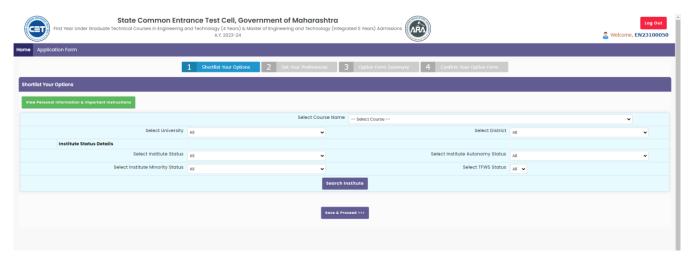
To fill the Option form for CAP Round I candidate need to click on following link as shown below

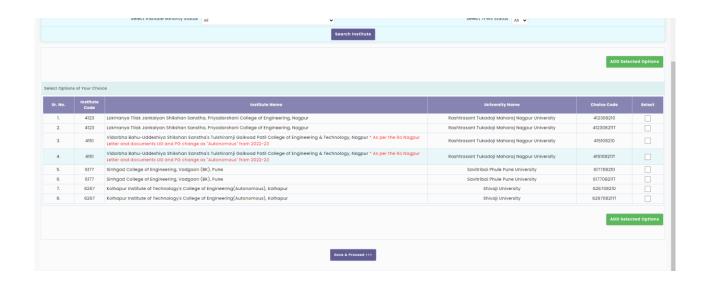


Click on "Fill/edit Option form" link to start the filling / editing the Option form.

## 1 Shortlist Your Options

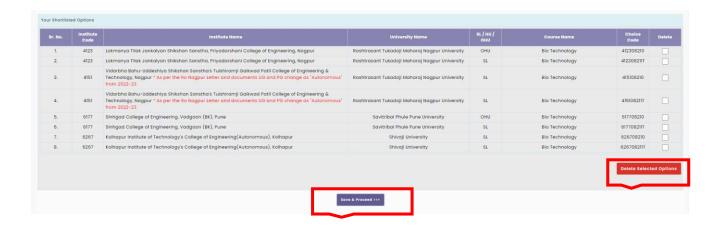
- Select the filter as per the requirement.
- Click on Search Institute
- Select the Institute and click on "Add Selected Option"





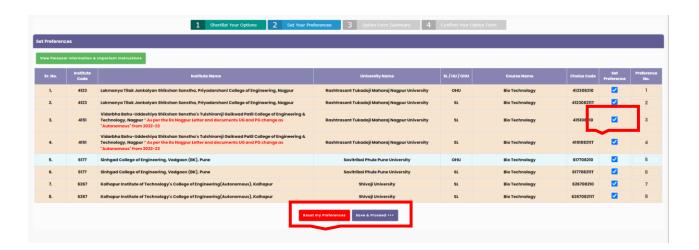
On successful selection following Message will be displayed as shown above. "Selected Options Added. Check Your Shortlisted Options Below"

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



Click on "Save and Proceed"" button

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

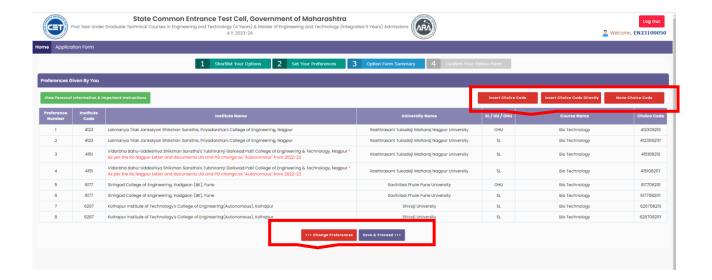


Reset Preference: using this candidate can reset/remove the given preference.

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



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 freezed and the candidate shall accept the allotment so made. Such candidate shall then be not eligible for participation in the subsequent CAP rounds.

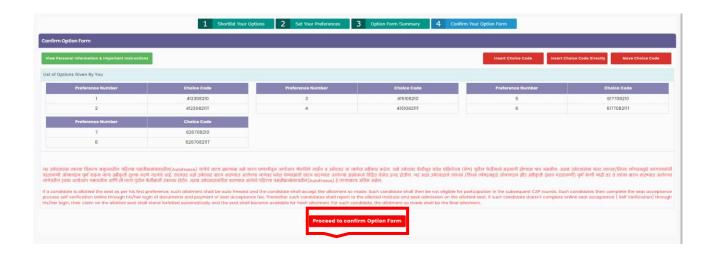
Such candidates shall then Complete the Self Verification and Seat Acceptance for verification and pay the seat acceptance fee.

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

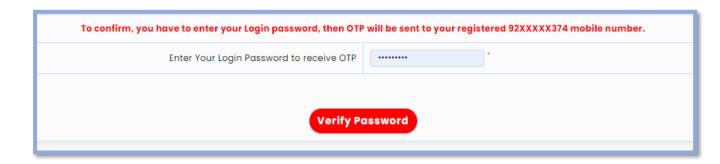
If such candidate does not report to Complete the Self Verification and Seat Acceptance process for confirmation of seat acceptance, their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment.

For such candidate, the allotment so made shall be the final allotment.

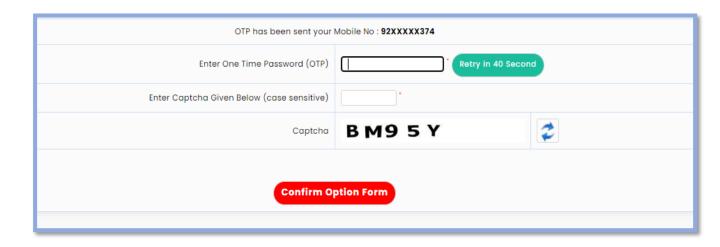
Once all the information is correct then clicks on "Confirm Option Form"



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



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.



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**