

## A) How to apply for Registration: -

### On Line Application form filling and Registration Procedure for MAH-LL. B-5 Yrs. CET-2020.

- (i) Applicants to visit the website [www.mahacet.org](http://www.mahacet.org) and open the given link. For filling the Online Application Form, they should click on the option "**APPLY ONLINE**" which will open a new screen.
- (ii) To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and E-mail ID. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Applicant should note down the Provisional Registration Number and Password in their Note book and preserve it. An Email and SMS indicating the Provisional Registration Number and Password will also be sent on the Mobile Number given by the candidate.
- (iii) In case the applicant is unable to complete the application form in one go, he/she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application applicants are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually impaired candidates should fill the application form carefully and verify/get the details verified to ensure that same are correct prior to Final Submission of the On Line Application form.
- (iv) Applicants are advised to carefully fill and verify the details filled in the online application themselves **as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON**. Candidates should modify the details filled in if required before finally submitting
- (v) The Name of the applicant or his/her Father/Husband etc. should be spelt correctly in the application as it appears in the SSC/HSC/equivalent Certificates/ Mark sheets. Any change/ alteration found may disqualify the Candidature.
- (vi) Applicants should validate their filled in details and Save their filled in application by clicking the '**Validate Your Details**' and '**Save & Next**' button.
- (vii) Applicants can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
- (viii) Applicants can proceed to fill other details of the Application Form.

(ix) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMISSION.

(x) Modify details, if required, and click on '**FINAL SUBMIT ONLY**' after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

(xi) Click on '**Payment**' Tab and proceed for payment.

(xii) Click on '**Submit**' button.

**B) Payment of Examination Fees**

- i) The application form is integrated with payment gateway and the payment process can be completed by following the instructions.
- ii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro). Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallet.
- iii) After submitting your payment information in the online application form, *PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.*
- iv) On successful completion of the transaction, an e-Receipt will be generated.
- v) Non-generation of 'e-Receipt' indicates PAYMENT FAILURE. On failure of payment, applicants are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- vi) Applicants are required to take a printout of the e-Receipt and online application form and preserve it properly. **Please note that if the same cannot be generated, online transaction may not have been successful.**
- vii) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based at prevailing exchange rates.
- viii) To ensure the security of your data, please close the browser window once your transaction is completed.
- ix) There is facility to print application form containing fee details after payment of fees. **Candidates are advised to take a print out of the application form containing fee-details and preserve it.**
- x) **The copies of the CET Application Form, Fee Receipt and Hall ticket will be required for Admission Purpose, Hence the Candidate should keep them in safe custody**

## **D) GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD**

- Before Applying On Line, Candidate should scan (digital) image of his/her recent photograph and signature as per the specifications detailed below:

### **I. PHOTOGRAPH IMAGE:**

- Photograph must be a recent, passport size, color picture.
- The picture should be in color, taken against a light-coloured, preferably white background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Photographs taken wearing Caps, Hats and Dark Glasses are not acceptable. Religious headwear is allowed but it must not cover your face. Your face should be clearly visible.
- Dimension 200 x 230 pixels is preferred.
- **Size of Photo file should be between 20KB-50KB.**
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, No. of colours etc. during the process of scanning.
- Candidate should also ensure that Photo is uploaded at the place of Photo and Signature at the place of Signature. If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

### **II. SIGNATURE IMAGE:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match with the uploaded signature. In case of mismatch of signature, the applicant may be disqualified.
- Dimensions 140 x 60 pixels is preferred.
- **Size of file should be between 10KB-20KB.**
- Ensure that the size of the scanned image is not more than 20KB.
- Signature in CAPITAL LETTERS shall NOT be accepted.
- **Candidates should ensure that the signature uploaded is clearly visible.**

### **III. SCANNING THE PHOTOGRAPH & SIGNATURE**

- Set the scanner resolution to a minimum of 200 dpi (Dots per Inch).
- Set Color to True Color.

- File Size as specified above.
- Crop the image in the scanner to the edge of the Photograph/Signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimension can be checked by listing the folder files or moving the mouse over the file image icon. Applicants using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (Signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.
- If the size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the applicant will be provided with a link to upload his/her Photograph and Signature.

#### **IV. Procedure for Uploading the Photograph and Signature**

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph/ Upload Signature".
- Browse and Select the location where the Scanned Photo/Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Open'/'Upload' button
- An online application which is incomplete in any respect such as without Photograph and Signature uploaded in the online application form/unsuccessful fee payment will not be considered as valid.
- **Candidate should also ensure that Photo is uploaded at the place of the Photo and Signature at the place of Signature.**
- **Candidate should Upload the Recent Pass Port Photo of Size 20KB-50KB. If Photograph on Hall ticket is not visible, then candidate will not be allowed to appear for CET Examination.**
- **Candidate has to verify that Photo is uploaded in Place of Photo & Signature is uploaded in Place of Signature before submitting/confirming the on line application form.**

**Note: -**

**(1) In case the face in the photograph or signature is unclear, the application/admission in Examination will be rejected.** After uploading the Photograph/signature in the on line application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph and signature is not prominently visible, the candidate may edit his/her application and re-upload his/her photograph or signature, prior to submitting the form.

**(2) After registering on-line candidates are advised to take printout of their system generated on-line application form. CET Application form is an essential document for Admission. The candidates should carefully preserve it in hard copy and soft copy format.**