# **Candidate Application Form Filling Manual For**

Admission to First Year Management (MCA)

For

**Academic Year 2021-22** 

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Type Decision

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Payment Details

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Proceed to E-Verification

Password to proceed e-verification

Printable Application Form

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Bank and Aadhaar Details

Complete status of application

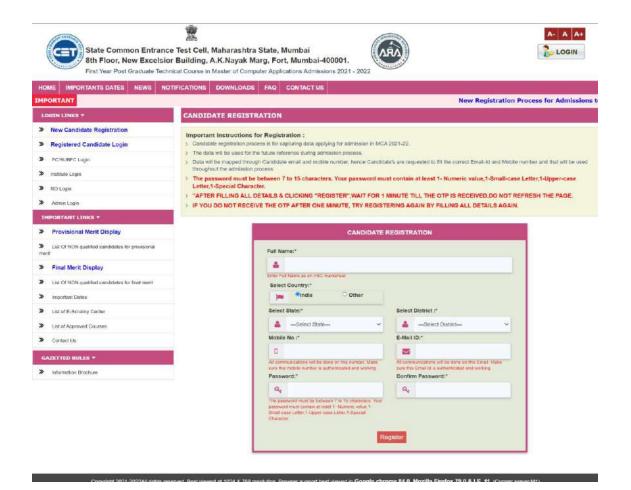
Unlock application

#### **New Registration**

1. Click on the Button **New Registration**.

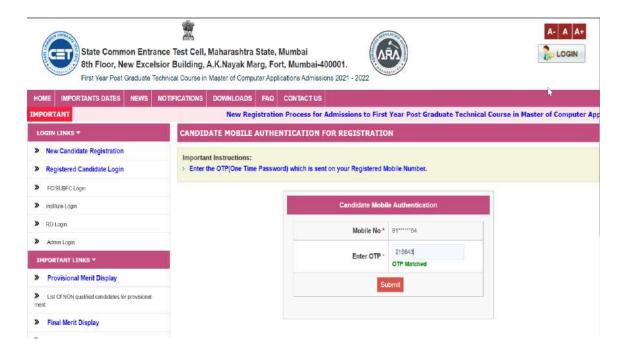


- 2. Enter your Full Name, select Country, State, District.
- 3. Enter E-Mail ID, Mobile Number, Password and confirm password.
- 4. Click on **Register** button.



#### **OTP**

1. Enter the OTP (One Time Password) that you have received on your registered mobile number and enter **Submit** Button



#### **Login**

- 1. Once you Submit the OTP, your Application ID / Username will be generated
- 2. Copy the Application ID / Username

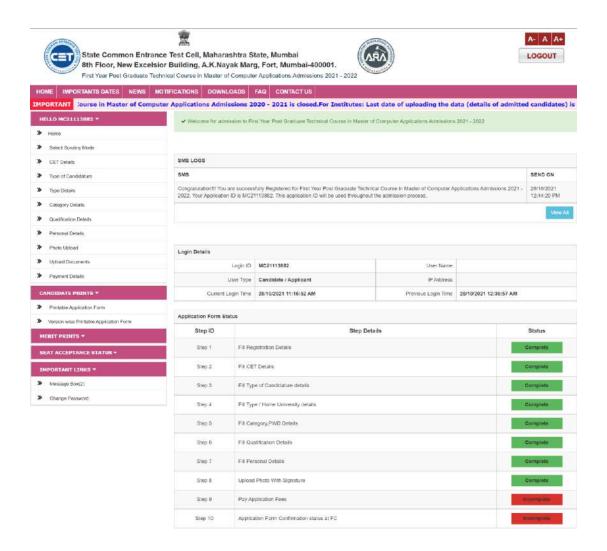


- 3. Enter your application ID, password and captcha
- 4. Press the login button as shown in following fig

#### **Registered Candidate Login**

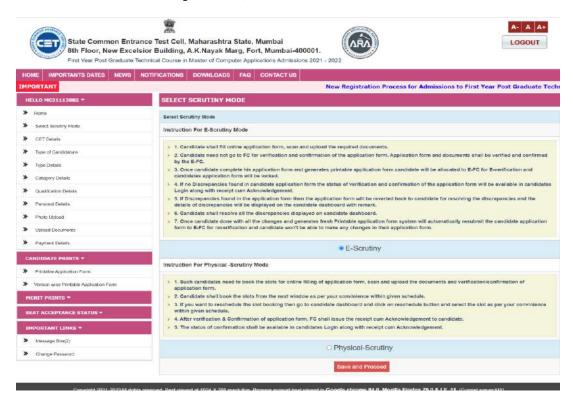


#### **Home Page view**



#### **SELECT SCRUTINY MODE:**

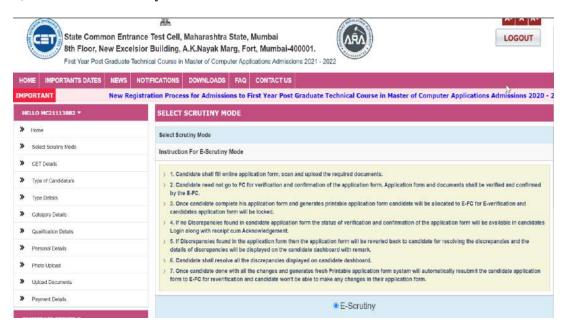
To continue with the process, click on SELECT SCRUTINY MODE



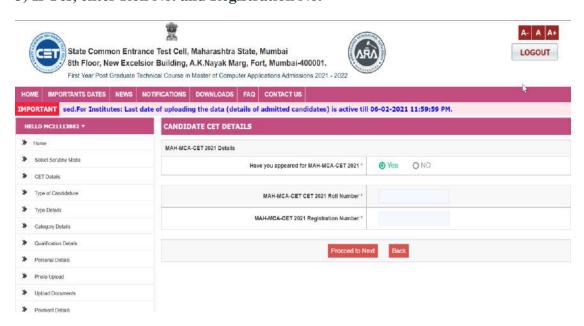
Read all the instructions carefully and select E-scrutiny or Physical Scrutiny according to your preference

#### 1)E-Scrutiny Mode

1) Select on E-Scrutiny Mode

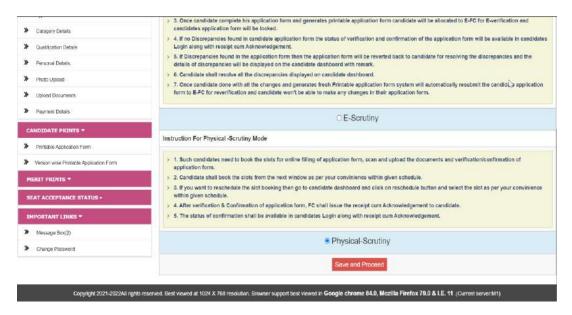


- 2) Select Yes/No if you have appeared in MAH-M.ARCH-CET 2021.
- 3) If Yes, enter Roll No. and Registration No.

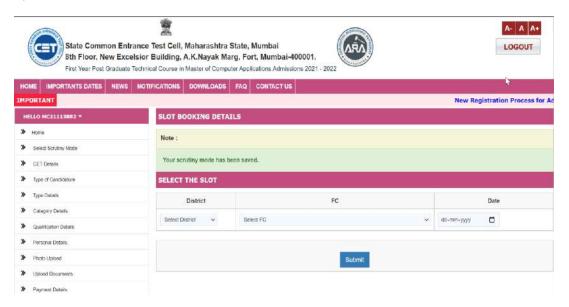


#### 2) Physical Mode

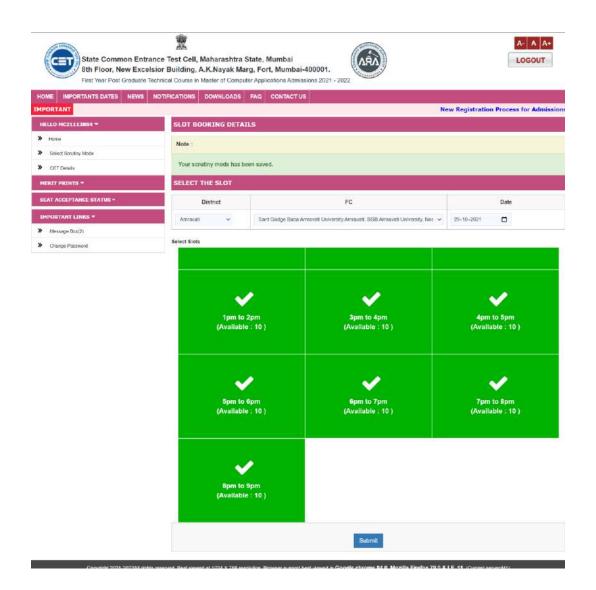
1) Select on Physical Mode



2) Select the District, FC and Date.



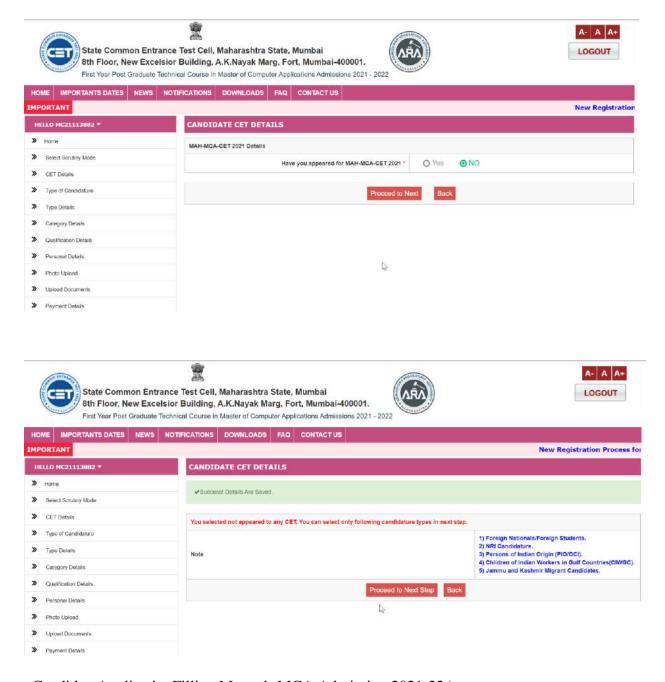
3) Select the Time Slot.



#### **CET Details**:

To continue with the process, click on CET Details on the left hand sidebar.

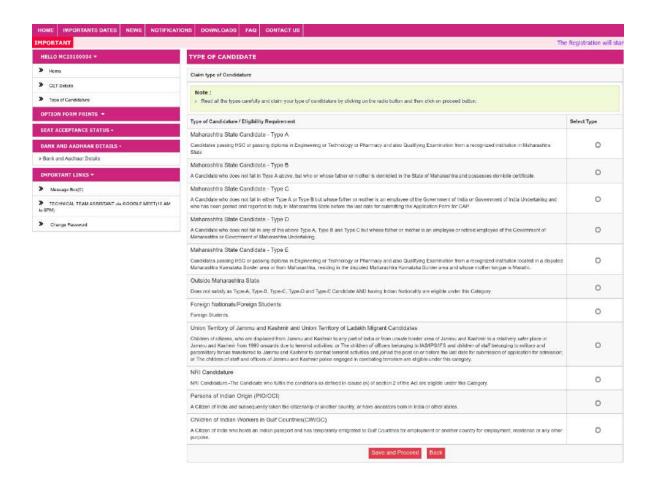
Enter CET Roll Number & Registration Number. Click on Proceed To Next Step



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#### **Type of Candidature Details:**

- 1. On this page Candidate are supposed to claim the type of candidature.
- 2. Read all the various candidature in details and then select the type of candidature as shown in following fig and then click on **Save and Proceed** button

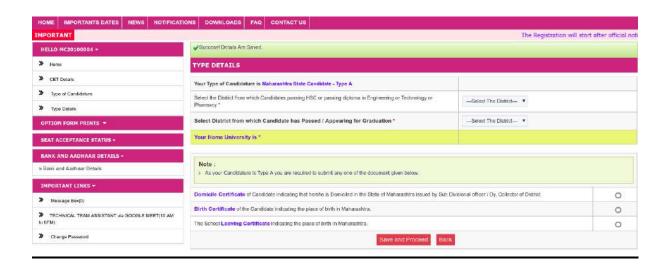


#### **Type Details**

1. On this page candidates are supposed to select the type details according to previously selected Type of candidature.

#### TYPE OF CANDIDATURE- TYPE A:-

- 1. For Type of Candidature -Type-A, The Candidate have to select the following Fields as shown in following fig:
  - a. District from where Candidate has passed H.S.C. (Std. XII)/
     Equivalent Examination District from where Candidate passing HSC or passing diploma in Engineering or Technology or Pharmacy \*
    - b. District from where Candidate has passed/ Appearing for Graduation
    - c. Document as a proof of type-A candidature as shown in the list.



#### TYPE OF CANDIDATURE- TYPE B:-

- 1. For Type of Candidature Type B you have to select the following Fields as shown in following fig:
  - a. Whose domicile you are going to submit at FC. If you submitting Domicile of Mother then please enter your Mother name.
  - b. Select the District from where Candidate / Father / Mother of Candidate is Domiciled in the State of Maharashtra.
  - c. Enter Your Home University.



#### TYPE OF CANDIDATURE- TYPE C:-

- 1. For Type of Candidature Type C you have to select the following Fields as shown in following fig:
  - a. Who is the employee of Govt of India Undertaking? Father /Mother
  - b. Select the District where Father / Mother of the Candidate is Posted in Maharashtra
  - c. You will get Home University as selected.



#### TYPE OF CANDIDATURE- TYPE D

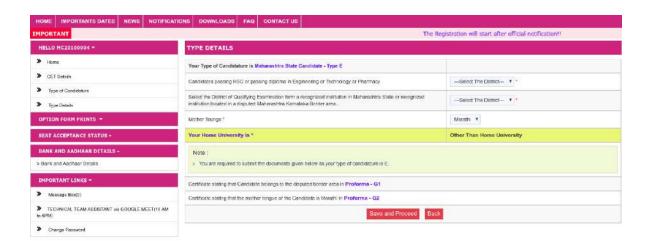
- 1. For Type of Candidature Type D you have to select the following as shown in following fig:
  - a. Whose Proforma B you are submitting at FC.
    - b. Select Yes/No if your Father or Mother is retired employee of the Government of Maharashtra of Maharashtra Undertaking
  - c. Select the District where Father / Mother of the Candidate is reported back to Maharashtra and posted.
    - d. You will get Home University as selected.



#### TYPE OF CANDIDATURE- TYPE E

For Type of Candidature - Type E you have to select the following as shown in following fig:

- 1. Select the District from Candidates passing HSC or passing diploma in Engineering or Technology or Pharmacy.
  - 2. Select the District of Qualifying Examination form a recognized institution in Maharashtra State or recognized institution located in a disputed Maharashtra Karnataka Border area..
  - 3. Select Mother Tounge.
    - 4. You will get Home University as selected.
  - 5. Document as a proof of type-E candidature as shown in the list as Proforma G1 / Proforma G2 .



#### TYPE OF CANDIDATURE- OMS

For Type of Candidature - Type OMS you have to select the following as shown in following fig:

- 1. Your Home University is Other Than Home University..
- 2. Your Type of Candidature is All India Type
- 3. Submit any one of the following document as given on screen.



#### **TYPE OF CANDIDATURE - Foreign Nationals/Foreign Students**

Your Type of Candidature is Foreign Students.

click on Save and Proceed



#### **TYPE OF CANDIDATURE - Jammu and Kashmir Migrant**

**Candidates**(Union Territory of Jammu and Kashmir and Union Territory of Ladakh Migrant Candidates)

#### 1. Your Type of Candidature is Jammu and Kashmir Migrant Candidates

- 2. Your Home University will be on screen.
- 3. Submit any one of the following document as given on screen.
- 4. click on Save and Proceed



#### **TYPE OF CANDIDATURE - NRI Candidature**

Your Type of Candidature is NRI Candidature

click on Save and Proceed



# **TYPE OF CANDIDATURE - Persons of Indian Origin (PIO/OCI)**

Your Type of Candidature is Persons of Indian Origin (PIO/OCI) click on Save and Proceed



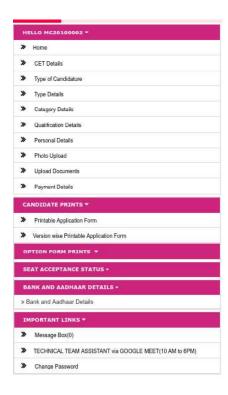
# TYPE OF CANDIDATURE - Children of Indian Workers in Gulf Countries(CIWGC)

Your Type of Candidature is Children of Indian Workers in Gulf Countries(CIWGC) click on Save and Proceed



#### Various left links

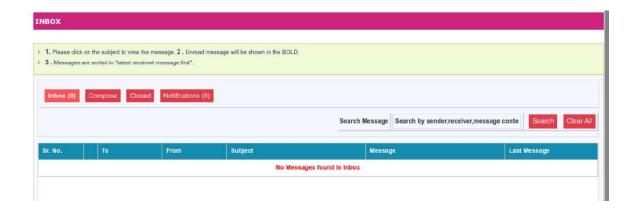
- 1. As shown in the below image, Candidate has to fill all the details of him as per the left links appear after each step.
- 2. Finally after all the information is filled, printable application form is available.
- 3. As the admission process goes on Candidate will see the required prints like printable form, Provisional and final merit prints, allotment prints etc



#### **Important Links**

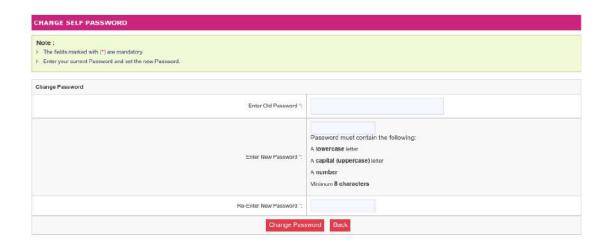
#### 1. Candidate Message Box

- 1. In Important Links menu there is message box link from where candidates can send messages to admin for his help, see the inbox, view sent messages, reply to message, etc. Please follow the following instructions for using message box as shown in following fig.
  - 1. Please click on the message to view the message.
  - 2. 2 .Unread message will be shown in the BOLD.
  - 3 .Messages are sorted in "latest received message first".
  - 4. To reply to the message, Click on "reply" link.
  - 5. Click on the close icon Close Message to close the message.



#### 2. Change Password:

1. By using the links Change Password Candidate can change Self Password. Enter your old Password and set the new Password. Password related instructions shown in following fig.



#### **Category Details**

- 1. On this page candidates are supposed to enter your Category details.
- 2. Select whether you belong to Open Category or Reserved Category.
- 3. If Candidate belong to reserved category, select Category name and Sub Category name. You are required to submit the Caste Certificate clearly mentioning the category of the candidate and also the remarks that the caste is recognized as backward class in the State of Maharashtra at the time of verification at FC.
- 4. Select Status of Caste / Tribe Validity Certificate
- 5. If you are other than SC or ST Reserved Category then you are required to submit Non-Creamy Layer Certificate issued by Sub Divisional officer or Deputy Collector of the district.
- 6. You are required to submit any one Cast / Tribe Validity Certificate at the time of verification at FC like Caste/Tribe Validity Certificate issued by Caste/Tribe Certificate Scrutiny Committee.
- 7. Also you need to select whether Candidate belong to person with disability category, If yes select the name of disability.
- 8. Select any one nationality document that you can submit at verification.

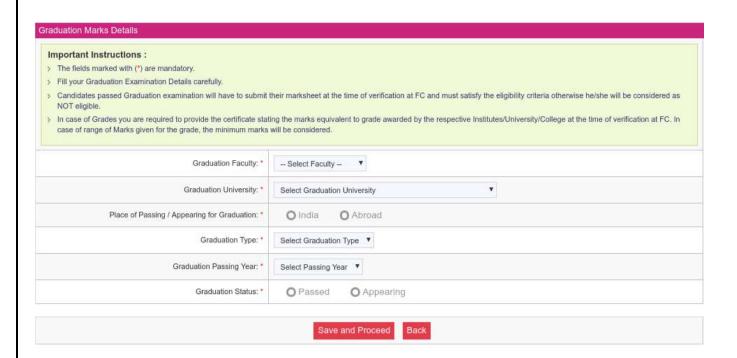
ategory Details	
Do you belong to General/Reserved Category	General
Do you belong to Economically Weaker Sections (EWS)? *	O YES O NO
erson with Disablities (PwD) Details	
Do you belong to Person with Disablities	O Yes O No
ertificate of the Indian Nationality of the candidate	
Note: The Candidate must be an Indian National. You are required to submit any one of the following document as a proof of Nationality at the time.	e of verification at FC.
Note:  > The Candidate must be an Indian National.  > You are required to submit any one of the following document as a proof of Nationality at the time.	
Note:  > The Candidate must be an Indian National.  > You are required to submit any one of the following document as a proof of Nationality at the tild.  Certificate of the Indian Nationality of the candidate (usually issued by the Tahshildar/Executive Materials).	gistrate/Dy. Collector of the concerned District/Taluka.)
Note : > The Candidate must be an Indian National.	gistrate/Dy. Collector of the concerned District/Taluka.)

# **Qualification Details:**

- 1. According to the qualifying examination, Candidate have to enter the qualification marks on this page.
- 2. SSC Aggregate Marks, SSC Mathematics , SSC Science Marks and SSC English Marks and  $12^{th}$  / H. S. C / Diploma Aggregate Marks are compulsory all types of candidates.

The fields marked with (*) are mandatory.			
n/SSC & 12th/HSC Marks Details			
nportant Instructions : Fill your 10th/SSC & 12th/HSC Details carefully.			
Candidates passed 10th/SSC & 12th/HSC examin	nation will have to submit their marksheet at the	ne time of verification at FC.	
In case of Grades you are required to provide the case of range of Marks given for the grade, the m		de awarded by the respective Institutes/Universi	ty/College at the time of verification at FC.
In case of candidates who did not have "Se		SSC shall enter marks obtained as "0" and	
not mandatory.	crence a mathematics as subject at	330 Shall effer marks obtained as V and	out of marks as "U". These marks a
	Marks Obtained	Marks OutOf	Percentage
not mandatory.			
Qualification			
Qualification  SSC Aggregate: *			
Qualification  SSC Aggregate: *  SSC Mathematics: *			

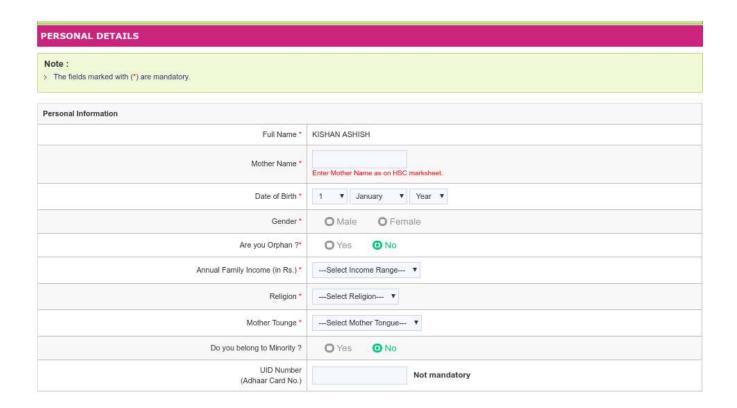
- 3. Enter the qualifying exam details. For. Eg Graduation marks details.
- 4. Once all the marks are filled press save & proceed button.



#### PERSONAL DETAILS

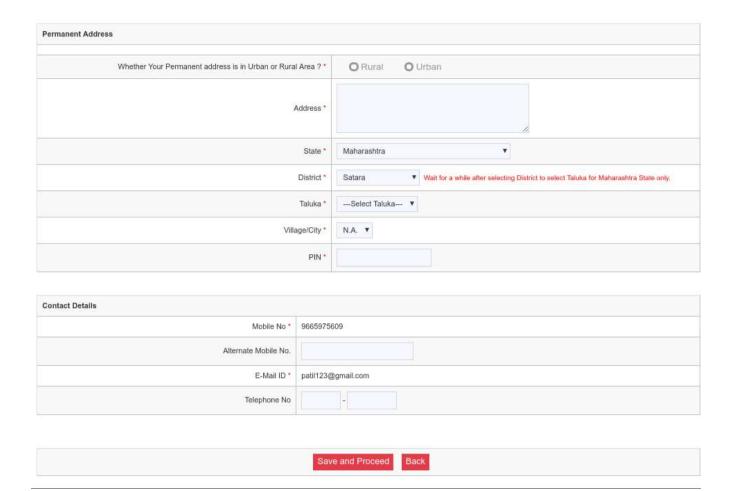
Enter Personal Details such as Full Name, Mother Name, Date of Birth,

Gender, Annual income, Religion, Mother Tongue.



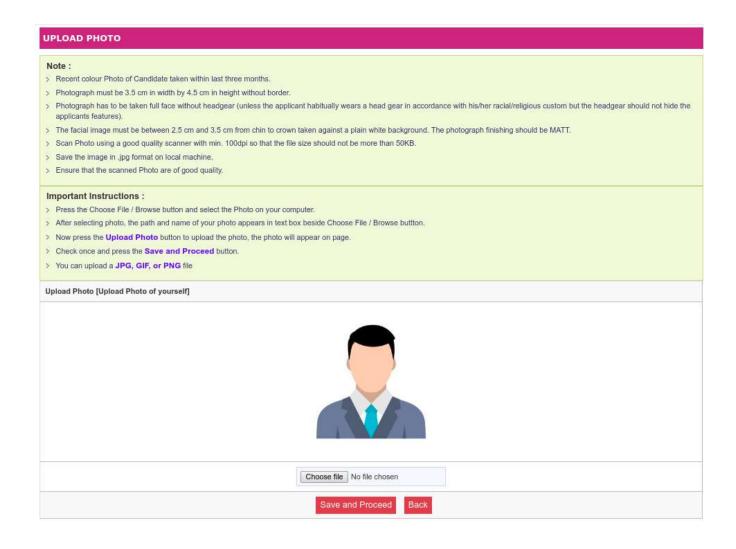
#### **ADDRESS DETAILS**

- 1. Enter the correspondence address, state, district.
- 2. Enter pin code for correspondence address.
- 3. Enter mobile number, phone numbers and email address.



#### **Upload Photo With Signature**

1. All the instructions to upload the photo with signature are given in the Note and Important Instructions.



- 1. Press Choose File / Browse button and select the photo on your computer.
- 2. After selecting photo, adjust photo.

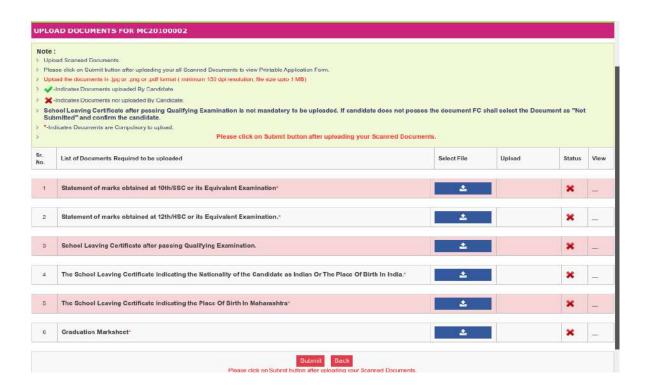
- 3. Press the Save button.
- 4. After that press Upload Photo Button, then click on Save and Proceed button.



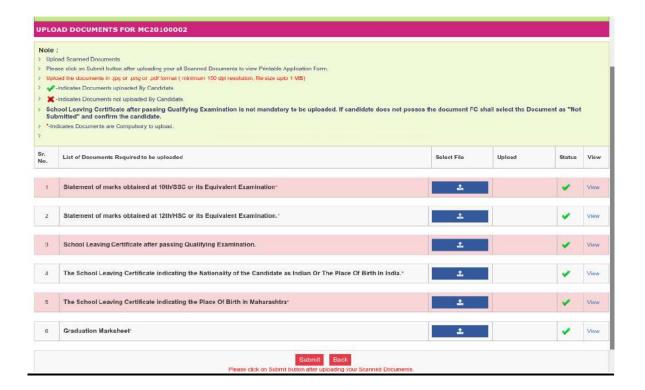


#### **Upload Documents**

On this page Upload your Required Documents and click on Save and Proceed Button.

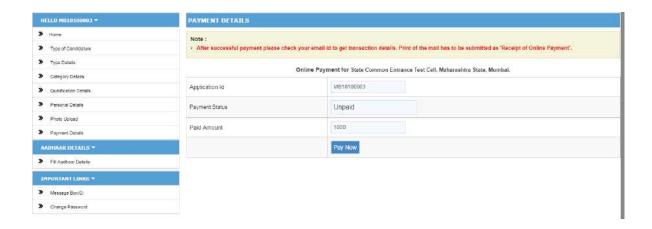


#### **After successfully uploaded documents:**

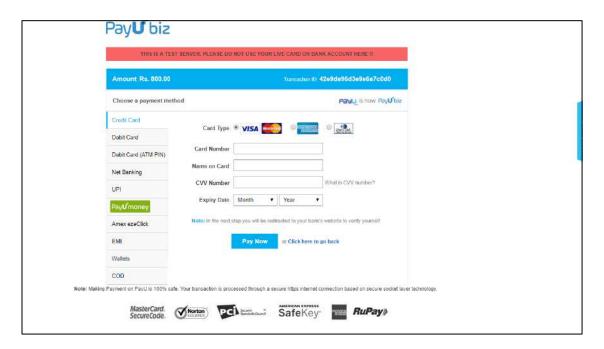


#### **Payment Details**

1. On this page check your application ID , Fee amount and click on Pay Now Button as shown in following fig.



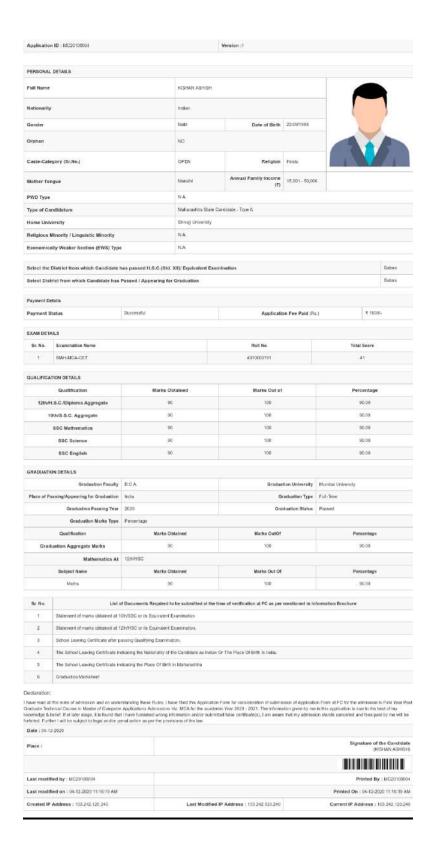
2. Enter Payment details mentioned on the printable form and click on Pay Now button.



3. If the payment failed or payment is done multiple times the refund will be initiated within 7 working days.

# **Printable Application Form**

- 1. After all the stages are filled, the printable application form is activated.
- 2. Take the print out of application Form.



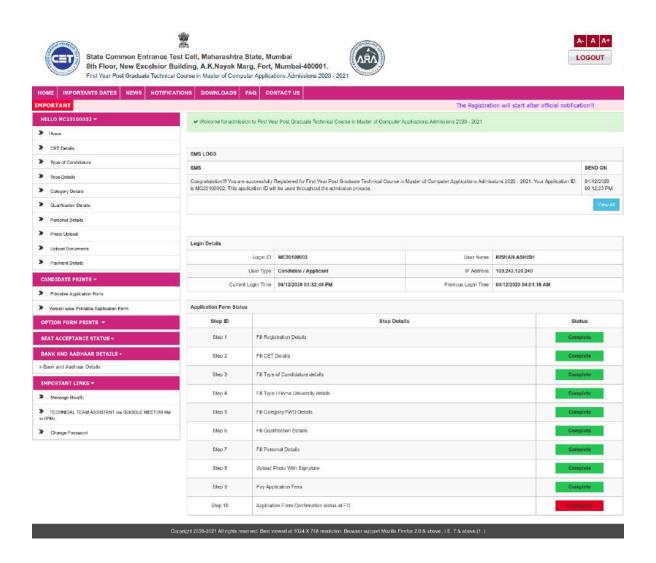
#### **VERSION WISE PRINTABLE APPLICATION FORM**

- 1. When Candidate edit application form after complete submission of form then **Version Number** changes.
- 2. This new **Version Number** printed on application form should use at the time of Confirmation of Application form in FC.



#### **Complete status of application** –

When all step of application will complete, following tabs will be green.



### **Unlock application –**

To unlock your application, click on UNLOCK YOUR APPLICATION FORM button.

