STATE CET CELL, MUMBAI, MAHARASHTRA

User Manual for Student Registration for year 2024-25

B.Ed. Admissions

Please go through 'Information brochure for CAP' before filling the application form

STATE COMMON ENTRANCE TEST CELL, MUMBAI, MAHARASHTRA.

Contents

Introduction

This manual is intended to assist candidates in the process of registering and logging in for B.Ed. Centralized Admissions Process (CAP) admissions across the state of Maharashtra.

Candidates are required to follow the step-by-step instructions outlined in this user manual.

Homepage

- Please access the following URL to proceed with the login process:
  https://bedcap24.mahacet.org/Public/Home.aspx

- For queries related to application, users can contact on contact no 9175176036

-

Candidate Registration Process

1. The candidate should click on the "New Candidate Registration" button.

2. Please provide an answer to the mandatory question:
   - **Have you appeared for MAH- B.Ed. CET-2024?**

3. If your answer is YES, please enter your correct Registration Number and Roll Number in the respective fields.

4. Finally, click on the "**Check CET Details**" button.

5. After clicking on the "**Check CET Details**" button, the information provided by the candidate will be reflected.

Check MAH-B.Ed. CET-2024 Details

Enter MAH-B.Ed. CET-2024 Details

Registration Number *	Roll Number *
110	110

Check CET Details

Validate MAH-B.Ed. CET-2024 Details

Candidate Name (As Per CET) : **Test 105**

CET Percentile : **1.2345670**

Save & Next

6. The candidate should then click on the "**Save & Next**" button to proceed.

7. Please make sure to provide all the mandatory details mentioned below:

Registration Details

Password should have minimum 8 characters and maximum of 15 characters with 1 Capital Alphabet , 1 Number and 1 Special Character , e.g. Password@123

Title *	Candidate Full Name *	Gender *	DOB (DD/MM/YYYY) *
Select	TEST1	Select	

E-Mail ID *	Mobile Number *	Password *	Confirm Password *
sarangspn1@gmail.com	+91 7898632467	•••••••	•••••••

Register

- **Title**: This is a dropdown field where you can select your title from options such as 'Miss', 'Mr', 'Mrs', or 'Mx'.
- **Candidate Full Name**: This is a textbox field that will be automatically populated.
- **Gender:** This is a dropdown field where you can select your gender from options such as 'Male', 'Female', or 'Transgender'.
- **DOB**: This is a textbox field where you need to enter your date of birth in numeric format.
- **E-Mail ID**: This is a textbox field where you need to enter your email address in alphanumeric format following the email format.
- **Mobile Number**: This is a textbox field where you need to enter your mobile number using only numeric values.
- **Password**: This is a textbox field where you need to enter a password using alphanumeric values, following the specified format.
- **Confirm Password**: This is a textbox field where you need to re-enter the password exactly as entered in the previous field, following the specified format.

8. Please Click on **Register**.

User Login Details

Dear **TEST 105**, You have Registered Successfully. Your Login ID : **BD24112452**

Important Instruction :

I. Kindly note down the "LOGIN ID". This unique LOGIN ID and the Password you have created will be used for LOGIN to complete the Application Form and for further Admission Process.

II. 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.

III. Candidate can change his/her passwords after login, if desired.

IV. Candidate should remember to log out at the end of their session so that the particulars of the candidate cannot be tampered or modified by unauthorized persons.

V. LOGIN ID has been sent to your Registered Mobile Number.

Proceed to Login >>>

After clicking on the Register button, the candidate will be directed to a page displaying the Application Form No. / Login ID along with important instructions.

Furthermore, the login details will be sent to the registered mobile number.

It is essential to thoroughly read all the instructions before proceeding to click on the **Proceed to Login** button.

Instructions

- Please enter your Login ID and Password.
- You are advised not to disclose or share your password with anybody.
- Only authorised users are allowed to proceed further.
- Your IP Address and other infromation will be captured for security reasons.

Login

BD24112452

••••••••

Login

Not Registered ? **Register Here**

Forgot Password ?

Candidate Login Process

1. Candidates can access this portal by clicking on the LOGIN button located on the right side.

2. They should then enter their LOGIN ID and password.

3. In case candidates have forgotten their LOGIN ID or password, they can reset them by utilizing the 'Forgot Password?' link.

4. Once the candidate is logged in, they will be presented with a dashboard displaying the status of their Application and Option Form.

Dashboard

Welcome to CAP Application for B.Ed. Admissions 2024-25

User Login ID : BD24112452

IP Address : 27.107.44.186/Chrome/Windows 10/N

User Type : Candidate / Applicant

Current Login Time : 15/07/2024 1:10:11 PM

User Name : TEST 105

Previous Login Time :

Application / Option Form Status

Application Form

Incomplete

Proceed to Fill Application Form >>>

Application Form

Profile

Profile

Title *
Mr.

Candidate Full Name *
TEST15

Has Candidate Name Changed ? *
○ Yes   ● No

Changed Full Name *

Reason for Change Name *
Select

Candidate Name (Marathi) *

Father/Husband Name *

Mother Name *

Gender *
Male

DOB (DD/MM/YYYY) *
31/12/2000

Nationality *
India

Annual Family Income (₹) *
Select

Mobile Number *
9827472366

E-Mail ID *
sarangspn@gmail.com

Save & Next

- **Title:** The title will appear based on the successfully submitted registration details. If required, the candidate can change the title.
- **Candidate's Full Name:** The candidate's full name will appear based on the successfully submitted registration details. If required, the candidate can make changes to it.
- **Has Candidate's Name Changed:** The candidate can select "Yes" and provide the changed name along with the reason, if their name has been changed.
- **Changed Full Name:** Enter the changed name of the candidate, if applicable.
- **Reason for Name Change:** Select the reason for the name change.
- **Candidate's Full Name (Marathi):** Enter the candidate's full name and press the space bar to translate it into Marathi.
- **Father/Husband Name:** Enter the name of the candidate's father/husband.
- **Mother Name:** Enter the name of the candidate's mother.
- **Gender:** The gender will be automatically selected based on the chosen title. If the title is 'Mx', the candidate can select the gender.
- **Date of Birth (DD/MM/YYYY):** Enter the date of birth details.
- **Nationality:** Select the nationality from the dropdown values. This selection is only available for candidates belonging to NRI/PIO/OCI/CIWGC/Foreign National categories.
- **Annual Family Income:** Choose the annual income range from the dropdown values.
- **Mobile Number:** The mobile number will appear as per the successfully submitted registration details.
- **E-mail ID:** The e-mail ID will appear as per the successfully submitted registration details. If required, the candidate can change their e-mail ID.

Address

Correspondance Address	
Country *	
India	
Address Line 1 *	
CET CELL	
Address Line 2	

State *	District *	Taluka *
Maharashtra	Mumbai City	Mumbai

City / Village *	Pincode *
MUMBAI	440001

Save & Next

- **Country:** Choose the country from the dropdown menu.
- **Address Line 1:** Enter the candidate's address line 1.
- **Address Line 2:** Enter the candidate's address line 2.
- **State:** Select the state from the dropdown menu.
- **District:** Select the district from the dropdown menu.
- **Taluka:** Select the taluka from the dropdown menu.
- **City/Village:** Select the city/village from the dropdown menu.
- **Pin Code:** Enter the pin code of the candidate's address.

Candidature Type: Kindly select the Candidature type you belong

Candidature Type	
Select Your Eligibility Qualification *	
Graduation	

Have You Passed 11th (Old Matric) / Pre University Examination before the Year 1975 ? *
○ Yes   ● No

Are You Domicile of Maharashtra and / or is Born in Maharashtra ? *
● Yes   ○ No

District of Domicile and / or Born *
Jalgaon

Your Type of Candidature : Maharashtra - Type A
(i) A Graduate or Post Graduate candidate from a recognized institution in Maharashtra in any faculty of any University in Maharashtra established by an Act of Parliament or by a State Legislature or an equivalent National Institution recognized as a Deemed to be University or Foreign University in Maharashtra or outside the Maharashtra, as the case may be, recognized as equivalent to the status of an Indian University by an authority competent to declare equivalence; and
(ii) A candidate who is either domicile of Maharashtra and / or is born in Maharashtra;

- **Your Type of Candidature: Maharashtra - Type A**
(i)   A Graduate or Post Graduate candidate from a recognized institution in Maharashtra in any faculty of any University in Maharashtra established by an Act of Parliament or by a State Legislature or an equivalent National Institution recognized as a Deemed to be University or Foreign University in Maharashtra or outside the Maharashtra, as the case may be, recognized as equivalent to the status of an Indian University by an authority competent to declare equivalence; and
(ii)   A candidate who is either domicile of Maharashtra and / or is born in Maharashtra;

- **Your Type of Candidature: Maharashtra - Type B**

(i) A Candidate who does not fulfil criteria mentioned in "Type-A" above, but who or whose father or mother is domiciled in the State of Maharashtra and possesses domicile certificate.

- **Your Type of Candidature: Maharashtra - Type C**

(i) A Candidate who does not fulfil criteria mentioned in either "Type- A" or "Type-B" but whose father or mother is an employee of the Government of India or Government of India Undertaking and who has been posted and reported to duty in Maharashtra State before the last date for submitting the Application Form for CAP.

- **Your Type of Candidature: Maharashtra - Type D**

(i) A Candidate who does not fulfil criteria mentioned in any of the above "Type-A", "Type-B" and "Type-C" but whose father or mother is an employee or retired employee of the Government of Maharashtra or Government of Maharashtra Undertaking.

- **Your Type of Candidature: Maharashtra - Type E**

(i) Candidates passing SSC and or HSC Examination or Equivalent Examination from a recognized institution from a disputed Maharashtra-Karnataka Border Area or from Maharashtra State, and residing in disputed Maharashtra-Karnataka Border Area and whose Mother tongue is Marathi.

-
- **Your Type of Candidature: OMS**

Candidate who is an Indian Nationality and has passed SSC & HSC from outside Maharashtra State.

- **Your Type of Candidature: J & K Migrant**

(i) Children of citizens who were displaced from Jammu and Kashmir to any part of India or from unsafe border areas of Jammu and Kashmir to a relatively safer place in Jammu and Kashmir from 1990 onwards due to terrorist activities.
OR
(ii) Children of officers belonging to Indian Administrative Services (IAS), Indian Police Services (IPS), or Indian Foreign Services (IFS), and children of staff belonging to Military and Paramilitary Forces transferred to Jammu and Kashmir to combat terrorist activities and joined the post on or before the last date for submission of application for admission.
OR
(iii) Children of staff and officers of Jammu and Kashmir police engaged in combating terrorism.

Orphan, Category & Minority:

Orphan, Category & Minority

Orphan

Are You Orphan ? * ◯ Yes ◯ No

Category

Category *
SEBC ⌄

Caste *
Select ⌄

Do You have Caste Certificate ? * ◯ Yes ◯ No

Do You have Caste Validity Certificate ? * ◯ Yes ◯ No

Do You have Non-Creamy Layer Certificate ? * ◯ Yes ◯ No

Minority

Do You belongs to Minority Category ? * ◯ Yes ◯ No

Save & Next

- **Are You Orphan?** Select "Yes" or "No" to indicate if you are an orphan.
- **Category:** Select the category from the dropdown.
- **Caste:** Choose the caste from the dropdown.
- **Do You have Caste Certificate?** Select "Yes" or "No" based on the availability of the caste certificate.
- **Do You have Caste Validity Certificate**? Select "Yes" or "No" based on the availability of the caste validity certificate.
- **Do You belong to Minority Category?** Select "Yes" or "No". If "Yes", then select the Linguistic and Religious Minority from the dropdown.

Social Reservation

- **Are You a Person with Disability (PWD)?** Select "Yes" or "No". If "Yes" is selected, then enter the Disability Type from the dropdown values.
- **Are You an Active Serviceman or Are You a Son/Daughter of Ex-Serviceman/Active Serviceman?** Select "Yes" or "No". If "Yes" is selected, then enter the Defense Category from the dropdown values.

Other Information:
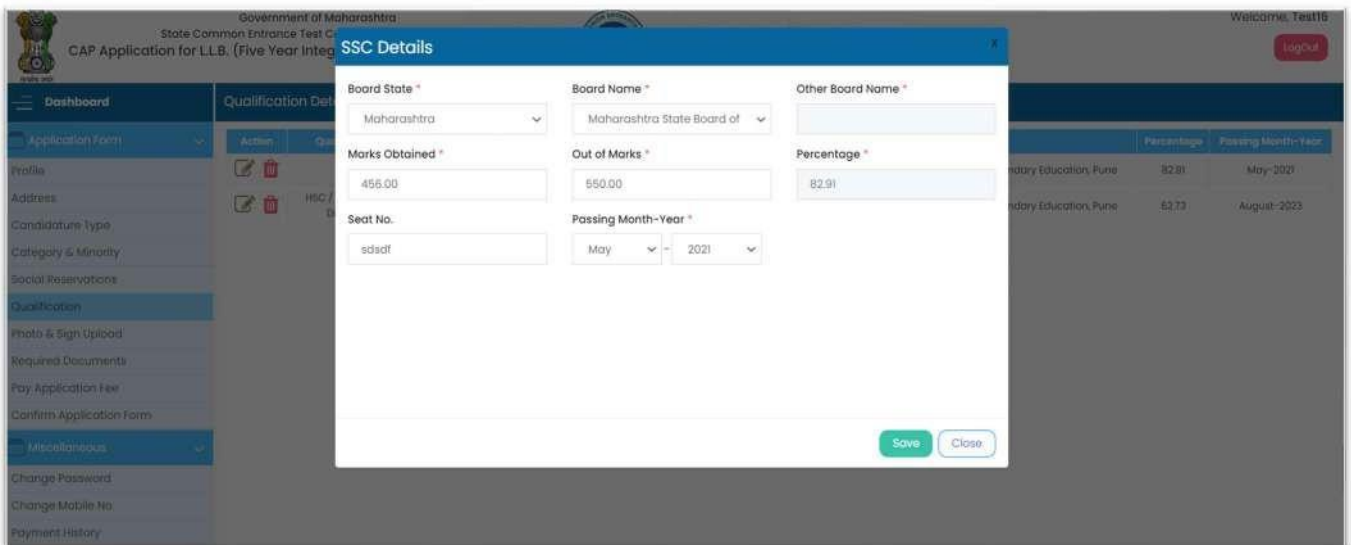
Qualification:

Qualification Details

Data Saved Successfully.

Qualification * : Post Graduation   Add Qualification

Action	Qualification	Specialization/Stream	Board/University	Percentage	Passing Month-Year
✏️ 🗑️	SSC		Central Board of Secondary Education, Delhi	70.00	March-2017
✏️ 🗑️	HSC	Science	Central Board of Secondary Education, Delhi	60.00	April-2019
✏️ 🗑️	Graduation (B.A.)	B.A. (Hindi, Gujrathi, Economics, Ancient History and Culture)	Ajinkya DY Patil university, Pune	60.00	April-2022

Save & Next

Add SSC, HSC and Graduation /Post Graduation Qualification details.

- **Board State:** Select the Board State from the dropdown values.
- **Board Name:** Select the Board Name from the dropdown values.
- **Seat No.:** Enter the correct seat number as per the SSC/HSC Certificate.
- **Stream:** Select the Stream from the dropdown values.
- **Marks Obtained:** Enter the Marks Obtained as per the SSC/HSC Certificate.
- **Out of Marks:** Enter the Out of Marks as per the SSC/HSC Certificate.
- **Percentage:** The percentage will be automatically calculated based on the entered Marks Obtained and Out of Marks.
- **Grade:** Select the Grade from the dropdown values.
- **Class:** Select the Class from the dropdown values.
- **Passing Month-Year:** Select the Passing Month-Year from the dropdown values.
- **University:** Select the University Name from the dropdown values

Note : Please enter Obtained/Total marks on which your degree is honoured.

Specializations / Subjects *

- [ ] Ancient History and Culture
- [ ] Anthropology
- [ ] Civics [Political Science]
- [ ] Economics
- [ ] Education
- [ ] English
- [ ] French
- [ ] Geography
- [ ] German
- [ ] Gujrathi
- [ ] Hindi
- [ ] History
- [ ] Home Economics
- [ ] Home Science
- [ ] Marathi
- [ ] Mathematics
- [ ] Music
- [ ] Pali
- [ ] Philosophy
- [ ] Prakrut
- [ ] Psychology
- [ ] Public Administration
- [ ] Sanskrit
- [ ] Sindhi
- [ ] Socialogy
- [ ] Spanish
- [ ] Tourism and Travel management
- [ ] Urdu

Photo & Sign Upload:

Dashboard	Photo & Sign Upload

Instructions:
- The Photograph and Signature should be in jpg/jpeg/png format.
- Size of the Photograph must be greater than 4 KB and less than 100 KB.
- Size of the Signature must be greater than 1 KB and less than 30 KB.
- Dimension of Photograph should be 3.5 CM (width) * 4.5 CM (Height) only.
- Dimension of Signature should be 3.5 CM (width) * 1.5 CM (Height) only.
- Ensure that Photograph and Signature is of good quality.

Upload Photograph *   Upload Signature *

Choose file   Browse   Upload Photo   Choose file   Browse   Upload Sign

Save & Next

- **Upload Photograph:** Click on the "Browse" button to select the candidate's photograph according to the specifications mentioned on the screen. After selecting the photo, click on the "Upload Photo" button to upload it.
- **Upload Signature**: Click on the "Browse" button to select the candidate's signature as per the specifications described on the screen. After selecting the signature, click on the "Upload Sign" button to upload it.

Required Documents:

Sr. No.	Document Name	Upload	View	Dele
1	* Application Form of CET-2024.	⬆		
2	* Score Card of CET-2024.	⬆		
3	* Domicile Certificate **OR** Birth Certificate **OR** School Leaving Certificate **OR** Community, Nativity & Date of Birth Certificate of the Candidate indicating Place of Birth in the State of Maharashtra.	⬆		
4	* Statement of Marks of SSC / Equivalent Examination. along with conversion certificate if candidate has passed SSC from CBSE,IGCSE, ICSE or IB board in single PDF format	⬆		
5	* Statement of Marks of HSC / Equivalent Examination. along with conversion certificate if candidate has passed HSC from CBSE,IGCSE, ICSE or IB board in single PDF format	⬆		
6	* Statement of Marks of Graduation / Equivalent Examination : B.A., Passing Year 2018. along with conversion certificate in single PDF format.	⬆		

- **Upload:** Click on the upload icon to select and upload the required documents.
- **View:** Click on the view icon to preview the uploaded document.
- **Delete:** Click on the delete icon to remove the uploaded document.
- **Note:** Links to Application Form of CET-2023/ score card and hall ticket are provided on the same page.

Pay Application Fee:

13

STATE COMMON ENTRANCE TEST CELL, MUMBAI, MAHARASHTRA.

Transaction Details

Transaction ID : **112300000004**

Payee ID : **BD23100004**

Payee Name : **TEST1**

Fee Amount (₹) : **200.00**

Proceed >>>

Fee Details

Fee To Pay (₹) : **200**

Reason / Purpose : **Category Change Fee**

Proceed >>>

- The candidate is required to pay an application fee of Rs 200 in case of a category change from reserved to open category.
- If there is no change in the category, the candidate should proceed to confirm the application form.
- Application fee for NRI/foreign national candidates is Rs 5000.

Confirm Application Form:
- Please verify the data filled in the application form and proceed to confirm it.

- Confirmation of Application Form: The candidate should tick the checkbox to confirm the application form.

- Once the application form is confirmed, no changes can be made to the form. Please review the information carefully before confirming the application.

Print Application Form:
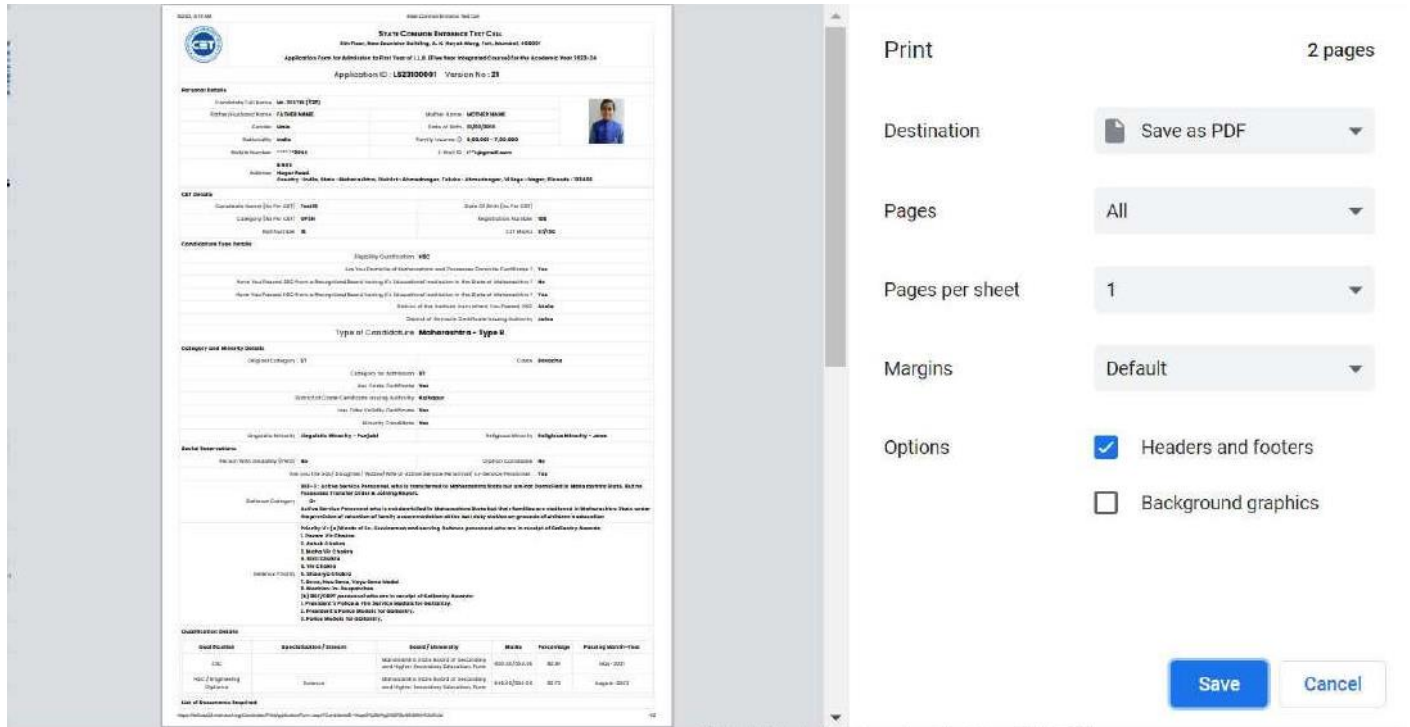
- If any modifications need to be made, candidates can click on **Unlock Application Form** to proceed. Once the necessary changes have been completed, they can lock the application form again.
- If in case candidates Option form is already locked then before unlocking the application form, it is necessary to unlock Option form first. Once you have submitted the application form, please remember to resubmit the Option form again without fail.
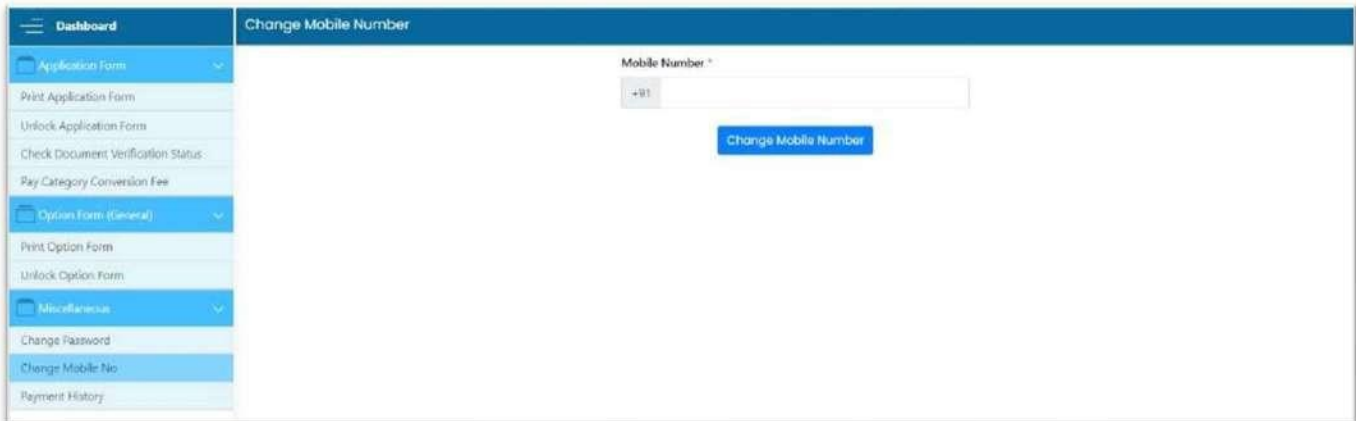
MISCELLANEOUS:

Change Password:
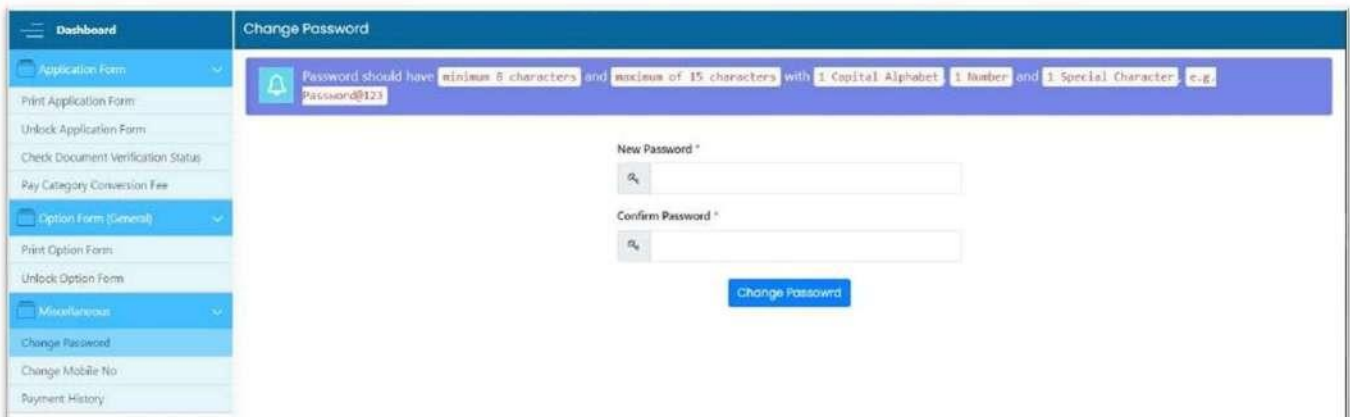
- Candidates could change their password from this page.
- Type your desired new password and Click on the **Change Password** button.

Change Mobile Number:

- Candidates can update their mobile number by entering the new number and clicking on the **Change Mobile Number** button.

- **Payment History:**

Candidate can view their transaction history.