

STATE CET CELL, MUMBAI, MAHARASHTRA

User Manual for Student Registration for year 2023-24

L.L.B. 5YRS Admission

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

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Introduction

This manual is intended to assist candidates in the process of registering and logging in for LLB 5-year 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://llb5cap23.mahacet.org/Public/Home.aspx
- For technical support, you can find the helpline number and email address displayed at the top right corner of the website.



Candidate Registration Process

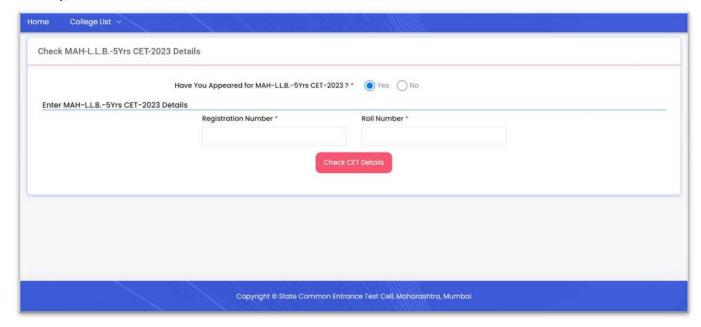
- 1. The candidate should click on the "New Candidate Registration" button.
- 2. Please provide an answer to the mandatory question:
 - Have you appeared for MAH-L.L.B.-5Yrs CET-2023?





Home College List V				
Check MAH-L.L.B5Yrs CET-2023 Details				
	Have You Appeared for MAH-LLB5Yrs CET-	2023?*		
	Copyright © State Commo	n Entrance Test Cell, Maharashtra, Mumbai		

- 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.



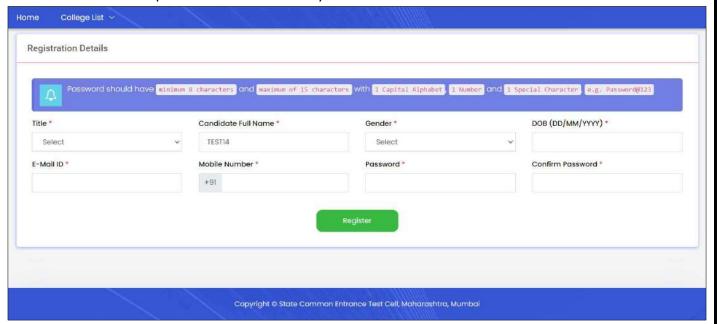
- 5. After clicking on the "**Check CET Details**" button, the information provided by the candidate will be reflected.
- 6. The candidate should then click on the "Save & Next" button to proceed.







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

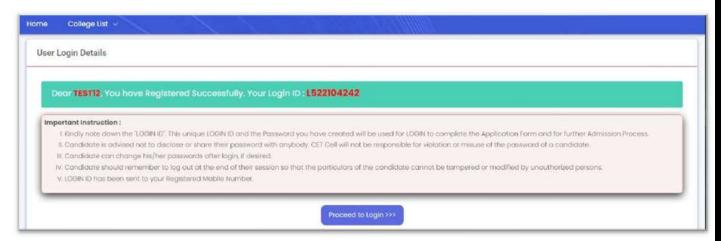


- Title: This is a dropdown field where you can select your title from options such as 'Miss', 'Mr',
 'Mrs', or 'Mx'.
- Candidate Full Name: This is a textbox field that will be automatically populated.
- **Gender:** This is a dropdown field where you can select your gender from options such as 'Male', '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.



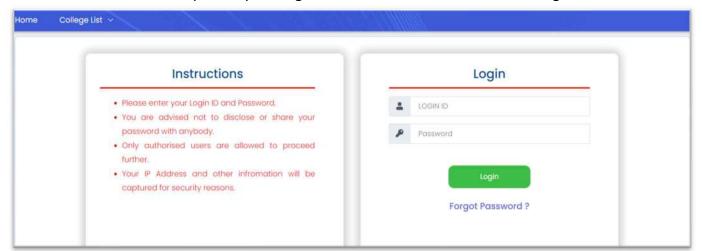
After clicking on the Register button, the candidate will be directed to a page displaying the Application Form No. / Login ID along with important instructions.

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.

Candidate Login Process

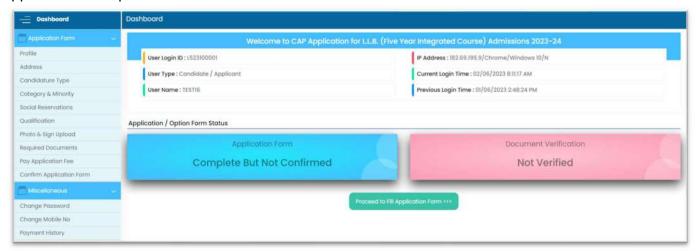
1. Candidates can access this portal by clicking on the LOGIN button located on the right side.





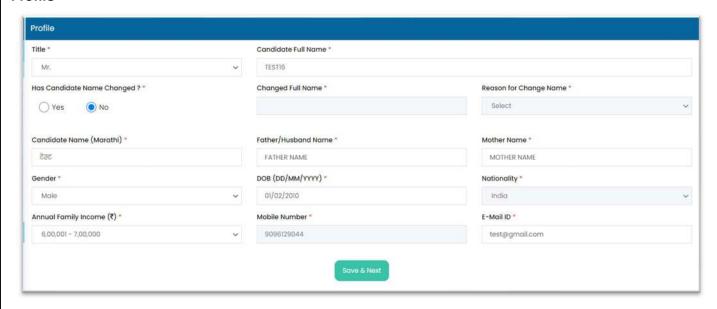


- 2. They should then enter their LOGIN ID and password.
- 3. In case candidates have forgotten their LOGIN ID or password, they can reset them by utilizing the 'Forgot Password?' link.
- 4. Once the candidate is logged in, they will be presented with a dashboard displaying the status of their Application and Option Form.



Application Form

Profile



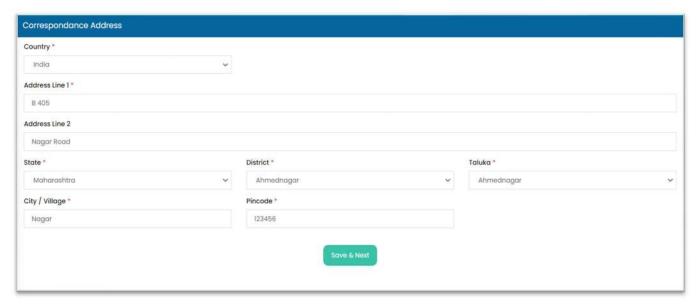
• **Title:** The title will appear based on the successfully submitted registration details. If required, the candidate can change the title.





- 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



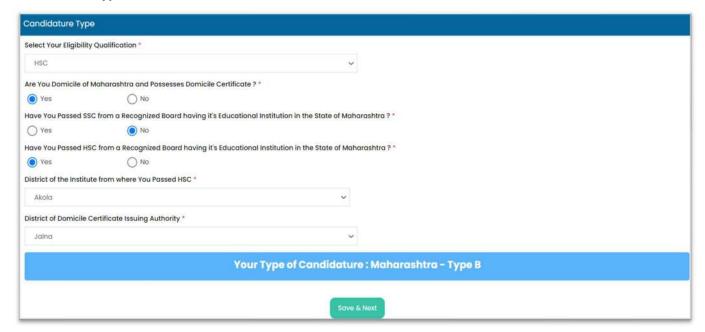
- **Country:** Choose the country from the dropdown menu.
- Address Line 1: Enter the candidate's address line 1.
- Address Line 2: Enter the candidate's address line 2.
- **State:** Select the state from the dropdown menu.
- **District:** Select the district from the dropdown menu.
- Taluka: Select 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



• Your Type of Candidature: Maharashtra - Type A

- (i) Candidates passing SSC and HSC or equivalent Examination from a recognized institution in Maharashtra State; and
- (ii) Candidate who is either domicile of Maharashtra and / or is born in Maharashtra;
- (iii) Only Candidates, who posseses the domicile certificate of Maharashtra, will get the benefit of PWD(Person with Disability) & Minority.

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.

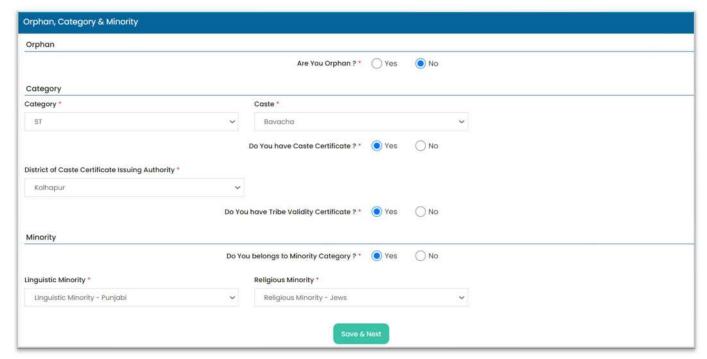
OR

(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:



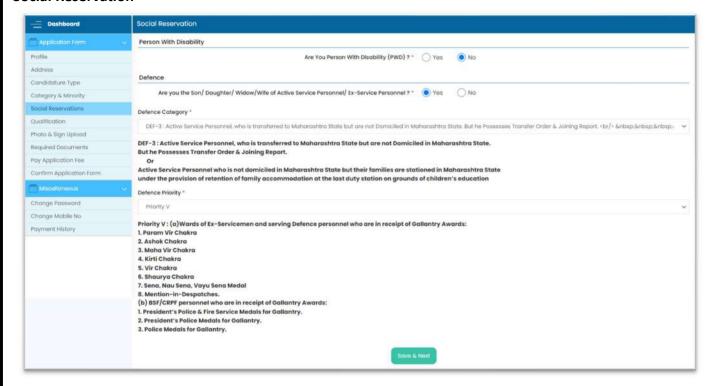
- Are You Orphan? Select "Yes" or "No" to indicate if you are an orphan.
- Category: Select the category from the dropdown.
- Caste: Choose the caste from the dropdown.
- **Do You have Caste Certificate?** Select "Yes" or "No" based on the availability of the caste certificate.





- **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



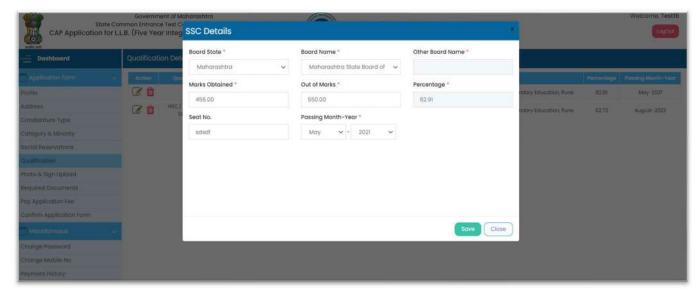
- Are You a Person with Disability (PWD)? Select "Yes" or "No". If "Yes" is selected, then enter the Disability Type from the dropdown values.
- Are You an Active Serviceman or Are You a Son/Daughter of Ex-Serviceman/Active Serviceman? Select "Yes" or "No". If "Yes" is selected, then enter the Defense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

Qualification:









Add SSC & HSC/Engineering 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.

Photo & Sign Upload:

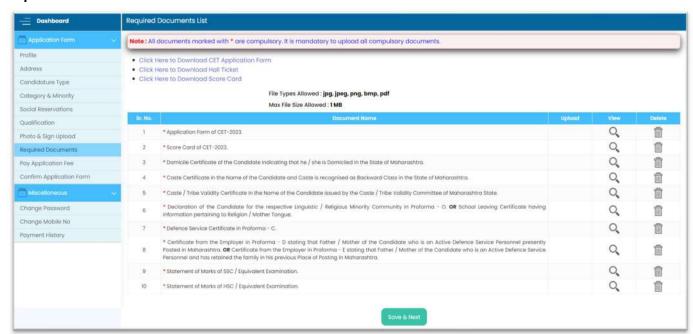






- Upload Photograph: Click on the "Browse" button to select the candidate's photograph according
 to the specifications mentioned on the screen. After selecting the photo, click on the "Upload
 Photo" button to upload it.
- Upload Signature: Click on the "Browse" button to select the candidate's signature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

Required Documents:



- **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:

- 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.



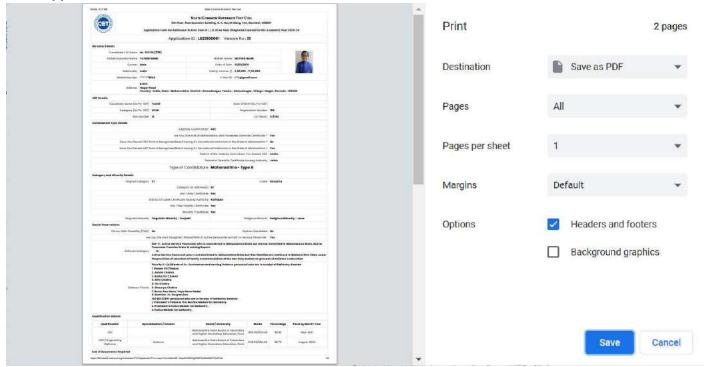
• Once the application form is confirmed, no changes can be made to the form. Please review the information carefully before confirming the application.







Print Application Form:



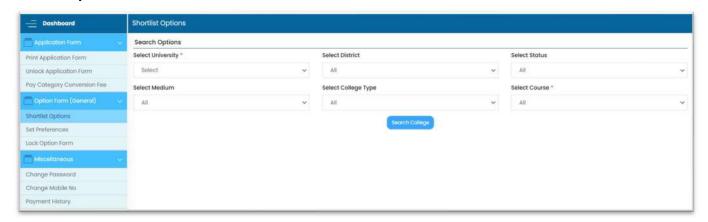
- If any modifications need to be made, candidates can click on Unlock Application Form to proceed. Once the necessary changes have been completed, they can lock the application form again.
- If in case candidates Option form is already locked then before unlocking the application form, it is necessary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

OPTION FORM:





Shortlist Option:



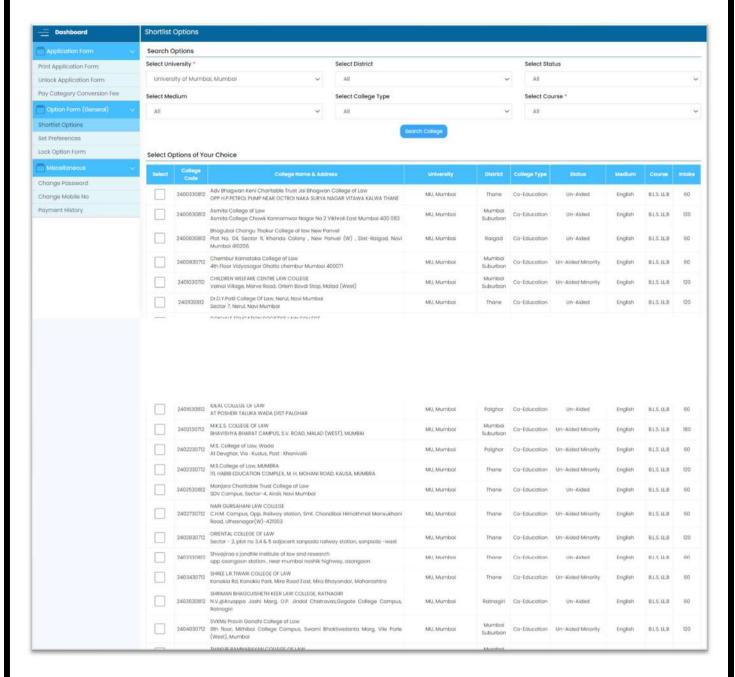
To shortlist colleges based on specific search criteria, follow these steps:

- 1. **Select University:** Choose the desired university from the dropdown menu.
- 2. **Select District:** Select the preferred district from the available options in the dropdown menu.
- 3. **Select Status:** Choose the desired college status from the dropdown menu. This could include options like "public," "private," or other relevant statuses.
- 4. **Select Medium:** Select the preferred medium of instruction from the dropdown menu. This could include options like "English," "Hindi," or other languages.
- 5. **Select College Type:** Choose the preferable college type from the dropdown menu. This could include options like "engineering," "medical," "arts," or other relevant types.
- 6. Once you have made selections in the above fields, a list of colleges that match your criteria will appear.

Please note that the specific options available in the dropdown menus may vary based on the available data and the context of the college search platform.



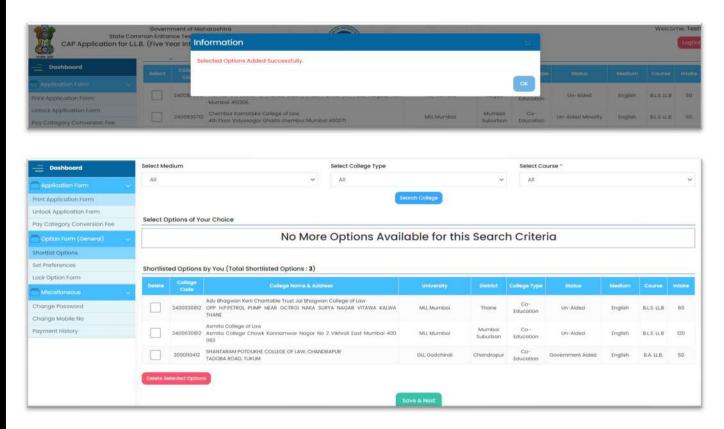




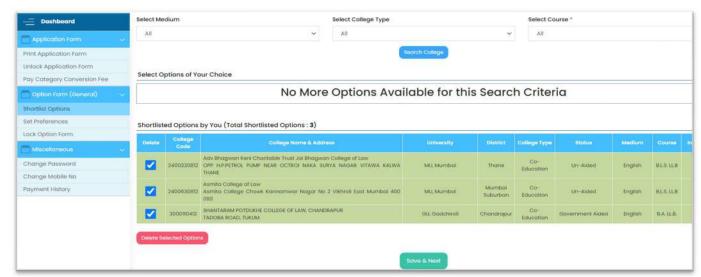
- Candidate need to select his preferable colleges by ticking the checkbox and click on Add Selected Options.
- If candidate wants to remove any college from the short list, he/she can select that college and click on **Delete Selected Options** button.
- Once you have finalized the list, proceed to click on the **Save & Next** button.







Set Preferences:



- On the page, a list of short-listed colleges will be displayed.
- The candidate can view the colleges on the list.
- The candidate can select the desired preference level for each college by choosing from the available options.

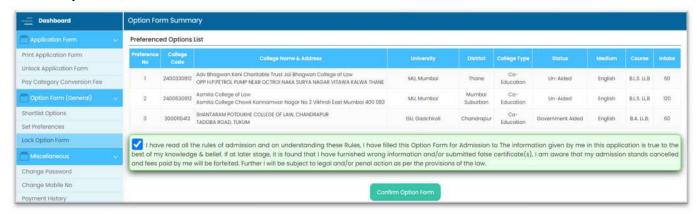






- If the candidate wants to reset their preferences and start over, they can click on the **Reset Preferences** button. This will clear all the previously selected preferences for the colleges.
- Once the candidate is satisfied with their preferences or has reset them, they can proceed by clicking on the **Save & Next** button.

Confirm Option Form:



- On this page, the candidate will be presented with a summary of their option form.
- To proceed, the candidate needs to complete two actions: clicking on the **Declaration** button and then clicking on the **Confirm Option Form** button.

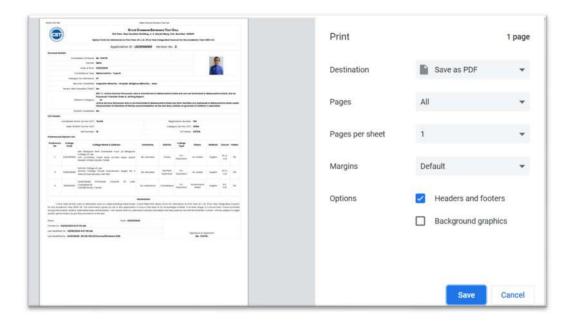


Print Option Form:

• After confirming the option form, the candidate has the option to take a printout of the form.







Unlock option form:



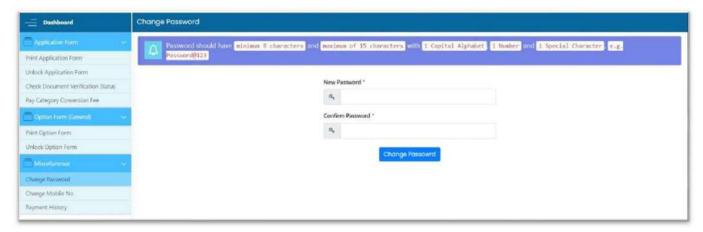
- Candidates can modify their previously submitted option forms.
- Review the information provided and make the desired modifications in option form.
- After making the necessary changes, please Lock the form again.
- Complete this process before the last date.

MISCELLANEOUS:



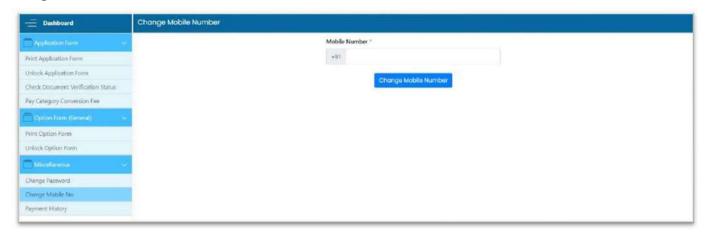


Change Password:



- 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.