User Manual for
First Year Under Graduate Technical Course in
Bachelor of Pharmacy (Practice) Admissions 2023-24

Helpline Number
(09:00 AM to 07:00 PM)
+91-9175108612, 18002103111

INDEX

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Registration form is available on following link:

https://phpractice2023.mahacet.in/StaticPages/HomePage

1. New Registration

To fill new application form, click on "New Registration" button.

For Registration Candidate must be Registered Pharmacist to select the eligibility; Candidate has asked "**Are you Registered Pharmacist?**" Select "YES" and Enter Date of Registration.

Read all displayed instruction carefully and click on check box (I have read all important Instruction) and click on Yes button.

2. Registration Details

1. Personal Details
Fill the information as per instruction given on screen.

Personal Details

Candidate's Full Name उमेदवाराचे पूर्ण नाव	NITIN KUMAR		
	(As appeared on HSC Marksheet) (बारावी गुणपत्रिकेवर प्रकाशित केल्याप्रमाणे)		
Father's Name वडिलांचे नाव	ANAND	**Mother's Name** आईचे नाव	ARCHANA
Gender लिंग	Male	**Confirm Gender** लिंग पुष्टी करा	Male
DOB (DD/MM/YYYY) जन्म तारीख (दिनांक/महिना/वर्ष)	01/01/2005	**Confirm Your DOB (DD/MM/YYYY)** जन्म तारीख (दिनांक/महिना/वर्ष) पुष्टी करा	01/01/2005
Religion धर्म	Hindu	**Region** प्रदेश	Urban
Annual Family Income वार्षिक कौटुंबिक उत्पन्न	5,00,001 – 5,50,000	**Mother Tongue** मातृभाषा	Marathi
Nationality राष्ट्रीयत्व	India		

2. Communication Details:
Enter address, select state, select district, select taluka, select village, enter pin code, enter telephone number (optional), mobile number and email ID. Candidates are required to fill all the information correctly as the candidates will receive communication/instructions based on the provided information.

Communication Details

Address Line 1 पत्ता ओळ 1	F 409 , B WING	
Address Line 2 पत्ता ओळ 2	LALIT APPARTMENT	**Note :** Maximum allowed length for each row is 50 characters.
Address Line 3 पत्ता ओळ 3	L.B.S. ROAD	
State राज्य	Maharashtra	**District** जिल्हा : Pune
Taluka तालुका	Pune City	**Village** गाव : Pune (M Corp.)
PIN Code पिन कोड	411038	**Telephone No** दूरध्वनी क्रमांक : 72912 –

One Time Password (OTP) will be sent to the mobile number given below for activation of your login. Kindly make sure that mobile number is correct. This mobile number will be used for all future communications. Candidate can use one Mobile No for One Application Form.

Mobile No भ्रमणध्वनी क्रमांक		**E-Mail ID** ई - मेल आयडी

3. Choose Password
Enter the password as per the instruction shown on screen.

3. Verify One Time Password

The candidate will receive OTP on his/her mobile number mentioned by the candidate for verification. Enter the OTP received and click on the 'Verify OTP' button below.

4. Application ID

Please note down your Application Number for future login.

Account Login:

To fill the remaining details candidate, need to login, to login candidate need to enter the Application ID and Password. As shown below.

5. Select SC Verification Mode/Option

Candidate needs to select verification mode; before the selecting the verification mode read the given instruction.

6. Candidate Application form Dashboard

In the Application form candidate required to complete the 10 stages are shown on the candidate's login dashboard, out of which the first stage has been completed and the remaining stages are required to the candidates to complete. a message about the current application form status is displayed under

"Application form Verification Status."

Click on "Incomplete" button of Step 2 to proceed towards completing application form.

Your Application Form is incomplete, Please Fill the Complete Application Form for E-Verification and Confirmation.

Application Form Status

Step ID	Step Details	Status
Step 1	Registration Details	Complete
Step 2	Candidature Type Details	Incomplete
Step 3	Home University & Category Details	Incomplete
Step 4	Special Reservation Details	Incomplete
Step 5	Qualification Details	Incomplete
Step 6	Pharmacist / Experience Details	Incomplete
Step 7	Upload Scanned Images & Signature	Incomplete
Step 8	Upload Required Documents	Incomplete
Step 9	Pay Application Fee	Incomplete
Step 10	Confirm Application Form at Scrutiny Centre	Incomplete

7. Candidature Type

Read all the types carefully and claim your Type of Candidature by clicking on the radio button and then click on 'Save & Proceed' Button.

Claim Your Type of Candidature

Note :

- Read all the types carefully and claim your Type of Candidature by clicking on the radio button and then click on 'Save & Proceed' Button.

Eligibility Requirement	Select Candidature Type
(i) Candidates passing SSC and HSC / Diploma from a recognized institution in Maharashtra State. (ii) Candidate who is either Domicile of Maharashtra and / or is born in Maharashtra.	⊙ Maharashtra - Type A
A Candidate who does not fall in Type A above, but who or whose father or mother is domiciled in the State of Maharashtra and possesses domicile certificate.	○ Maharashtra - Type B
A Candidate who does not fall 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.	○ Maharashtra - Type C
A Candidate who does not fall 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.	○ Maharashtra - Type D
Candidates passing SSC and HSC / Diploma from a recognized institution located in a disputed Maharashtra Karnataka Border area or from Maharashtra, residing in the disputed Maharashtra Karnataka Border area and whose mother tongue is Marathi.	○ Maharashtra - Type E

8. Home University & Category Details

Home University

Based on Candidature type Home University & Category Details will be displayed. For Candidature type A below information (Question) will be displayed.

Home University Details

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

Select Type of Document required for uploading (Type-A) प्रकार -अ साठीचे प्रमाणपत्र निवडा	Birth Certificate ∨ *
Select District from which Candidate has Passed SSC उमेदवाराने दहावी उत्तीर्ण केलेला जिल्हा निवडा	Pune ∨ *
Select District from which Candidate has Passed HSC / Diploma उमेदवाराने बारावी / अभियांत्रिकी व तंत्रज्ञान पदविका उत्तीर्ण केलेला जिल्हा निवडा	Pune ∨ *
Select Taluka from which Candidate has Passed HSC / Diploma उमेदवाराने बारावी / अभियांत्रिकी व तंत्रज्ञान पदविका उत्तीर्ण केलेला तालुका निवडा	Pune City ∨ *
Your Home University मूळ विद्यापीठ	**Savitribai Phule Pune University**

Select Document for Type-A, Select District from which Candidate has Passed SSC, Select District from which Candidate has Passed HSC/Diploma on above information "Your Home University" will be displayed.

Category Details:

Select Category to Which You Belong, based on Category applicable documents and benefits will be displayed.

Category Details

Select Category to Which You Belong आपल्या मालकीचा वर्ग निवडा	OBC ∨ *
Select Caste to Which You Belong आपल्या जातीचे नाव निवडा	Aagale (169) ∨ *
Select Caste / Tribe Validity Certificate Status जात / जमात वैधता प्रमाणपत्राची स्थिती निवडा	Available ∨ *
Select Non-Creamy Layer Certificate Status उन्नत / प्रगत गटात मोडत असलेल्या प्रमाणपत्राची स्थिती निवडा	Available ∨ *

Instructions :

You are required to Upload the Domicile Certificate / Birth Certificate / School Leaving Certificate of Candidate stating that the Birth Place is in Maharashtra.

You are required to Upload the Caste Certificate clearly mentioning the Category of the Candidate and also the remarks that the Caste is recognised as backward class in the State of Maharashtra.

You are required to Upload the Caste / Tribe Validity Certificate in the name of the Candidate, issued by the caste validity committee of Maharashtra State.

You are required to Upload Non-Creamy Layer Certificate issued by Sub Divisional officer or Deputy Collector of the district in addition to the caste certificate valid upto 31st March 2024.

Save & Proceed >>>

Enter your caste details and click on Save and Proceed" button.

9. Special Reservation Details

PWD, Defense and TFWS Details:
If you have Minimum 40 disability Certificate, Select Your Disability type from given dropdown otherwise select Not Applicable. If candidates parent is in defense or retired from defense, then Select Defense type otherwise select Not Applicable. If you want to apply under TFWS (Tuition Fee Waiver Scheme). Select Yes otherwise select No.(Valid Income certificate required). If candidate is Orphan then Select Yes. otherwise select No "(Pro forma U required.)

Select your Minority Type if candidate belongs to Minority Candidature Type otherwise select Not Applicable. **Read Information Brochure for more detailed information**.

Special Reservation Details	
PWD and Defence Details	
Person with Disability अपंग / दिव्यांग प्रकार निवडा	Not Applicable
Is Parent a Defence Personnel पालक संरक्षण सेवेत असल्यास पर्याय निवडा	Not Applicable
Your Annual Family Income कौटुंबिक वार्षिक उत्पन्न	5,00,001 – 5,50,000
Do you want to Apply for TFWS (Tuition Fee Waiver Scheme) Seats ? तुम्हाला टीएफडब्ल्यूएस (शिक्षण शुल्क माफी योजना) जागांसाठी अर्ज करायचा आहे काय?	Yes
Orphan Details	
Are You Orphan ? तुम्ही अनाथ आहात का?	No
Minority Details	
Do You Belongs to Minority Candidature Type ? आपण अल्पसंख्याक प्रवर्गात मोडत आहात का?	No
You are required to Upload Income Certificate of Parents issued by competent authoirty of Govt. Of Maharashtra having Annual Income below Rs. 8 Lacs Valid till 31st March 2024.	
	Save & Proceed >>>

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10. Qualification Details

SSC/Equivalent details
Select SSC Board, SSC Passing Year, and SSC Seat Number and enter Marks Obtained and Marks out of marks.

HSC / Equivalent Details			
Place of HSC Board बारावी परिक्षा मंडळाचे स्थान	◉ India ○ Abroad		
HSC Board बारावी बोर्ड	Maharashtra State Board of Secondary and Higher Secondary Education, Pune		
HSC Passing Year बारावी उत्तीर्ण वर्ष	2016	HSC Seat Number बारावीचा आसन क्रमांक	J1234456
Candidate's Name as on HSC Marksheet बारावीच्या गुणपत्रिके प्रमाणे उमेदवाराचे नाव	NITIN KUMAR		
HSC Passing Status बारावी उत्तीर्ण स्थिती	◉ Passed ○ Failed / Compartment		
Subject	**Marks Obtained**	**Marks OutOf**	**Percentage**
HSC Physics Marks बारावी भौतिकशास्त्र गुण	75	100	75.00
HSC Chemistry Marks बारावी रसायनशास्त्र गुण	70	100	70.00
HSC Aggregate Marks बारावी एकत्रित गुण	400	600	66.67

HSC / Equivalent Details
Read all Instruction carefully before filling HSC details. Select Qualifying Exam, Place of HSC Board and HSC Board.

HSC / Equivalent Details			

Place of HSC Board बारावी परिक्षा मंडळाचे स्थान ● India ○ Abroad

HSC Board बारावी बोर्ड Maharashtra State Board of Secondary and Higher Secondary Education, Pune ▼ *

HSC Passing Year बारावी उत्तीर्ण वर्ष 2016 ▼ *   HSC Seat Number बारावीचा आसन क्रमांक J1234456 *

Candidate's Name as on HSC Marksheet बारावीच्या गुणपत्रिक प्रमाणे उमेदवाराचे नाव NITIN KUMAR *

HSC Passing Status बारावी उत्तीर्ण स्थिती ● Passed ○ Failed / Compartment

Subject	Marks Obtained	Marks OutOf	Percentage
HSC Physics Marks बारावी भौतिकशास्त्र गुण	75 *	100 *	75.00
HSC Chemistry Marks बारावी रसायनशास्त्र गुण	70 *	100 *	70.00
HSC Aggregate Marks बारावी एकत्रित गुण	400 *	600 *	66.67

Diploma Details

Enter diploma details e.g. Diploma Board, Diploma Passing Year, Diploma Passing Status, Diploma Marks Type etc.

Diploma Details	

Appeared for Diploma in Pharmacy औषधनिर्माणशास्त्र पदविका परिक्षा उत्तीर्ण आहात का ? ● Yes ○ No

Place of Diploma Board / University ● India ○ Abroad

Diploma Board Dr Babasaheb Ambedkar Marathwada University *

Diploma Passing State Maharashtra ▼ *

Diploma Passing Year 2019 ▼ *   Diploma Seat Number 12344 *

Diploma Passing Status ● Passed ○ Failed / Compartment

Diploma Marks Type ● Percentage   ○ CGPA

Subject	Marks Obtained	Marks OutOf	Percentage
Diploma Aggregate Marks पदविका एकत्रित गुण	450 *	700 *	64.29

Save & Proceed >>>

After entering the education details, click on save and proceed.

11. Pharmacist Details

Candidate must enter details date of registration, license Number, and select employment status as shown below. And click on Save & Proceed.

Pharmacist Details	

Are you Registered Pharmacist ? ● Yes ○ No

Date of Registration 01/01/2019 *(DD/MM/YYYY)

Licence Number 123456 *

Select Employment Status Self employed ▼ *

-- Select --
Self employed
Salaried

Save & Proc

12. Upload Photograph & Signature

Read the instruction given below and select Upload type >> select File>>click on Crop>>select area>>>click on Crop>>upload by following mentioned step.

Candidate needs to upload both Photo and Signature.

After uploading both (Photo and Signature) click on "Save & Proceed" button.

13. Upload Required Documents

As per the selection made by candidate in previous steps from 1 to 5, candidate asked to upload the respective documents.
To upload the documents, follow the step.
Click on Upload Icon>>Open>>Select file>>Upload. Candidate can delete the uploaded document to delete uploaded document.

Read all the instruction given on screen. After uploading all the documents click on "Save & Proceed" button.

14. Application Fee Cart

As per rules mentioned in the information brochure application fee will be displayed, select

the check box, and click on "Proceed to Payment" and pay the application fee using available Payment method.

Application Fee Cart

Note : Following Payment has not been done. Select the admission(s) for which you want to pay the fee.

Select the Admission Group to Make Payment & Click On "Proceed To Payment >>>" Button.

Select	Admission Group	Fee Amount(₹)
☑	Application Fee	600
	Total Fee **600.00**	

<div align="center">Proceed To Payment >>></div>

Select the payment selection mode

Payment Mode Selection

Total Amount : ₹ **600.00**	🛒 Course Applied : **1**

🖥️ Online	◉ Razorpay

Terms & Condition
☑ I agree Terms & Condition

Proceed >>>

Submit Application form for e-Verification.
After successful payment candidate can change the information as per the requirements. If no changes required, then click on Submit Application form for e-Verification

Application Form Menu	Home	Application Form
Home		
Registration Details		Submit Application Form For E-Verification >>>
Candidature Type Details	First Year of Bachelor of Pharmacy(Practice) for the Academic Year 2023-24	Application Form
Home University & Category Details		
Special Reservation Details	**GOVERNMENT OF MAHARASHTRA**	
Qualification Details	**STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA STATE**	
Pharmacist / Experience Details	8th Floor, New Excelsior Building, A.K.Nayak Marg, Fort, Mumbai-400001. (M.S.)	
Upload Scanned Images	**Application Form for Admission to First Year of Bachelor of Pharmacy(Practice) for the Academic Year2023-24**	
Upload Required Documents	Application ID : PP23700051 Version No : 1	
Pay Application Fee	Personal Details	
🖨️Print Application Form	Candidate's Full Name NITIN KUMAR	
	Father's Name ANAND	
	Mother's Name ARCHANA	
	Gender Male	
	Date of Birth 01/01/2005	
	Candidature Type Maharashtra - Type A	
	Home University Savitribai Phule Pune University	

Lock your Application Form
Enter your login password and click on Verify Password.

Lock your Application Form

Enter Your Login Password [●●●●●●●●] *

Verify Password

15. Print Application form.

After submission of application form candidate must take out the print of the application form.

Print Application Form

Important Instructions for Printing :
1. Before printing acess the **"Page Setup"** Option from file menu and configure the following values :
       a. Left Margin = 0.25
       b. Right Margin = 0.25
       c. Top Margin = 0.25
       d. Bottom Margin = 0.25
       e. Header should be blank
       f. Footer should be blank
2. Make sure that the printer is ready with **A4** size papers in it.
3. The online system will print **Application Form**.
4. Confirm whether you have received correct set of printout if not then please take the printouts again.

First Year of Bachelor of Pharmacy(Practice) for the Academic Year 2023-24   **Application Form**

GOVERNMENT OF MAHARASHTRA
STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA STATE
8th Floor, New Excelsior Building, A.K.Nayak Marg, Fort, Mumbai-400001. (M.S.)

Application Form for Admission to First Year of Bachelor of Pharmacy(Practice) for the Academic Year 2023-24

Application ID : **PP23700051**   Version No : **1**

Personal Details

Candidate's Full Name	**NITIN KUMAR**
Father's Name	**ANAND**

16. Verification of Application form

E-Scrutiny Mode
On successful submission of application form E-SC will be assigned for verification of application form.

Physical Scrutiny Mode
If candidates select Physical Scrutiny mode; on successful submission of application form candidate needs to visit the Physical Scrutiny center for the verification of the application form.

Only verified application forms will be considered for CAP admission process.