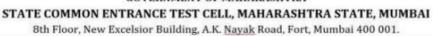


GOVERNMENT OF MAHARASHTRA





E-Mail-maharashtra.cetcell@gmail.com Website -www.mahacet.org Telephone No. - 022-22016157/53 022-22016159

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

Contents

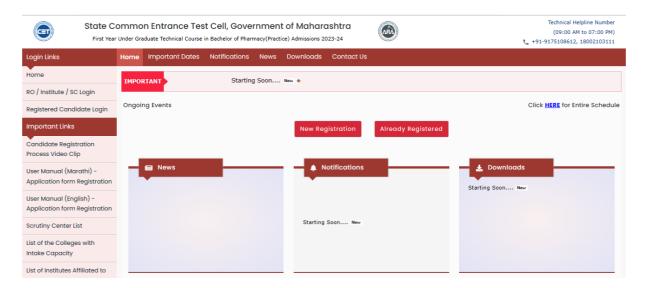
1. New Registration	3
2. Registration Details	3
1. Personal Details	4
2. Communication Details:	4
3. Choose Password	4
3. Verify One Time Password	5
4. Application ID	5
5. Select SC Verification Mode/Option	6
6. Candidate Application form Dashboard	6
7. Candidature Type	7
8. Home University & Category Details	7
9. Special Reservation Details	8
10. Qualification Details	g
11. Pharmacist Details	10
12. Upload Photograph & Signature	10
13. Upload Required Documents	11
14. Application Fee Cart	11
15. Print Application form	13
16. Verification of Application form	13

Registration form is available on following link:

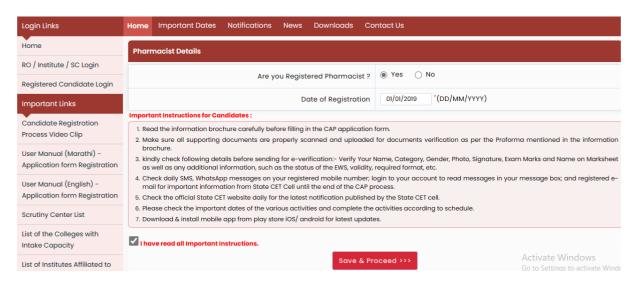
https://phpractice2023.mahacet.in/StaticPages/HomePage

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.

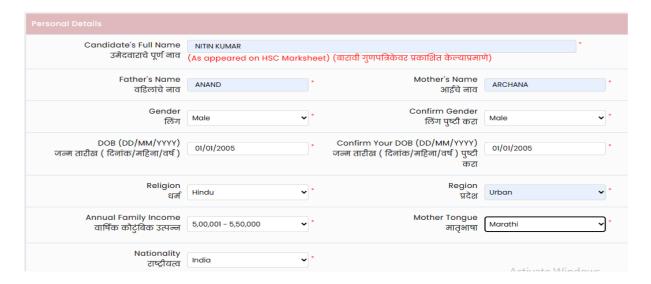


Read all displayed instruction carefully and click on check box (I have read all important Instruction) and click on Yes button.

2. Registration Details

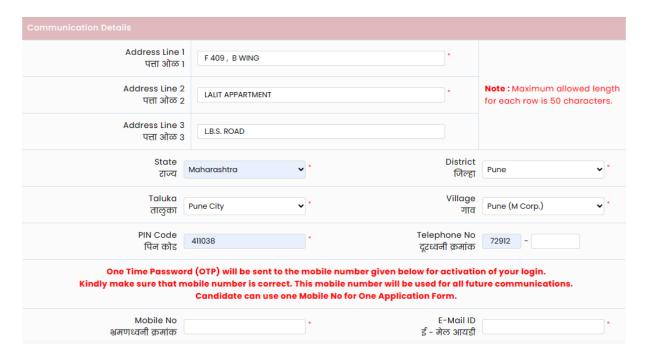
1. Personal Details

Fill the information as per instruction given on screen.



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.



3. Choose Password

Enter the password as per the instruction shown on screen.

The Password must be as per the following Password policy :			
Password must be 8 to 13 character long.			
Password must have at least one Upper case alphabet. Password must have at least one Lower case alphabet.			
Password must have at least one numeric value.			
Password must have at least one special characters eg.!@#\$%^&*-			
You can not Copy(Ctrl + C) & Paste(Ctrl + V) and Right Click Passwords into a Password Field			
Choose Your Password संकेतशब्द निवडा	•••		
Confirm Password संकेतशब्दाची पुष्टी करा			
Enter Captcha Given Below (case sensitive)	JJEEX .		
Captcha	JJEEX	2	
Save & Pro	oceed >>>		

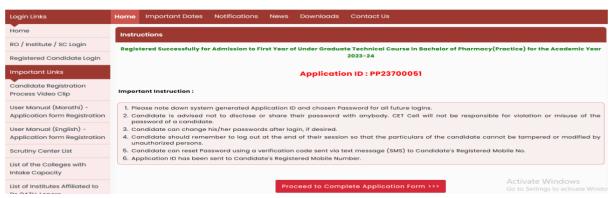
3. Verify One Time Password

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.

Verify One Time Password	
Instructions:	
 State CET Cell will send you a One Time Password (OTP) on Your Registered Mobile Number to Verify Your Login After receiving One Time Password (OTP), Please Enter it. After Verification of One Time Password (OTP), You can Proceed to Complete Your Activities. 	
Enter One Time Password(OTP) Sent on 97XXXXX912 694979	
Verify OTP Resend OTP-97 Second	

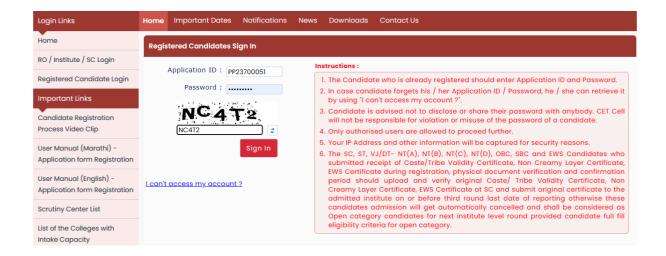
4. Application ID

Please note down your Application Number for future login.



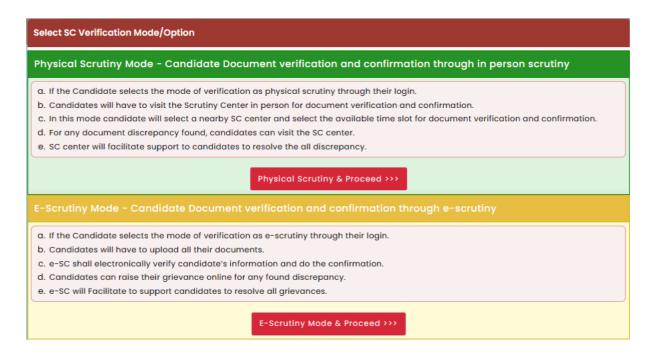
Account Login:

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.

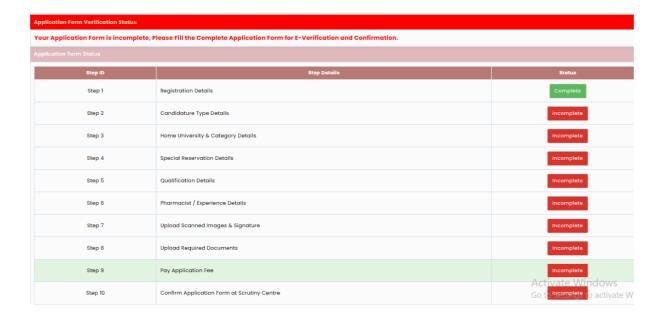


6. Candidate Application form Dashboard

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

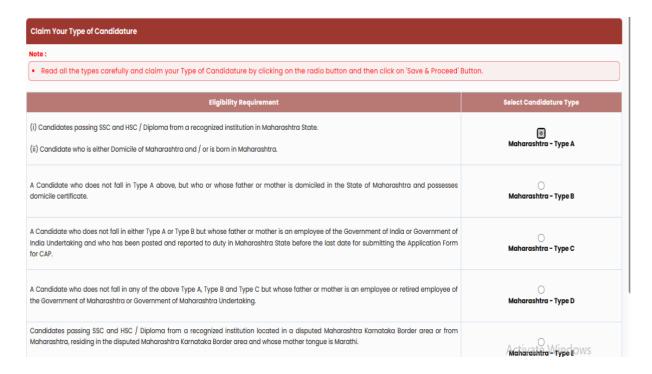
"Application form Verification Status."

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



7. Candidature Type

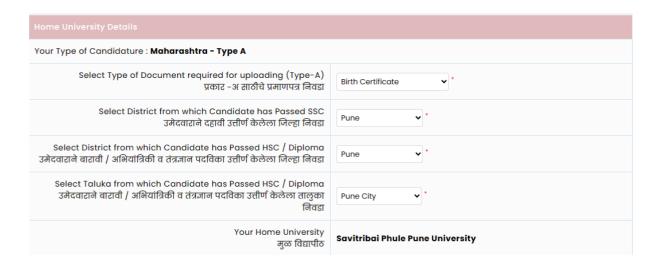
Read all the types carefully and claim your Type of Candidature by clicking on the radio button and then click on 'Save & Proceed' Button.



8. Home University & Category Details

Home University

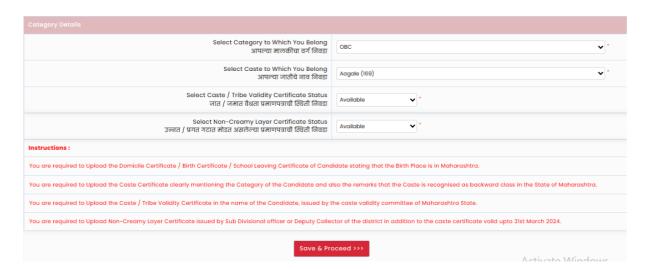
Based on Candidature type Home University & Category Details will be displayed. For Candidature type A below information (Question) will be displayed.



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.



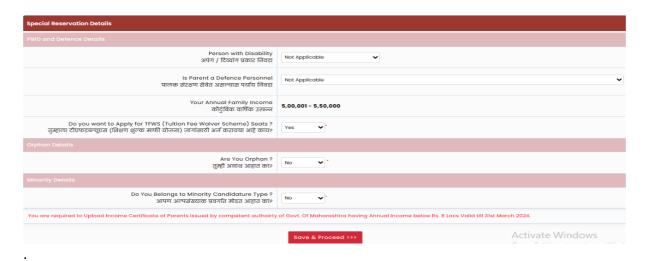
Enter your caste details and click on Save and Proceed" button.

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.)

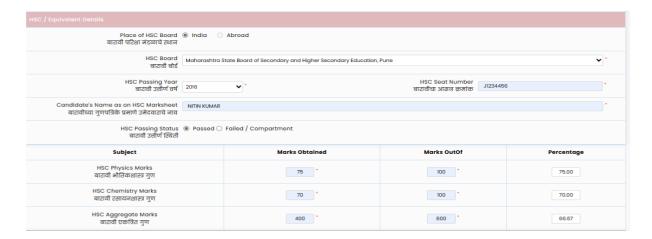
Select your Minority Type if candidate belongs to Minority Candidature Type otherwise select Not Applicable. **Read Information Brochure for more detailed information**.



10. Qualification Details

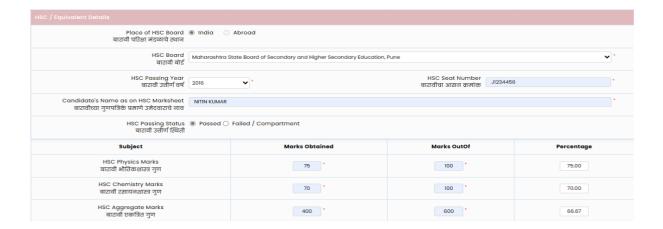
SSC/Equivalent details

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



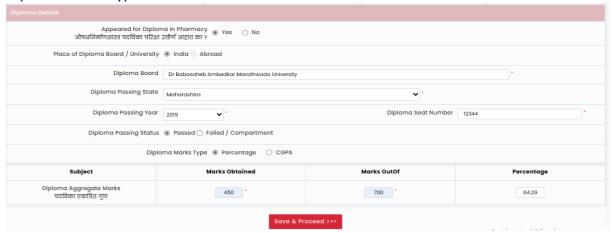
HSC / Equivalent Details

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



Diploma Details

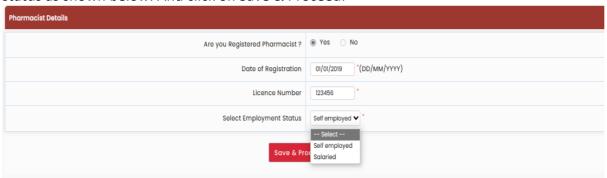
Enter diploma details e.g. Diploma Board, Diploma Passing Year, Diploma Passing Status, Diploma Marks Type etc.



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

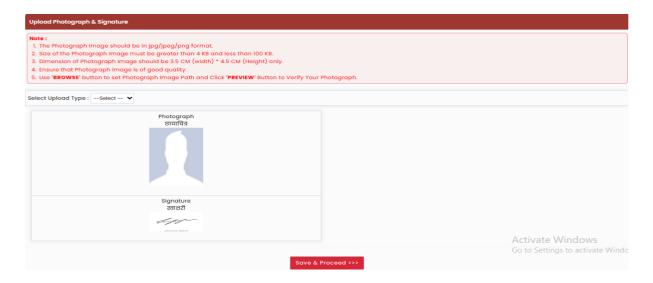
11. Pharmacist Details

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



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.

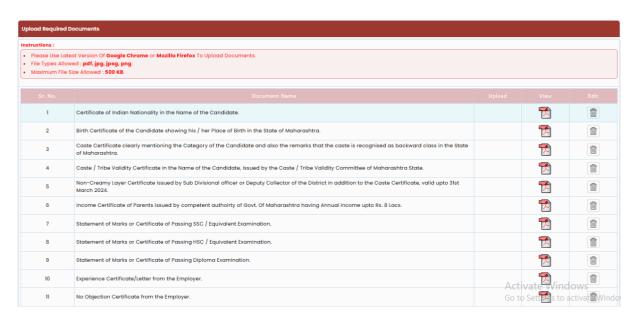
After uploading both (Photo and Signature) click on "Save & Proceed" button.

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.

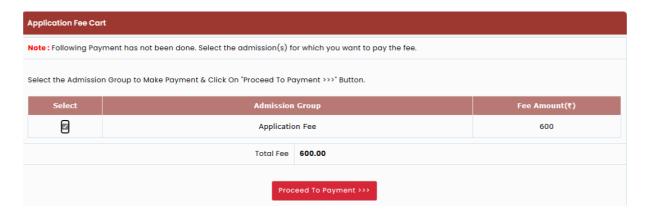


Read all the instruction given on screen. After uploading all the documents click on "Save & Proceed" button.

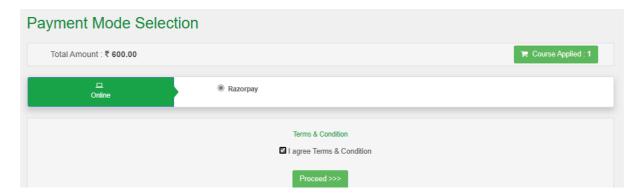
14. Application Fee Cart

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.



Select the payment selection mode



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



Lock your Application Form

Enter your login password and click on Verify Password.



15. Print Application form.

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



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.