



GOVERNMENT OF MAHARASHTRA

STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA STATE, MUMBAI

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No. HEC –LL.B-3 Yrs. Waiting List Institutional Level Round /2019//2837

Date: 13th November 2019.

Notice No 10.

Procedure for Admission to be adopted by the Admitting College for waitlisted candidates of the Institutional level round.

CET CELL has detailed the procedure of Institutional Round IV ACAP seats in Notice No. 07 (Updated) 19th October 2019.

In Notice No 7 Procedure for filling in the vacant ACAP seats in the Round IV Institutional Level Round was divided into two phases.

There is no change in the procedure of admission detailed in Row No 6,7and 8 in Notice No.7.

CET Cell is revising the procedure of filling in the Vacant ACAP seats in Round IV detailed in **Row Sr. No. 9 in Notice no. 7.**

The Law colleges will fill in the vacant seats from the waitlisted candidates reporting to the colleges as per the schedule and procedure to be declared by the Colleges and displayed on the College web site.

The Colleges and Candidates should take a note of the Change in the Second Phase of Waiting List Round that the candidates will not be required to exercise the Freeze Options from their own log in. Instead of this the candidates will report to the colleges for admission as per the schedule given below, this change is being done to avoid the complaints of the Candidate against Freeze did not work complaints and to ensure Maximum Admissions in the Second Phase of the Waiting list round at the Institutional Level.:-

Updated Schedule for Institutional Round IV is being reproduced below:-

Sr. No.	Event of Round IV Institutional Level Round Phase I & II	Date From	Date To	Activity for	Remark
1	Colleges can check the System Generated On line Merit List by Clicking on "View Merit List" button from the College login. (Institute Level Round) (ACAP Seats)	13-Nov-19	11.00 a.m. onwards	On College Notice Board and College web site	Candidates & Respective Law Colleges. 1)Respective colleges will click on the button "View Merit List" button to view /download Merit list. 2) Candidate will be able to view the merit list generated for the colleges they have applied on line on the admission portal.
2	1)The Candidate Select the "Freeze" option from his log in before reporting to the college. 2) Candidate	14-Nov-19	14-Nov-19	Respective Law Colleges	The candidate should exercise the freeze option through candidate's login for the particular opted college in round Four. The candidates not using the FREEZE option will not be considered for admission by the Colleges.

	Should Freeze the admission through his/her login				
3	Candidates seek admission in the College in the Fourth Institute level ACAP round. The College will generate the Provisional Admission Letter verify the documents match with the original from the College Log in if candidate is to be admitted.	15-Nov-19	19-Oct-19	Respective Law college	Colleges update the admitted status on line and Candidates report to the College of their choice as per the schedule for seeking admission
Revised Procedure for Second Phase of the Waitlisted Candidates.					
4	CET CELL will display the Vacancy after completion of Phase I of waiting list procedure detailed in Row No 7 & 8 in Notice No. 7	20 th November 2019	NA	https://www.mah-llb3admission.in	
5	CET CELL will display in the college wise published Merit list the names of the Candidates admitted in the Phase I of Waiting list round.	20 th November 2019 after 7.00 PM	NA	https://www.mah-llb3admission.in	
6	Candidates review their own position in merit list of various colleges in which they are posted in waiting list in Round IV and report to the Colleges of their choices There will be no Freeze Option button in the Candidate's Log in	21 st November 2019	23 rd November 2019	College will prepare the manual attendance of the reported candidates and fill in the seats as per the Inter se Merit	Admitting Colleges and Candidates. The Colleges will display the admissions and vacancies on the college web site and Notice board on 23 rd November 2019.
7	Colleges fill in the Vacant seats from the remaining waitlisted Candidates. There will be no Freeze Option button in the Candidate's Log in	25 th November 2019	NA	College will prepare the manual attendance of the reported candidates and fill in the seats as per the Inter se Merit	Admitting Colleges and Candidates give admission and seek admissions in the colleges of their choice.
8	Colleges upload the Admitted candidate status on line on the admission portal	26 th November 2019	NA.	Cut off date of Admissions for LL.B-3 Yrs.	No Admissions after the Cutoff Date.

Schedule for Management Quota Seats.

No.	Sr.	Management Quota Round	From	To.	Activity for	Remark
1		Law Colleges Admit Candidates from Management Quota Merit list according to Inter SE- Merit	21 st November 2019	25 th November 2019	Unaided Colleges of Law	Colleges to admit the candidates as per the process flow described in Notice No 7 Sr. No. 5 page 8-9.

The Candidates and the Colleges should note that this is the last round of Admission for LL.B-3 Yrs. Professional Course. No more extension will be given to the admission process after this final round.

In spite of the detailed Information brochure and detailed notices with Proforma and illustrations sampled below:-

[DOCUMENTS REQUIRED TO UPLOAD IN CAP APPLICATION FORM FOR MAHARASHTRA STATE CANDIDATES/OMS\(ALL INDIA CANDIDATES\)/J&K MIGRANT CANDIDATES.](#)
[SAMPLE COPY OF CONVERSION CERTIFICATE FOR CBSE, ICSE & IGCSE BOARDS SSC PASSED CANDIDATES & INTERNATIONAL BACCALAUREATE , IB-DIPLOMA \(HSC\) PASSED CANDIDATES](#)

and in spite of the Four opportunities given to the Candidates E-mails and applications received from the candidates show that the candidates have committed some mistakes in the CAP Application form and documents uploaded, they are classified as under: -

a) Mistakes committed in the Centralized Admission Application form:-

Sr. No.	Mistake Committed by Candidate	Probable solution to the problem
1	a) Spelling mistake in the Name in the CAP Application form. b) Change of order of the name:- Self Name, Father/ husband name and surname.	College to accept Affidavit from the candidate and upload on line along with the relevant document with the help of the system in the candidate's log in.
2	Mismatch in CET Application Name and CAP Application form.	1) Married Female candidates to upload Marriage Certificate/ Affidavit 2) Affidavit to be uploaded with reason for mismatch specified.
3	Wrong Date of Birth in the CET/ CAP Application form.	College to accept related relevant Affidavit from the candidate and upload on line along with the relevant

		document with the help of the system in the candidate's log in.
4	Candidature Type: Maharashtra State Candidature Type, All India Candidature Type (OMS)	Wrong Candidature Type Candidate is to be rejected by the College
5	Minority Status not marked but document uploaded.	College to reject such cases for Minority Admissions and consider for Open Category if eligible.

b) Mistakes made in uploading the documents to the CAP Application form:-

Sr. No.	Mistake Committed by Candidate	Probable solution to the problem
1	FY SY Mark list/Memo not uploaded/ not available.	a) If available with the candidate to be uploaded with the help of the system b) If not available candidate to be considered at the bottom of the CET Score Merit and seek affidavit if not submitted at later stage admission will be cancelled/ Enrolment/Eligibility will be rejected. Candidate will be responsible for the consequences.
2	Only Final year/ Semester marks memo uploaded.	Candidate to submit the soft copy of all the marks memo to the college in pdf format and college to get uploaded with the help of system if admitted.
3	All years' / semester's mark memo uploaded but DM not uploaded. (UG+/PG)	Candidate to submit the soft copy of all the marks memo along with DM to the college in pdf format and college to get uploaded with the help of system if admitted.
4	SSC/ HSC multiple Attempt qualified candidates.	If All marks memo and conversion certificate not uploaded candidate to submit the soft copy the college to upload with the help of the System if admitted.
5	SSC/HSC/Graduation PG marks memo not uploaded.	Candidate to submit the soft copy of the relevant marks memo and get it uploaded if admitted with the help of the System.
6	Caste validity receipt uploaded/ Caste validity not uploaded.	Candidate to be admitted as Open category Candidate if eligible.
7	Name Change/ Marriage Certificate not uploaded.	If changed name is registered on the CAP Application form, the relevant document is to be uploaded with the help of the system if admitted by the college.
8	Hall Ticket/ CET SCORE CARD/ CET Application form not uploaded.	Hall ticket is not mandatory document. CET Score card to be uploaded with the help of the system. CET application form to be downloaded by making payment through candidate and be uploaded with the help of the System.
9	Candidates who have not done HSC. (+2) but have qualified Preparatory Examination of Open University.	Candidates having appeared for Open University Preparatory Examination are to be admitted on Affidavit that their admissions will be subject to final Out Come in the WP

		27574/2019 along with Preparatory Marks memo and Affidavit as single pdf.
10	Two Year Degree Candidates.	To be admitted with the affidavit that if their admission is cancelled by the University, ARA, and their admissions are automatically cancelled. If the candidate files affidavit against this, the cost is to be borne by the Candidate and College.
11	Non Creamy Layer certificate not uploaded.	Candidate to be considered and admitted as Open category candidate if eligible.

The alternative in the Table a) and b) above are being given to maximise the admissions in the First and Second phase of the Waiting List round IV.

The Second Phase of the Waiting list round is being conducted at the level of the College to enable the candidates to seek admissions in the college of their choice.

Application form data is NOT Editable either for candidates or for Colleges or through system, as it leads to change in merit e.g. Candidature type, Category, Birthdate, minority status, SSC/HSC/ Graduation marks.

The Colleges should upload the documents from 'Admitted Candidates' menu, if they are satisfied with the documents submitted by the Candidates. A link 'Upload Documents' will be enabled after admission of the candidates. Documents which are already uploaded by the candidates in previous round as per the candidature/category wise only those documents can be re-uploaded.

If colleges want to upload additional documents like affidavit, it should be attached to the appropriate existing document and combined should be uploaded to system.

Candidates and Colleges to take note of the Notice No 10 and highlight the changes it has brought in the Notice No 7 and do the needful at their end.

(Kadam Sandeep V. IAS)
Commissioner & Competent Authority,
State CET CELL, Maharashtra, Mumbai.