



Government of Maharashtra

State Common Entrance Test Cell, Maharashtra State, Mumbai

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STATE CET CELL/MAH-Higher Education- LL.B- How to Fill in CET Form-2018 /NOTICE-3/ 165

15th February 2017

Notice No 3: 2018: LL.B.5 Yrs.: -2018

Tips for filling in the MAH-LL.B-5 Yrs. CET -2018 On Line Form.

The On-Line CET Application form contains of Five parts, they are as under:---

- 1) Basic Information
- 2) Photo and Signature
- 3) Details
- 4) Preview (of the Filled in Application form)
- 5) Payment.

• Part I is Basic Information of the Candidate.

Part I includes the following things:- i) First Name: Candidate should fill in his/her First Name. (Candidate has to confirm his first name in step two, if the earlier typed name matches with the confirm first name it is accepted by the System. If it does not the error is shown.

ii) Middle Name:- Candidate has to fill in father's name. Candidate has to confirm the Middle Name.

iii) Last Name:- Candidate has to fill his/her last name/Surname/Family name.

(Candidate has to fill in the name as it has appeared on the SSC/HSC Marks Memo/Certificate).

- iv) Candidate has to fill in Mobile No. and confirm Mobile No. (**This number should be active through out the CET and CAP process for all intimidations if any will be received on this Mobile No**)
- v) Alternative Mobile or Land line No. is to be filled by the candidate. Candidate should have access to this alternative number in case of emergency,
- vi) **E-mail ID.** Candidate has to fill in his/her own email id. (If the candidate has no e-mail id then the candidate is advised to create his/her own e-mail id and then fill in the on line form. Candidates are further advised to safeguard the password of their e-mail id.)

• Part II : Photo and Signature:

i) Candidate has to pre scan the photograph of the self of size 20kb to 50 kb and upload it in jpg format:- **Scanned Photograph of the Candidate.**

ii) Candidate has to pre scan the signature of the self of size 10kb to 20 kb and upload it in jpg format:- **Scanned signature of the candidate. (Signature should not be in capital letters.)**

• Part III: Basic Details of the Candidate:

- i) **Social Category:-** Candidate has to select his/her social category (Candidates belonging to State of Maharashtra belonging to SC/ST/VJ-DT/NT-A, NT1-B,NT2-C, NT-3D, OBC, SBC should have caste certificate from Maharashtra. ST Candidates must have caste validity and VJ-DT/NT-A, NT1-B,NT2-C, NT-3D, OBC, SBC must have Non-creamy Layer certificate valid up to March 2018. Outside maharashtra candidates belonging to any category will be considered as OPEN.
- ii) **Disability Candidates should read page no 14- 15 of the Information Brochure.**
- iii) **Do you come under Non creamy layer group:-** VJ-DT/NT-A, NT1-B,NT2-C, NT-3D, OBC, SBC candidates from Maharashtra State should have valid Non-creamy layer certificate valid up to March 2019 and their In- come should be below 6,00,000/- Rs.
- iv) **Candidature Type:** For filling in this section kindly read page 6-7 of the Information Brochure.

• Questions on Eligibility Criteria:--

- i) Have you passed the (Prescribed Basic Qualification i.e.) X Std./Secondary Schooling Certificate Examination(SSC), in a Single Sitting Examination, without having completed I to IX Std. of Schooling? Answer to this question should be NO. (Eligible Candidate should have completed a) Regular Schooling from I to IX Std. .b) SSC/or Equivalent Examination in Regular Mode. Candidates who have completed their SSC through Open/ Distance/ Private Candidate with 17 No. form mode are not Eligible)
- ii) Have you passed 10th Standard/Secondary Schooling Certificate Examination (SSC), Examination in Regular Mode? :- **Answer to this question should be YES.** (Candidates having completed SSC or Equivalent Examination from Open Distance/Private Candidate with 17 No. Form mode is not eligible for Admission.)
- iii) Have you passed 10+2 (SSC+HSC) or Equivalent Examinations, Both Examinations through Open School Programme without having Basic Qualification of Std. I to IX Std.? **Answer to this Question should be NO.** (Eligible candidate should have completed a) regular Schooling from Std. I to IX Std. b) SSC in Regular Mode, c) HSC by Regular or Open distance mode after qualifying XI Std. Examination in Regular Mode.)
- iv) Have You Passed XI Std. Examination? **Answer to this Question should be YES.**
- v) Have you Completed your HSC/equivalent Examination from Open/Distance School Programme/Private Candidate with 17 No. Form/Regular Mode? **Answer to this Question should be YES.**
- **Centre of Examination:-** Candidate has to select Any Three centers of their own choice from the list given: (The Centers selected are binding on the candidates)

Ahmednagar	Akola	Amravati	Aurangabad	Beed	Bhandara
Buldhana	Chandrapur	Dhule	Gadchiroli	Gondia	Hingoli
Jalgaon	Jalna	Kolhapur	Latur	Mumbai/Thane/Navi Mumbai	Nagpur
Nanded	Nandurbar	Nashik	Osmanabad	Parbhani	Pune
Raigad	Ratnagiri	Sangli	Satara	Sindudurga	Solapur
Wardha	Washim	Yavatmal	Vasai-Virar		
Ahmedabad & Gandhi Nagar*	Bangalore	Bhopal	Delhi NCR	Ghaziabad & Lucknow*	Jaipur
Jammu/Samba*	Kolkata	Panji	Patna	Raipur	Ranchi

* Any one of the two places/cities will be allocated as a Centre.

- Candidate has to opt for three centers. Any one of them can be allocated to the Candidate.
- Right to allocate any centre not opted by the candidate is reserved.
- Candidates should read Page 13 of the Information Brochure before filling in the Centers.
- Candidates are advised to keep their Marks Memo and certificates handy before filling in the Educational Qualifications data.

Examination Passed	Degree/subject /stream/ Discipline	Appearing /Passed	Date of passing	Aggregate Marks/ CGPA	Marks/Grade obtained	Maximum Marks./ Grade Points	% of Marks	Class/Grade
SSC/ Equivalent	SSC	Only Passed will be considered	As displayed on the front/back side of the Marks Memo/Certificate	Select Option 1)Aggregate Marks/ 2)CGPA	Fill in marks obtained/ grade obtained	Maximum marks/ maximum Grade point	Auto	Select Class
HSC/ Equivalent	HSC	1 Appeared 2./Passed will be considered	As displayed on the front/back side of the Marks Memo/Certificate only for passed candidates	Select Option 1)Aggregate Marks/ 2)CGPA only for passed candidates.	Fill in marks obtained/ grade obtained for passed candidates	Maximum marks/ maximum Grade point for passed candidates	Auto	Select Class

- The information filled in by the candidate is binding on the candidate. Once the form is filled in and submitted and approved no change in the information is allowed.
- 4) **Preview:** In preview the candidate can view the information filled in by him/her. If there is any correction required the candidate can edit the relevant part and Edit and Save it. Hence this section is very important. No Candidate should submit the form finally before **previewing** and **verifying** it. The form once **submitted on line cannot be Edited**.
- 5) **Payment:** The candidate who has verified the application form in **preview** section should only go in for payment Gateway page. This page takes candidate out of the Application form and takes him/her to the payment Gateway page. Candidate should remember to fill in the details carefully and not to press refresh/back button.

Candidate should note that after successful payment the receipt and the application with photo and signature can be downloaded and printed. Candidates are advised to take a print out of the both and keep it in safe custody since both the documents will be required for Admission.

In case of failure of the payment and deductions from the account of the candidate, the candidates are to note that such payments are reversed by the Payment Gateway within two to three days, since these payments are not credited in the Bank Account of the CET CELL.

If you have any problem: kindly send mail to:

1) maharashtra.cetcell@gmail.com

2) law.dhepune@nic.in

YOU CAN SEND SCREENSHOTS TO **ABOVE both E-MAIL ADDRESSES**, IF YOU FACE ANY DIFFICULTY. In case of Emergency call on--- 022-26473719 during Office Hours 10.00 A.m. to 6.00 P.M. on all working days. Since there is only one Telephone No CET CELL is requesting candidates and parents to e-mail their problems to maharashtra.cetcell@gmail.com

Candidates are advised to seek help from recognized Law Colleges from their locality for form filling for solving other Academic queries. CET CELL has issued Notice No.1 dated 4th January 2018 to that effect.

Sd/-
(Anand E. Rayate), IAS
Commissioner & Competent Authority
STATE COMMON ENTRANCE TEST CELL,
Mumbai