



Government of Maharashtra

State Common Entrance Test Cell, Maharashtra State, Mumbai

8th Floor, New Excelsior Cinema, A. K. Nayak Marg, Fort Mumbai 400001. M.S.

CET CELL Phone Nos:- **022-22016157/59**

E- Mail: maharashtra.cetcell@gmail.com

CET CELL Web Site:- www.mahacet.org

SATE CET CELL/ LL.B-5 Yrs. Notice No. 03/2019/ 2211

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Notice No. 03

Centralized Admission Process(CAP) LL. B-5 Years Course Guideline for Colleges/ Institutes and Candidates about Confirming and Freezing Admission in CAP

Colleges/Institutes and Candidate's Attention is invited to the following Important Instructions: -

A) General Instructions: -

All the Candidates are hereby advised to take the Print Out of CAP Application form & submit the self- signed copy of it at the time of Confirmation of Admission. Respective Colleges will verify the details filled in by the Candidate in the CAP Application Form and match them with the original Documents uploaded on line and submitted in physical form and with the Provisional Allotment Letter. If there is any discrepancy in them, the candidate be properly instructed and guided by the Centralized Admission Committee of the College to edit the Application form and or document before the start of the Third round as per the published Latest Schedule.

- 1) All the Candidates who have been Allotted College in the Respective Round, should take the print out of the **“Provisional Allotment Letter”** of that particular Round.

It is the responsibility of the Candidate to take the print out of **“Provisional Allotment Letter”** provided in Candidate's Log in. No Candidate is to be admitted without Complete (All Pages) **“Provisional Allotment Letter”**

- 2) Reserved Category Candidates who have Uploaded **“Receipt of Application for Obtaining Caste Tribe/Validity Certificate”** in place of **“Caste Tribe/Validity Certificate”** will have to upload the Original **“Caste Tribe/Validity Certificate”** through Candidate's login in CAP Application form during the Period **16/08/2019 to 20/08/2019**. Colleges will verify from College log in whether the candidate has **uploaded Original Caste Tribe/Validity Certificate**. If candidate has not uploaded **Caste Tribe/Validity Certificate**, then Colleges should invariably guide the Candidates to upload the valid CVC on or before **20/08/2019**, then only colleges should confirm the admissions of such candidates.

The Last Date for Submission & Uploading of **Caste Tribe/Validity Certificate is 20/08/2019**. All Reserved Category candidate who have sought admission on the

basis of the Receipt of the of the Caste Validity Form submission should Upload the Caste Tribe/Validity Certificate during the period 16/08/2019 to 20/08/2019. The Candidates will get the opportunity to upload any Original Document through candidate's Log in from 16/08/2019 to 20/08/2019.

Candidates should note: -

All Candidates who fail to upload the Caste validity certificate before 20th August 2019 will be considered in the Open Category for Allocation in the next Rounds if they are otherwise eligible. As a result of their category change to Open – the eligibility criteria for Open will apply which may result in application form set to HOLD if it does not meet the eligibility criteria for Open.

1. Instructions for candidates confirming admission in CAP Round-I: -

(a) If a Candidate is allotted the seat as per his First Preference, such allotment shall be auto frozen and the Candidate shall have to accept the allotment so made. Such Candidate shall then be not eligible for participation in the subsequent CAP Rounds. Such Candidate shall then report to Allotted College/Institute for verification of documents and payment of seat acceptance fee of Rs. 1,000/- (Rs. One Thousand Only) on line through Candidate's Login. This Fee is Non Refundable and is exclusive of any Payment Gateway charges, if any. Thereafter such Candidate shall report to the allotted College/ Institute and seek admission on the allotted seat.

If such Candidate does not report to Allotted College/Institute for confirmation of seat acceptance, their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment in the next round. For such Candidate, the allotment so made shall be the final allotment; and they will not be considered for allocation in the Second and Third round. Hence the Candidates are advised to select the First Choice of College in the Option Form carefully.

(b) Candidate who have been allotted seat **other than the first preference** given by the Candidate and if the Candidate is satisfied with such allotment and does not wish to participate in further CAP rounds,

Such Candidate can freeze the offered seat through Candidate's Login. Candidate should first visit the college to get document verified.

Upon successful verification candidate should then (after visit to the college) select the freeze option from his login and pay the fees Seat Acceptance Fee*.

Once the Candidate freezes the allotted seat, such Candidate shall then report to Allotted College/Institute for **verification of documents** and payment of seat acceptance fee of Rs. 1,000/- (Rs. One Thousand Only)* on line through Candidate's Login. This Fee is Non Refundable and is exclusive of any Payment Gateway charges, if any. Thereafter such Candidate shall report to the allotted institute and seek admission on the allotted seat. For such Candidate, the allotment so made shall be the final allotment. The Candidate who freezes the seat shall then be not eligible for participation in the subsequent CAP rounds;

If such Candidate does not report to Allotted College/Institute for confirmation of seat acceptance, their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment in the next round.

- c) Candidate who have been allotted seat other than first preference and accepted the seat by reporting to the Allotted College/Institute for confirmation of seat by paying the seat acceptance fee of Rs. 1,000/- (Rs. One Thousand Only) on line through Candidate's Login. This Fee is Non Refundable and is exclusive of any Payment Gateway charges, if any, shall be eligible for participation in the subsequent rounds for betterment; Candidate should first visit the college, get documents verified and then can choose the betterment option by paying the Rs 1000/- fee from this login
- d) Candidate who have been allotted seat other than first preference does not accepted the seat by not reporting to Allotted College/Institute for confirmation of seat acceptance and not pay the seat acceptance fee through Candidate's Login shall be eligible for participation in the subsequent rounds.
- e) The Candidate who is allocated gets his documents verified at the allocated college has the option to choose and click on REFUSE button. He will also be eligible for the Next Round.

2. Instructions for candidates confirming admission in CAP Round II: –

- (a) Round II will be betterment Round for those Candidates who have been allotted seat other than First Preference mentioned in 1(c) and 1(d) above and who have been not allotted any seat in Round-I.

- (b) There shall be no further betterment option available to the Candidate after Round II.
- (c) The allotment made and/or allotment retained in Round II shall be final.
- (d) In CAP Round-II If a Candidate is allotted the seat as per his First Preference, such allotment shall be auto Freezed and the Candidate shall accept the allotment so made. Such Candidate shall then not be eligible for participation in the subsequent CAP rounds. Such Candidates shall then report to Allotted College/Institute for verification of documents and payment of seat acceptance fee of Rs. 1,000/- (Rs. One Thousand Only) on line through Candidate's Login. This Fee is Non Refundable and is exclusive of any Payment Gateway charges, if any. Thereafter such Candidate shall report to the allotted College/ Institute and seek admission on the allotted seat. If such Candidate does not report to Allotted College/Institute for confirmation of seat acceptance, their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. For such Candidate, the allotment so made shall be the final allotment;

In CAP Round-II Candidate who have been allotted seat other than the first preference given by the Candidate and if the Candidate is satisfied with such allotment and do not wish to participate in further CAP rounds, such Candidate can freeze the offered seat through Candidate's Login. Such Candidate can freeze the offered seat through Candidate's Login. Candidate should first visit the college to get document verified.

Upon successful verification candidate should then (after visit to the college) select the freeze option from his login and pay the fees Seat Acceptance Fee of Rs. 1,000/- (Rs. One Thousand Only) on line.

This Fee is Non Refundable and is exclusive of any Payment Gateway charges, if any. Thereafter such Candidate shall report to the allotted institute and seek admission on the allotted seat. For such Candidate, the allotment so made shall be the final allotment.

If such Candidate does not report to Allotted College/Institute for confirmation of seat acceptance, their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. The Candidate who freezes the seat shall then be not eligible for participation in the subsequent CAP rounds;

(g) In CAP Round-II Candidate who have been allotted seat other than first preference and not accepted the seat by not reporting to Allotted College/Institute for confirmation of seat acceptance and not paying the seat acceptance fee through Candidate's Login shall be eligible for participation in the subsequent CAP Round-III.

3. Instructions for candidates confirming admission in CAP Round III: -

- (a) The seats available for Round III will be published on the website.
- (b) Candidates who have been allotted seat as per his/her First Preference in CAP Round-I & CAP Round-II are not eligible to participate in CAP Round-III. Such candidates are eligible to Participate in Last Institutional Level Round only.
- (c) Candidates who have been allotted seat other than first preference in CAP Round-I & CAP Round-II as mentioned in 1 (c) & 1(d) are eligible to participate in CAP Round-III.
- (d) It is mandatory for all such candidates to fill option form for CAP Round-III.
- (e) The Candidates eligible for Round III are allowed to fill in and/or edit online Application Form & Option form filled in by the Candidate for the previous round. The CET qualified Candidates who have failed to register themselves before CAP Round I for the Centralized Admission Process (CAP) shall be eligible to register for Centralized Admission Process (CAP) before Round III. But the Merit List of such newly registered Candidates will be published separately and they will be placed below the Candidates whose names have been published in the first Merit List. The Candidates whose names appeared in the First Merit list wish to change the personal/educational details in the CAP application form will also lose their place in the First Merit list and will be placed in the Third Round Merit list of newly registered candidates and the candidates who have edited the personal and academic information before the start of Round III. The seats to be allotted during these rounds shall be available to the eligible Candidates falling under the following categories: -
 - i. Candidate who have not been allotted any seat in any of previous rounds;
 - ii. CET Qualified Newly Candidates who did not participate (failure of filling CAP application form and option form) in previous round.
- (f) Candidates who have been allotted seat other than first preference and reported to Institution for confirmation of seat acceptance, whilst filling fresh option form, he need not fill the preference already allotted to the Candidate in the previous round.

Once upward preference is allotted to such Candidate in CAP Round-III, his earlier CAP Round-II seat allotment shall stand automatically cancelled due to application of Dynamic Allocation. If the Candidate is not allotted seat in Round III, the seat allotted in Round I or II, as the case may be, shall be retained automatically but the Candidate will have to report to Allotted Concerned College or Institute for Confirmation of Admission. If the Candidate who is Dynamically allocated does not report to the newly allocated Institute his claim in the previous college and the new college will stand forfeited after the cutoff date of Round-III.

(g) At the time of reporting to the allotted college on Institution for confirming the allotted seat, the Candidate shall submit all the original documents in support of the claims made in the application. In that event, if the Candidate fails to produce the documents in support of the claims, so made in the application, the allotment shall stand cancelled automatically and the seat shall become available for allotment in further Institutional Level Round to be conducted by the Principal of the Law Colleges.

(h) Separate instructions for Institutional Level Round will be displayed on the website.

(i) All the candidates will be eligible to Participate in the Institutional Level round. Provided, if New College is allotted to the candidates in Institutional Level Round, they will have to cancel the earlier admission in the previous college. Institute. They will report to the earlier allotted college & submit the application for cancellation of admission to the college. After that Admission cancellation on line receipt will be given to the candidates by the college. After cancellation of earlier admission candidate will submit the admission cancellation on line receipt to the Newly allotted college then only he/she will be able to confirm his/her admission in newly allotted college in Institutional Level Round after following the procedure in A. General Instructions (1), (2), and (3).

Sd/-
(Anand E. Rayate) IAS.
Commissioner and Competent Authority
State CET Cell, Mumbai.