Government of Maharashtra

State Common Entrance Test Cell, Maharashtra State

Welcome

AIA PGET User Manual

Introduction:

The Commissioner, State CET Cell, Mumbai has been designated as Competent Authority for selection of candidates for admission to various Post graduate courses under ayush department.

The portal is developed for following PG courses:

- Ayurveda
- Homoeopathy
- Unani

Important Instructions:

1. **Review supporting documents:** Review any supporting documents, such as Information Brochure, User Manual, and Notices before starting the application.
2. **Valid Contact Details:** You need valid Email ID. Keep your Email ID & Mobile No active until the process end.
3. **Read the Caption:** Read the Caption of each field carefully and make sure you understand them before enter your data.
4. **Proofread:** Proofread and double-check the form before submitting it.
5. **Check for visibility:** Make sure your uploaded documents is clearly visible and legible
6. **Keep a record:** Keep a record of the acknowledgment email, SMS and print copies.
7. **Check for updates:** Regularly check the CET Cell official website (www.mahacet.org) for updates.
8. **Don't save your login information:** Always log out of websites by clicking "log out" on the site. It's not enough to simply close the browser window or type in another address.
9. **Safe Browsing:** If you're using public computer then before start close all browser or tabs. Also clear browser's cache and delete cookies, history before start browsing & after you finishes your work.
10. **Use updated browsers and plugins:** Keep your browsers and plugins up to date.

Steps to Follow

Open CET Cell official web site : www.mahacet.org

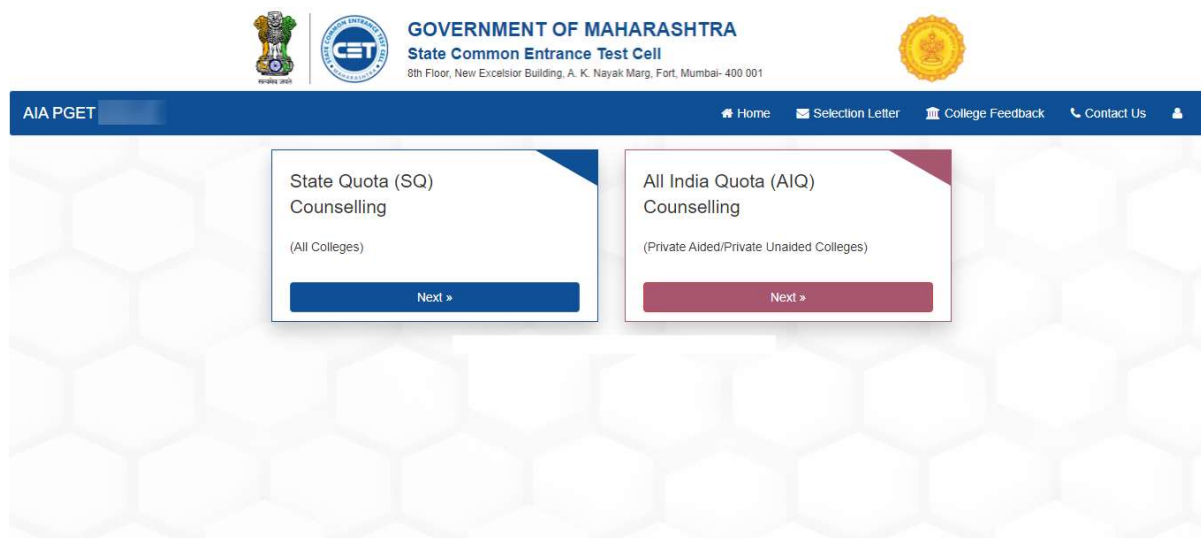Click on Admission Process to open CAP Portal

Once click on Admission Process, all courses open.

- Select Ayush Education to open for
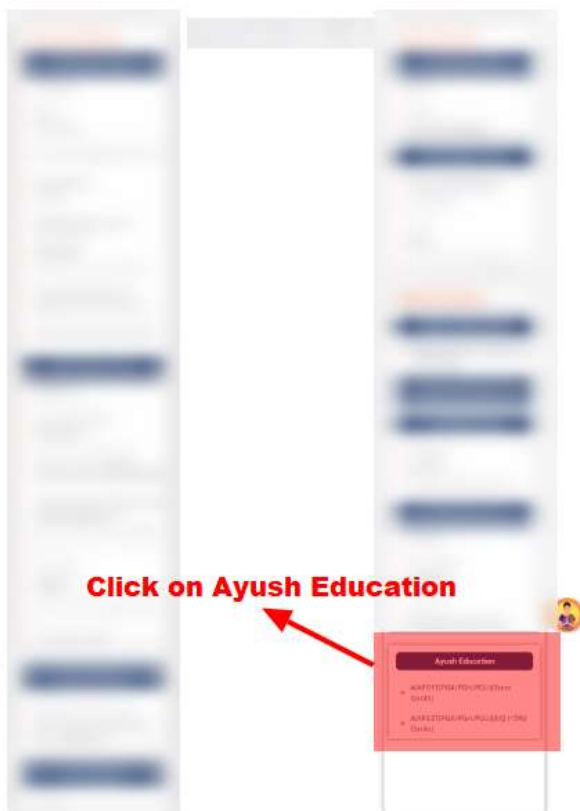
New Portal Open as follow

- Option 1 : State Quota Counselling
- Option 2: All India Quota Counselling

Note:

- State Quota Counselling for all colleges while All India Counselling for Private Aided & Private Unaided Colleges only.
- Before filling in Online Application Form Download **INFORMATION BROCHURE** and read it carefully. Candidates should ascertain the eligibility before filling application form; verify the filled in Application Form before paying the fees.
- Candidate has to make the Payment through Online Payment Gateway only. The Online Payment charges, if any, are to be borne by the Candidate. No other mode of payment of fees will be accepted.
- Competent Authority shall not be responsible for any application made/ wrong information provided by an unauthorized person/institution. Applicants are advised not to share/mention their application details with/to anyone.

Click on State Quota Counselling, following page will open

Notifications:

- All Notifications related to PG Courses published under notification tab.
- All round(s) selection lists published under Select List tab.
- All Courses seat matrix published under Seat Matrix tab.
- All Merit list published under Merit List tab.
- Brochure published under brochure tab.

New Applications:

- Using new application list you can apply for following PG Courses
    1. Ayurveda
    2. Homoeopathy
    3. Unani

Login for already registered candidates:

- Already registered candidates can directly login to open registered candidates profile.
- After registration all other activities is available under login only.

General Instructions Before Filling Online Application Form

Once you click on new registration introduction page will open

Note:

- General instructions page will open. It is candidate responsibility to read all instruction before registration.
- After all instruction the accept option given for terms & conditions
- Click on New Registration button to proceed for registration.

New Registration:

- Before New Registration, candidate needs to verify their AIA PGET Details.
- At the same time candidate eligibility also verify with respective category.
- Only Eligible candidates can apply registered online.
- The eligibility given in Information Brochure of respective courses, also available on same portal.
- It is candidates responsibility to read Information Brochure before proceed to online registration.
- One candidate can register for only one time on portal, duplicate registration not allowed.
- Already registered candidates can directly login to portal to complete other activities.

After Verification AIA PGET Details:

- Once candidate verify registration form will be open. This is 1st step of registration.
- Please note that if a Candidate commits any mistake while filling in the online Application Form, it cannot be corrected by the CET CELL. The CET CELL takes no responsibility of any kind for such forms.
- Candidate is responsible for the details filled in and approved by him/her.
- Applicant's email id and mobile number needs to verify using OTP system. Same will be used for further correspondence. It is the responsibility of the candidate to keep them active throughout the process.
- Candidate should note the password created by His/her and keep in safe custody. It is necessary for further process. Safe custody of the password is the sole responsibility of the Candidate.

- Candidate supposed to complete their personal details and click on submit button.

GOVERNMENT OF MAHARASHTRA
State Common Entrance Test Cell
8th Floor, New Excelsior Building, A. K. Nayak Marg, Fort, Mumbai- 400 001

★ Ayurveda - State Quota

* All Fields are Mandatory

Check Basic Eligiblity :

AAI PGET Application No	Confirm AAI PGET Application No
AAI PGET Roll No	Confirm AAI PGET Roll No
All India Rank	
Category	Do you want to Claim PWD Quota?
Marks	Percentile

Personal Details:

Candidate Name (as per AIA PGET)

Candidate Name (as per University)

Father/Husband Name   Mother Name

Date of Birth   Select Date   Gender   Select Gender

Nationality   Select Nationality

Contact Details:

Address   Street & number, P.O.box, c/o, Apartment, Unit, Building, floor, Land mark etc

State   Select an Option   District   Select an Option

Pincode   6 Digit Pin

Mobile No   10 Digit No.   **Send OTP**

Email ID   **Send OTP**

Create Password:

Password   ☐ Show password   Confirm Password   ☐ Show password

Terms & Conditions :
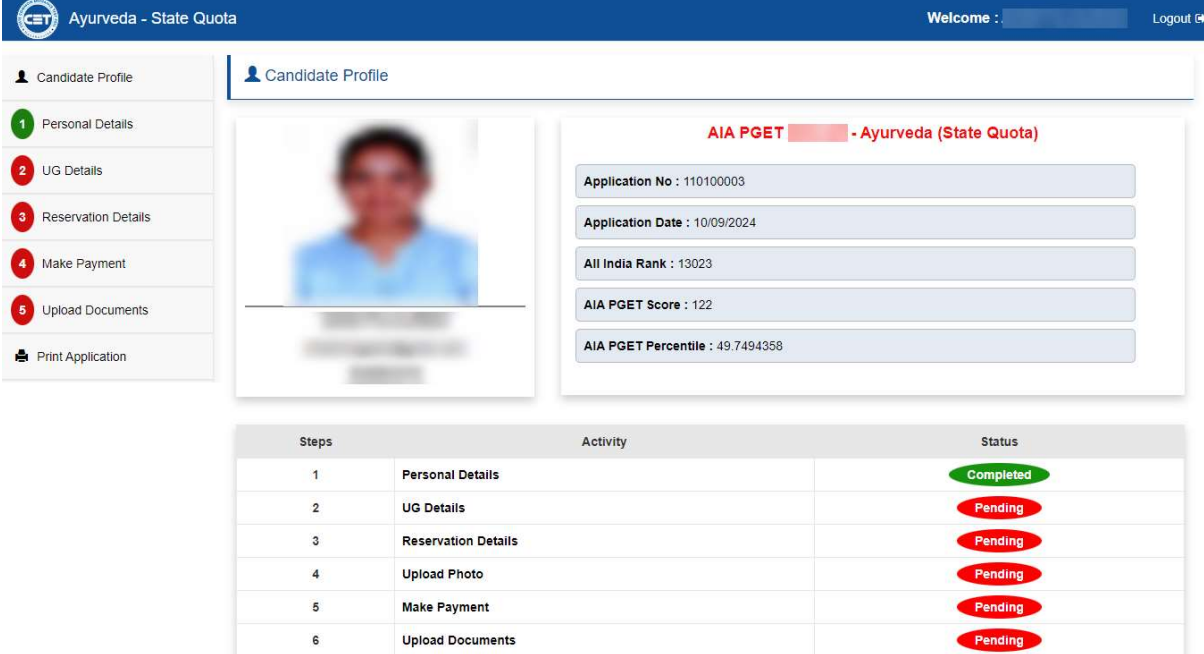
Result of Calculation $5 + 1$ =   Answer   ↻   **Submit**

Note: Please note that if a Candidate commits any mistake while filling in the online Application Form, it cannot be corrected by the CET CELL. The CET CELL takes no responsibility of any kind for such forms. Candidate is responsible for the details filled in and approved by him/her.

Successfully Completed 1st Step:

- Once you completed 1st step of registration, you application no generated.
- You will redirect to your login profile.

- Remaining all other activities needs to complete in candidates login only.
- In your profile, you can track your application status and their various steps status.
- As you complete one by one step, complete status show in profile.
- Registration process completed only when you complete all following steps
    1. Personal Details
    2. UG Details
    3. Reservation Details
    4. Make Online Payment of Application Fees
    5. Upload Documents

Note: Next step will open only after previous step completed.

Personal Details:

- You can Edit/Update your personal details

- Candidate Name is directly fetched from your AIA PGET Data.

- You needs to enter your Name as per MUHS

- Applicant's email id and mobile number needs to verify using OTP system. Same will be used for further correspondence. It is the responsibility of the candidate to keep them active throughout the process.

- Once you complete your personal details, UG Details tab will open.

UG Details:

- UG Details tab open only when you complete Personal Details tab

- Select candidature type as per your UG from Maharashtra state or outside of Maharashtra.

- One year internship is required to complete on or before given date as per rules.

Reservation Details:

- Once you complete your UG details then Reservation tab will open.

- Select your Category as you want to claim for constitutional reservation.
- If you want to claim reservation quota then required documents are mandatory as per Information Brochure.
- If sub-category is not showing in dropdown then you have option to add new sub-category using **Add New** option available in dropdown.
- If you want to claim PWD/Orphan quota, then valid certificate from respective authority is required.
- If you want to claim minority quota then valid documents required as per Information Brochure.

Make Payment:

- Once you upload photo, make payment tab will open

- The application fees once paid is non-refundable even the application is rejected for any reason.
- Non-transferable and cannot be used for other person.
- Convenience Fee if applicable will be charged.
- There is no provision to make changes in the application form after successful payment.
- Please verify personal/UG/Reservation details before make payment.

Upload Documents:

- Once you make payment successfully, upload documents tab will open.

- List of Required documents show automatically as per Information Brochure.
- All Documents are mandatory and **[.pdf]** format only.
- You must scan your original documents, not photo copies. If the document is in colour, scan it in colour.
- Check your scan to see that everything on the original document can be read on the scan, including text, stamps, numbers, etc. If it can't be read when it's uploaded, it cannot be accepted.
- Once you upload all documents, Please click on **Save Documents** button to upload your documents on server.

End of User Manual:

- The application fees once paid is non-refundable even if a application is rejected for any reason.

- Please note that if a Candidate commits any mistake while filling in the online Application Form, it cannot be corrected by the CET CELL. The CET CELL takes no responsibility of any kind for such forms. Candidate is responsible for the details filled in and approved by him/her.

- Competent Authority shall not be responsible for any application made/ wrong information provided by an unauthorized person/institution. Applicants are advised not to share/mention their application details with/to anyone.

- **No proxy** will be allowed at the time of Physical Document Verification. All Rights Reserved with the Competent Authority.

- Applicant's email id and mobile number will be used for further correspondence. It is the responsibility of the candidate to keep them active throughout the process.

- For further updates regularly visit our website **www.cetcell.mahacet.org**

THE END