Government of Maharashtra

महाराष्ट्र शासन

STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA STATE, MUMBAI.

राज्य सामाईक प्रवेश परीक्षा कक्ष, महाराष्ट्र राज्य, मुंबई

Information Brochure for On-Line CET

For

First Year of Five Year Degree Course in Law leading to LL.B. (5 Yrs.)

(Regular- Full Time- Integrated Course)

Academic Year:-2018-2019

STATE COMMON ENTRANCE TEST CELL

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WEBSITES: www.mahacet.org: **(CET CELL)**

Nodal Officer for CET & CAP :

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Web Site: www.dhepune.gov.in :- **(DHE)**

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Activities and Scheduled Dates for LL.B-5 Yrs. CET Process 2018

Sr. No.	ACTIVITY	SCHEDULE	
1	On Line Registration and Confirmation of Application Form for MAH-LL.B 5 Yrs. Integrated Course CET 2018 through Computer connected to Internet on the website www.dhepune.gov.in/ www.mahacet.org	**First Date** Friday 23-02-2018	**Last Date** Monday 26-03-2018
2	Issue of Hall Ticket through login of successfully Registered Candidates www.dhepune.gov.in/ www.mahacet.org	Wednesday 11-04-2018 on –wards (This Date is Tentative and may change)	
3	Date of On-Line MAH-LL.B 5 YEAR CET 2018	Sunday 22-04-2018 In Multiple Sessions if required.	
4	Declaration of result of the MAH-LL.B 5 YEAR CET 2018 on the website www.dhepune.gov.in / www.mahacet.org	Up to Monday 07-05-2018 5.00 P.M.	

Important Note: The schedule displayed above is provisional and Competent Authority may change the same under Unavoidable Circumstances. The revised schedule, if any, will be notified on www.dhepune.gov.in/ www.mahacet.org which are the authentic site for CET 2018 Process. Candidates are advised to download the Information Brochure and read it carefully before filling in the On Line Application. Institutes are also requested to download the Information Brochure and guide the candidates in their region for filling in the On Line CET application form.

References

Read:-

(1) **Government of Maharashtra Gazette, Extraordinary, Part-8, No. 52, Dated 12th May 2015**

(2) **Government of Maharashtra Gazette, Extraordinary, Part-IV-B, No. 126, Dated 16th June 2015.**

(3) **Government of Maharashtra Gazette, Extraordinary, Part-IV, No.48, Monday, 17th August 2015.**

(4) **Government of Maharashtra Higher & Technical Education Department, G.R. No. CET-2015/C.R. 379/ Mashi-2, Dated 4th December 2015**

(5) **Government of Maharashtra Gazette, Extraordinary, Part-IV-B, Friday, 11th March 2016.**

(6) **Government of Maharashtra Gazette, Extraordinary, Part-IV-B, No. 109, Saturday, 2nd April 2016**

(7) **Government of Maharashtra Higher & Technical Education Department, G.R. No. CET 2016/C.R. 84/CE-2 dated 7th April 2016**

(8) **Government of Maharashtra Higher & Technical Education Department, G.R. No. CET-2015/C.R. 243/15/ Mashi-2, Dated 12th April 2016.**

(9) **Government of Maharashtra Gazette, Extraordinary, Part-IV-B, No. 193, Dated 20th July 2016.**

(10) **Government of Maharashtra Gazette, Extraordinary, Part-IV-B, No. 102, Dated 24th April 2017.**

(11) **Government of Maharashtra Higher & Technical Education Department, G.R. No. CET-2017/C.R. 124/ Mashi-2, Dated 12th May 2017**

(12) **Government of Maharashtra Higher & Technical Education Department, G.R. No. Law-2016/C.R. 241/ Mashi-2, Dated 17th May 2017.**

(13) **Bar Council of India Circular No:- LE:Cir.:02/2010 dated 20th December 2010**

Important Note:-(All references cited above have been uploaded on Centralized Admission Process (CAP) web- Site which the Candidates will be using after CET Process is over. http://llb5.mhpravesh.in **for Candidates and Institutes to refer to.**)

Government of Maharashtra
STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA STATE, MUMBAI.
राज्य सामाईक प्रवेश परीक्षा कक्ष, महाराष्ट्र राज्य, मुंबई

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1. Introduction:

Government of Maharashtra has established a State Common Entrance Test Cell (CET CELL) under Admission Regulatory Authority (ARA) as per the provision in Section 10 of Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015, (Herein after called the Act).

According to G.R. No. CET-2015/C.No.379/MSHI-2, Dated 4th December, 2015 and G.R. No. CET-2016/F.No.84/MSHI-2, Dated 7th April, 2016 the Competent Authority shall conduct the **MAH-LL.B.- 5 Yrs. Course CET 2018** for the admission to the First Year of the Five Year Full Time Professional Integrated Under -Graduate Degree Course in Law, **for the Academic Year 2018-2019.**

The admissions to the following institutes will be done by the Competent Authority, provided they are approved and recognized by Government of Maharashtra and are Affiliated to any of the Non-agricultural University in the State of Maharashtra State :

1. The Government College offering LL.B. 5 Yrs. Integrated Course,

2. All Government Aided Colleges (including Aided Minority Institutions) offering LL.B. 5 Yrs. Integrated Course,

3. All University Departments offering LL.B. 5 Yrs. Integrated Course,

4. All University Managed Institutes offering LL.B. 5 Yrs. Integrated Course,

5. All Un-aided colleges (including Minority Institutions) offering LL.B. 5 Yrs. Integrated Course, covered as per the Act.

2. Competent Authority:

Commissioner, State CET Cell is the **Competent Authority** to conduct the MAH-LL.B 5 YEAR CET 2018 as per the Provisions of 2(e) and Section 10(2) of the Act dated **12th May 2015.**

3. Eligibility for Appearing to MAH-LL.B 5 Yrs. Integrated Course CET- 2018

The candidate should be an Indian Citizen.

3.1 Educational Qualifications:

(1) **:** An Applicant/Candidate who has successfully completed **Senior Secondary School Course ('+2')** or Equivalent such as (11+1, 'A' level in Senior School Leaving Certificate Course) from a recognized University of India or Outside or from **Senior Secondary Board** or Equivalent, constituted or recognized by the Union or by a State Government or from any Equivalent Institution from a Foreign Country recognized by the Government of That

Country for the purpose of issue of Qualifying Certificate on successful completion of the Course/ Examination, with minimum of 45% Marks in **Aggregate*.** (SC and ST Category candidates belonging to the State of Maharashtra with valid Caste Certificate and Caste Validity from State of Maharashtra with minimum 40% Marks in Aggregate) Ref:- (**Government of Maharashtra Gazette, Extraordinary, Part-IV-B, No. 102, Dated 24th April 2017.**)

Explanation:

I. An applicant who has successfully completed Senior Secondary School course ('+2') or equivalent such as (11+1, 'A' level in Senior School Leaving Certificate Course) from a recognized University of India or outside or from Senior Secondary Board or equivalent, constituted or recognized by the Union or by a State Government of India or from any equivalent institution from a foreign country recognized by the Government of that country for the purpose of issue of qualifying certificate on successful completion of the course may apply for and be admitted in to the programme of the Centres of Legal Education to obtain the integrated degree in Law with a degree in any other subject as the first degree from the University whose such degree in law is recognised by the Bar Council of India for the purpose of enrolment. Ref.: (**BCI: Legal Education Rules-2008**)

II. Provided that applicant who have obtained +2 Higher Secondary pass certificate or the first Degree Certificate after prosecuting studies in Distance or Correspondence methods shall also be considered as Eligible for admission in the Course. There should be a gap of not less than Two Years between 10th Std. (SSC) and 12th Std. (HSC) (i.e. a Candidate who has qualified SSC Examination in March 2013 should have qualified HSC Examination Not Before March 2015.) **Bar Council of India Legal Education Rules-2008 and Circular No:- LE:Cir.:02/2010 dated 20th December 2010**

III. Provided further that the applicants who have obtained 10Std./Secondary Schooling Certificate Examination, in a Single Sitting Examination without having any Basic Qualification (1st To 9th Standard of Schooling) is **not Eligible** For admission to the 5 Yrs. LL.B. Course.

References :- Bar Council of India **Legal Education Rules-2008 and BCI Circular No:- LE:Cir.:02/2010 dated 20th December 2010 & BCI Affidavit in WP-11378/2016.**

IV. Further provided that, the Candidates who are Appearing/ Appeared for the Qualifying Examination (Regular Examination) of the Academic Year 2017-2018 for On Line Registration and Confirmation of application form for MAH- LL.B-5 Yrs. Integrated Course CET 2018. Such candidates will be eligible for Admission only if they Produce the provisional/Degree Certificate of the Qualifying Examination and Mark Lists of all parts of the Qualifying Examination at the time of Admission.

Ref : (Government of Maharashtra Extra ordinary Gazette No 102 Dated 24th April 2017 Page No 17.)

Important Notes:

- **Aggregate* Marks** mean the Grand Total of Marks obtained by the candidate at the Certificate/Diploma /Degree on which the Class/Grade Certificate/Degree is awarded by the Board/ University.

- In case the Candidates are awarded Grade/s,/CGPA instead of marks, at SSC,HSC, Diploma/Degree Examination, the conversion of Grade/s, CGPA to percentage of marks would be based on the formula/procedure certified by the Board University/ Institution from where the candidate has obtained the Certificate /Bachelor's Degree. **The candidate will have to bring the necessary proof to that effect from the University/Board/ Institution. The Eligibility shall be decided based on the basis of the Equivalent marks.**

- The percentage of marks shall be calculated by rounding off to two places after decimal. **This round off will be applicable to the Percentage above the Minimum Percentage of Marks required for qualifying examination mentioned in 3.1 (1) above.**

- **Important Note for NRI/OCI/PIO/FNS/CIWGC**: **The Candidate belongings to the type [Non Resident Indian, Person of Indian Origin , Overseas Citizen of India and Foreign National Students, Children of Indian Workers in the Gulf Countries] with following Academic Eligibility is not required to appear for CET Examination. They must apply only for CAP rounds.**

3.2 The candidate should fulfil the following eligibility criteria for following candidature types :

(1) Maharashtra State Candidature.-

Types of Maharashtra state Candidature:-

The candidates who have completed their SSC and HSC Examination from the Recognized Institution from the State of Maharashtra or Candidate passing equivalent examination (Such as 11+1 A Level in Sr. Secondary School Leaving Certificate Course) from the recognised University of India or Outside or from Secondary Board or equivalent, constituted or recognized by the Union or by the State Government which is in Maharashtra - and

(Type-A) a candidate who is Domicile of Maharashtra or Born in Maharashtra, **or**

(Type-B) the Father or Mother of the Candidate is Domiciled in the State of Maharashtra, **or**

(Type-C) the Father or Mother of the Candidate is an employee of the Government of India or Government of India Undertaking who is posted and reported to duty in Maharashtra State before the last date for submitting the Application Form for CAP, **or**

(Type-D) the Father or Mother of the Candidate is an Employee of the Government of Maharashtra or Government of Maharashtra Undertaking, **or**

(Type-E) the Candidates passing SSC and or HSC Examination or Equivalent Examination from a recognised institution from a disputed Maharashtra Karnataka Border Area and whose Mother tongue is Marathi.

(2) All India Candidature.—The Candidates having Indian Nationality and having completed SSC and HSC examination from **Outside Maharashtra State belonging to all Categories are eligible under this Category.**

(3) Minority Candidature.—The Candidate who has completed his/her SSC and HSC from the **State of Maharashtra** and is domiciled in the State Maharashtra or Born in Maharashtra belonging to a particular Linguistic or Religious Minority Community within the State and as notified by the Government are eligible under this Category. The Candidate will have to record his Minority Type in the CAP Application form to avail this facility.

(4) NRI Candidature.—The Candidate who fulfils the conditions as defined in clause (n) of section 2 of the Act are eligible under this Category. **These candidates need not apply for CET.**

(5) Foreign Student or OCI or PIO Candidature.—The Foreign Student Candidates, as defined in clause (i) of section 2 of the Act, the Overseas Citizen of India (OCI) Candidate, as defined under clause (m) of rule 2 of the Notification No. CET 2015/C.R. 243/Mashi-2, Dated 2nd April, 2016 and Persons of Indian Origin (PIO) as defined in clause (o) of section 2 of the Act are eligible under this Category. **These candidates need not apply for CET**.

(6) Jammu and Kashmir Migrant Candidature.—

(a) The children of citizens, who are displaced from Jammu and Kashmir to any part of India or from unsafe border area of Jammu and Kashmir to a relatively safer place in Jammu and Kashmir from 1990 onwards due to terrorist activities; or

(b) The children of officers belonging to Indian Administrative Services (IAS) or Indian Police Services (IPS) or Indian Foreign Services (IFS) and children of staff belonging to military and paramilitary forces transferred to Jammu and Kashmir to combat terrorist activities and joined the post on or before the last date for submission of application for admission; or

(c) The children of staff and officers of Jammu and Kashmir police engaged in combating terrorism; are eligible under this category.

3.3 Validity Certificate & Non Creamy Layer Certificate:- **The Candidate belonging to SC/ST,DT/VJ, NT (A), NT (B), NT(C), NT(D), OBC and SBC categories of Maharashtra State should produce "Caste Validity Certificate", (along with valid Caste Certificate) issued by the Scrutiny Committee of the Social Welfare Department and the candidates belonging to ST category should submit "Tribe Validity Certificate" issued by the Scrutiny Committee of Tribal Department as is applicable to them and Valid Non Creamy Layer Certificate valid up to 31st March 2019 will have to be submitted by the Candidates belonging to DT-VJ, NT-1, NT-2, NT-3,OBC and SBC Category .**

3.3.1∗**Important Note:-**If the candidates have the Valid Caste Certificate, Caste Validity and Non-Creamy layer certificate as applicable should only apply under Category, otherwise they should apply under Open Category. Reserved Category Candidates of other states should apply under Open Category only**.(Caste Validity certificate will be submitted by the Candidate at the time of Confirmation of Admission)**

3.4   Age Criteria: - **There is no upper age limit for admission to LL.B 5 Yrs.(Integrated) CET Examination in the Academic Year 2018-2019, in view of the case pending in Hon. Supreme Court of India in WP (Civil;) No 1023/2016 and the order passed by Hon. High Court, Bombay in WP 3235/2016. The admissions to LL.B.-5 Yrs. Course will be subject to the Final Outcome of various writ petitions. If Age limit is made applicable it will 20 Yrs. age for Open Category Candidates and 22 Yrs. for SC and ST Category candidates from State of Maharashtra only as on 1st July 2018. All applying candidates should take a note of this.**

3.5   Sanctioned Intake and Supernumerary Seats. — (1) The Sanctioned Intake for First Year of Five Years Integrated Degree Course shall be as per the approval given by the Authority

which is competent for giving approval to said courses and affiliation given by the respective Affiliating University. The Candidates will have to apply separately on line for Supernumerary seats in the CAP process, and submit the copy of the application form with self -attested documents to the Nodal Officer, Director, Higher Education, M.S. Pune as per the Schedule declared on the CAP web site.

 (2) The supernumerary seats shall be available to the Educational Institutions as per the policy of Government, from time to time.

 (3) Allocation of seats for admission to the professional Undergraduate Degree course in Law to Government, Aided, Aided Minority, Government Aided University Departments, Unaided (Vina-Anudanit) and unaided (*Vina-Anudanit*) Minority and Self- Financed University Department will be according to **Annexure "A"** and **"B"** to Government Resolution No. CET-2015/C.E.-2, Dated 12th April 2016 & 12th May 2017.

(4) Allocation of seats for admission to the professional Undergraduate Degree course in Law to Unaided and unaided Minority will be according to Schedule-1 of Notification No.CET 2015/C.R.243/Mashi-2, Dated 2nd April, 2016 and 5th May 2017

4. MAH-LL.B. 5 Yrs. CET-2018 Schedule:

 MAH-LL.B. 5 YEAR CET2018 shall be conducted only in the **On-Line Mode** in **Multiple Sessions**, if required in selected centers in the State of Maharashtra and selected Centers from Other States.. MAH-LL.B. 5 YEAR CET-2018 will be conducted on **Sunday the 22nd April 2018**. Candidates shall have to appear for the On-Line CET strictly as per the date and Session allotted to them at the allotted Venue and Center. **No candidate will be allowed to appear for the Test in other than the allotted Session**. **No request for Centre, Venue and Session change will be entertained.**

5. Examination Fees for CET:

 Application Form Processing Fees as stated below is to be paid through on-line system only by Internet Payment, Credit Card/ Debit Card (RuPay/Visa/MasterCard/Maestro),Internet Banking, IMPS, Cash Cards/ Mobile Wallets for which the service charges, as per rules, shall be applicable in addition to the application form Processing Fees. No other mode of payment shall be permitted. **The fees once paid is non-refundable and non-transferable under any circumstances.**

CET Fee For **Open Category** candidates from Maharashtra State, **Out Side Maharashtra State** (OMS)/**All India Candidates** belonging to all Categories, and **J&K Migrant Candidates.** On Line Application Form filling dates: **(Friday 23rd February 2018 to Monday 26th March 2018 Mid Night)**	**Rs. 800/-**
CET Fee-For Candidates belonging to Backward Class Categories (SC, ST, VJ/DT- NT (A), NT-1 (B), NT-2(C), NT-3(D), OBC and SBC categories) belonging to **Maharashtra State only** having **valid Caste Certificate** and having **valid Non-creamy Layer Certificate** valid up to 31st March 2019 for DT-VJ, NT1, 2,3,OBC & SBC Candidates . On Line Application Form filling dates: **(Friday 23rd February 2018 to Monday 26th March 2018 Mid Night)**	**Rs. 400/-**

Special Note:-Candidates having valid Caste Certificate and Caste Validity Certificate from Maharashtra State and Valid Non-Creamy Layer Certificate valid up to 31st March 2019 and belonging to Maharashtra State Candidature should only apply under Backward Class Category. Candidates having income above Rs. 6,00,000/- will not be eligible for Non-Creamy Layer Certificate, hence they are advised to apply as Open Category Candidate.

6. Procedure for Online Application Form Filling and Registration for MAH-LL.B. 5 YEAR CET- 2018

In order to appear for MAH-LL.B. 5YEAR CET2018, the candidates are required to apply On-Line as per the procedure given below. No other mode of application will be accepted. Applicants/Candidates need not send the hard copy of the application to CET CELL/DHE.

Applicants are requested to follow the detailed procedures/guidelines as indicated below:

A) IMPORTANT POINTS TO BE NOTED BEFORE REGISTRATION

Before applying online, applicants should-

- **Check for Eligibility Criteria mentioned in the Information Brochure**.
- **Scan** their **Photograph** and **Signature** ensuring that both the Photograph and Signature adhere to the required specifications as given under Guideline for photograph & signature Scan and Upload.
- Have a valid **E-mail ID and Mobile No.**, which should be kept active till the completion of this Admission Process. In case the candidate does not have the valid personal e-mail id, he/she should create his/her new e-mail id and mobile no before applying on line and must maintain that e-mail account and mobile no till the process is over.
- Arrange for Application Fees (Non- refundable), Bank Transaction charges for Online Payment of application fees/intimation charges will have to be borne by the Applicant/Candidate.

B) How to apply for Registration:-
On Line Application form filling and Registration Procedure for MAH-LL.B-5 Yrs. 2018 CET

(i) Applicants to visit DHE's website **www.dhepune.gov.in/ www.mahacet.org** and open the given link. For filling the Online Application Form, they should click on the option **"APPLY ONLINE"** which will open a new screen.

(ii) To register application, choose the tab **"Click here for New Registration"** and enter Name, Contact details and E-mail ID. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Applicant should note down the Provisional Registration Number and Password in their Note book and preserve it. An Email and SMS indicating the Provisional Registration Number and Password will also be sent on the Mobile Number given by the candidate.

(iii) In case the applicant is unable to complete the application form in one go, he/she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application applicants are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually impaired candidates should fill the application form carefully and verify/get the details verified to ensure that same are correct prior to Final Submission of the On Line Application form.

(iv) Applicants are advised to carefully fill and verify the details filled in the online application themselves **as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON**. Candidates should modify the details filled in if required before finally submitting

(v) The Name of the applicant or his/her Father/Husband etc. should be spelt correctly in the application as it appears in the SSC/HSC/equivalent Certificates/ Mark sheets. Any change/ alteration found may disqualify the Candidature.

(vi) Applicants should validate their filled in details and Save their filled in application by clicking the **'Validate Your Details' and 'Save & Next' b**utton.

(vii) Applicants can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature .

(viii) Applicants can proceed to fill other details of the Application Form.

(ix) Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMISSION.

(x) Modify details, if required, and click on **'FINAL SUBMIT ONLY'** after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

(xi) Click on **'Payment'** Tab and proceed for payment.

(xii) Click on '**Submit'** button.

C) Payment of Examination Fees

i)   The application form is integrated with payment gateway and the payment process can be completed by following the instructions.

ii) The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro). Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallet.

iii) After submitting your payment information in the online application form, *PLEASE WAIT FOR THE INTIMATION FROM THE SERVER.* **DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.**

iv) On successful completion of the transaction, an e-Receipt will be generated.

v) Non-generation of 'e-Receipt' indicates PAYMENT FAILURE. On failure of payment, applicants are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.

vi) Applicants are required to take a printout of the e-Receipt and online application form and preserve it properly. **Please note that if the same cannot be generated, online transaction may not have been successful.**

vii) For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based at prevailing exchange rates.

viii)   To ensure the security of your data, please close the browser window once your transaction is completed.

ix) There is facility to print application form containing fee details after payment of fees. **Candidates are advised to take a print out of the application form containing fee-details and preserve it.**

x) **The copies of the CET Application Form, Fee Receipt and Hall ticket will be required for Admission Purpose, Hence the Candidate should keep them in safe custody**

D) GUIDELINES FOR PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD

- Before Applying On Line, Candidate should scan (digital) image of his/her recent photograph and signature as per the specifications detailed below:

I. PHOTOGRAPH IMAGE:

- Photograph must be a recent, passport size, color picture.
- The picture should be in color, taken against a light-coloured, preferably white background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red-eye".

- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Photographs taken wearing Caps, Hats and Dark Glasses are not acceptable. Religious headwear is allowed but it must not cover your face. Your face should be clearly visible.
- Dimension 200 x 230 pixels is preferred.
- **Size of Photo file should be between 20kb-50kb**.
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, No. of colours etc. during the process of scanning.
- Candidate should also ensure that Photo is uploaded at the place of Photo and Signature at the place of Signature. If the photo is not uploaded at the place of Photo Admission for Examination will be rejected/denied. Candidate him/herself will be responsible for the same.
- Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.

II. SIGNATURE IMAGE :

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match with the uploaded signature. In case of mismatch of signature, the applicant may be disqualified.
- Dimensions 140 x 60 pixels is preferred.
- **Size of file should be between 10kb-20kb**.
- Ensure that the size of the scanned image is not more than 20KB.
- Signature in CAPITAL LETTERS shall NOT be accepted.
- **Candidates should ensure that the signature uploaded is clearly visible.**

III.SCANNING THE PHOTOGRAPH & SIGNATURE

- Set the scanner resolution to a minimum of 200 dpi (Dots per Inch).
- Set Color to True Color.
- File Size as specified above.
- Crop the image in the scanner to the edge of the Photograph/Signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image dimension can be checked by listing the folder files or moving the mouse over the file image icon. Applicants using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (Signature) by using crop and then resize option [Please see point (i) & (ii) above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.
- If the size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the applicant will be provided with a link to upload his/her Photograph and Signature.

IV.   Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature.
- Click on the respective link "Upload Photograph/ Upload Signature".
- Browse and Select the location where the Scanned Photo/Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Open'/'Upload' button
- An online application which is incomplete in any respect such as without Photograph and Signature uploaded in the online application form/unsuccessful fee payment will not be considered as valid.
- **Candidate should also ensure that Photo is uploaded at the place of the Photo and Signature at the place of Signature.**

Note:-

   (1) In case the face in the photograph or signature is unclear, the application/admission in Examination will be rejected. After uploading the Photograph/signature in the on line application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph and signature is not prominently visible, the candidate may edit his/her application and re-upload his/her photograph or signature, prior to submitting the form.

(2) After registering on-line candidates are advised to take printout of their system generated on-line application form. CET Application form is an essential document for Admission. **The candidates should carefully preserve it in hard copy and soft copy format.**

7. Download Hall Ticket through Candidate's Log-in.

As per the schedule given the candidates will have to visit the **www.dhepune.gov.in** / **www.mahacet.org** website for downloading Hall Ticket for on-line Test. Intimations for downloading Hall Ticket will also be sent through E-mail/SMS. Once the candidate clicks the relevant link, he/ she can access the window for Hall Ticket download. The candidate   is required to use i) Registration Number/ Roll No, ii) Pass-word/ Date of Birth for downloading the Hall Ticket. The candidate needs to affix recent recognizable photograph on the Hall Ticket, preferably the same provided during registration and appear at the examination centre with i) Hall ticket ii) Photo Identity Proof as stipulated below and also specified in the Hall Ticket and photo Identity proof as brought in original.

The Hall Ticket with original photo pasted on it having signature of the candidate and the Invigilator will be required at the time of Admission. Candidates are advised to preserve it carefully.

8. Identity Verification:

In the examination hall, the Hall Ticket along with original of the Candidate's currently valid

photo identity (bearing the Same Name as it appears on the Hall Ticket.) Such as

PAN Card, Pass port/Permanent Driving License/Voters Card/ Bank Pass Book with

photograph/ photo- identity proof issued by the Gazzetted officer on official letter head along with the photograph/Photo identity proof issued by the People's Representative on the official letter head along with photo graph/ valid recent identity card issued by the recognized College/ University/ Aadhar Card with photograph/ E-Aadhar Card / Employee ID/ Bar Council Identity Card with photograph should   be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the Hall Ticket, in case original valid original Photo Identity Proof is not produced, the candidate may not be allowed to appear for the

Examination. The Candidates must remember that Ration Card and Learner's Driving License is not valid ID proof for the Examination and Soft Copies of the Identity Card are not allowed.

Note: Candidates have to produce in original the photo identity proof along with CET Examination Hall Ticket while attending the Examination, without which they will not be allowed to take up the examination. Candidates must note that the name as appearing on the Hall Ticket

(provided during the process of registration) should **Exactly** match the name appearing as on photo identity proof. Female candidates who have changed their first /last / middle name post marriage must take special note of this. **If there is any mismatch between the name indicated in the Hall Ticket and Photo Identity Proof, the Candidate will not be allowed to appear for the Examination. In case of candidates who changed their name will be allowed only if they produce Gazette Notification./ their Original Marriage Certificate/ Affidavit in Original.**

9. Candidates Reporting Late: The candidates reporting the Venue of the Examination after reporting time specified on the Hall Ticket for the Examination will not be permitted to take the Examination. The reporting time mentioned on the Hall Ticket is prior to the start time of the Test. Though the duration of the examination is **120 (Hundred and Twenty**) Minutes, candidates may be required to be at the venue for about **180 (One Hundred Eighty Minutes)** minutes including the time required for completion of various formalities such as verification, collection of various requisite documents, logging in, giving of instructions etc.

10. Test Centers for CET:

1. MAH-LL.B. 5 Year CET 2018 will be conducted in the selected Cities in Maharashtra and Outside Maharashtra State. The cities in which MAH-LL.B. 5Year CET 2018 will be conducted are designated as "Centers" for the CET.

2. Each Centre may have many "Venues" depending upon the number of candidates appearing at that Centre.

3. A candidate appearing for CET shall give his/her preference for the Centre, however, the Competent Authority reserves the right to allocate the Centre and Venue.

4. The examination will be conducted On-Line at Venues given in the respective Hall ticket.

5. No request for change of Centre/Venue/Date/ Session for the Examination shall be entertained.

6. Competent authority, however, reserves the right to cancel any of the Examination Centres and /or add some Centres, at its discretion, depending upon the response, administrative feasibility etc.

7. Competent Authority also reserves the right to allot the candidate to any centre other than the one he/she has opted.

8. Candidate will appear for the CET examination at the Examination Centre at his/her own risk and expenses and Competent Authority will not be responsible for any injury or losses etc. of any nature.

9. Choice of Centre once exercised by the candidate will be Final.

10. **If sufficient number of Candidates do not opt for a particular Centre for Online Examination, Competent Authority reserves the right to allot any other adjunct Centre to those candidates OR if the number of the candidates is more than the capacity available for**

online examination for a Centre, Competent Authority reserves the right to allot any other Centre to the Candidate.

11. Syllabus and Marking Scheme for MAH-LL.B. 5 Year CET 2018:

11.1 The On Line CET comprises of **One paper** with **Five Sections**:

Sr. No.	Area	No. of Questions	Marks per Question	Total Marks
1	**Legal Aptitude and Legal Reasoning**	**40**	**1**	**40**
2	**General Knowledge with Current Affairs**	**30**	**1**	**30**
3	**Logical and Analytical Reasoning**	**40**	**1**	**40**
4	**English**	**30**	**1**	**30**
5	**Mathematical Aptitude**	**10**	**1**	**10**
	Total	**150**	**1 per question**	**150**

Contents of the Syllabus:

i)   **Legal Aptitude and Legal Reasoning:** This section will test candidate's interest towards the study of Law, Legal aptitude and problem solving ability. Questions will be framed with the help of legal prepositions and a set of facts to which the said prepositions have to be applied. Some prepositions may not be true in the real sense. Candidates will have to assume truth of these prepositions and answer the questions drawing well supported conclusions.

ii)   **General Knowledge with Current Affairs**: The topics such as History(Ancient. Medieval and Modern), Geography, General Science, Economics, Civics, and the Current Affairs of the past One Year. The subject is to assess the knowledge of the recent happening and awareness of the world.

iii)   **Logical and Analytical Reasoning**:

The subject is to test the candidate's ability to identify patterns, logical links and rectify illogical arguments. It will include wide analogies, completing arguments, drawing well supported conclusions, reasoning by analogy, applying principles or rules. Further the subject is to measure the ability to understand the structure. relationship and to draw logical conclusions about the structures. It includes reasoning deductively from the set of statements and rules or principles that describes the relationship among persons, things or events.

iv) **English:** This section will consist the questions on the areas like Vocabulary (Synonyms, Antonyms, Analogies etc.) Proficiency (Idioms and Phrases, One word Substitution, Sentence Improvement and rearrangement, fill in the blanks etc) English Usage Errors (Common errors, Spotting errors, inappropriate usage of words, spelling mistakes etc.) English Comprehension

v)   **Mathematical Aptitude:** This section is to test the numerical ability of candidates. The mathematics questions will be set from 10th Std. level of various topics including Profit and Loss, Speed and Distance, Time and Work, Algebra, Average, Venn Diagram.

11.2 The questions will be objective Multiple Choice Questions with Four options.

11.3 There is **No Negative Marking**.

11.4 The time allotted is **2 Hours** i.e. **One Hundred and Twenty Minutes**.

11.5 The Questions will be in English and Marathi.

11.6 **The Mock Test link for Practice will be provided for the Candidates to prepare them- selves for On Line CET.**

12. Guidelines for Persons with Disabilities using a Scribe:

The Visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their own cost during the On Line CET subject to limit as detailed in (i) and (ii) below. In all such cases where a scribe is used, the following rules will apply:

- **The candidate will have to arrange his/her own scribe at his/her own cost.**
- **The Scribe arranged by the candidate should not be a candidate for the same examination. If violation of above is detected at any stage of the process; candidature of the both the candidates and the scribe will be cancelled. The candidate eligible for and who wish to use service of the scribe in the Examination should invariably carefully indicate the same in the On Line application form. Any subsequent request will not be favourably entertained.**
- **The person acting as a Scribe for one candidate cannot be a scribe for another candidate.**
- **The Scribe can be from any academic discipline.**
- **Both, the candidate as well as the scribe, will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned below. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the On line CET examination.**
- **The candidate who uses a Scribe shall be eligible for Compensatory Time of 20 minutes for every hour of the examination.**
- **Only candidates registered for Compensatory time will be allowed such concessions since compensatory time given to the candidates shall be System Based, it shall not be possible for the Competent Authority to allow such time if he/she is not registered for the same. The Candidates not registered for compensatory time shall not be allowed such concessions.**
- **Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of Candidature**.

(i) **Guidelines for Candidates with Locomotors Disability and Cerebral Palsy:-**

- **A Compensatory time of 20 minutes per hour or otherwise advised shall be permitted for the candidates with Locomotors disability and Cerebral Palsy where dominant (Writing) extremity is affected to the extent of the slowing the performance of function (Minimum of 40% impairment).**

(ii) **Guidelines for Visually Impaired Candidates:-**

- **Visually impaired candidates (who suffer from not less than 40% of disability may opt to view the contents of the Test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised for examination.**
- **The facility of viewing the content of the test in the magnifying fonts will not be available to visually impaired candidates who use the services of the Scribe for the Examination.**

The Details of the Applicability of Scribe and /or Extra time for various types of Disabilities are given in the following table:-

Types of disability	Sub Type	Whether scribe is allowed	Whether Extra time is allowed
Blind(BL) /Low Vision(LV)	Blind	YES	YES
	Low Vision	YES	YES
Orthopedically Handicapped (OH)	One Leg Affected	NO	NO
	Both Legs Affected	NO	NO
	One Arm Affected (Dominant Hand affected)	If opted by candidate	If opted by candidate
	Both Arms affected	YES	YES
	Locomotor Disability (Affecting writing speed)	If opted by candidate	If opted by candidate
	Cerebral Palsy	If opted by candidate	If opted by candidate
Other Disabilities	Deaf and Dumb	NO	YES
	Hearing Impaired	NO	NO
	Learning Disability/ Dyslexia	If opted by candidate	If opted by candidate
	Autism	If Opted by the Candidate	If Opted by the Candidate

These guidelines are subject to change in terms of Government of India Guidelines/clarifications, if any, from time to time.

- The Candidates should give declaration along with the form as per **Annexure - I**

13. Action Against candidates found guilty of misconduct/ use of unfair means:

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting On-line application.

At the time of examination or in subsequent admission procedure, if a candidates found guilty of:-

i. Using unfair means, or

ii. Impersonating or procuring impersonification by any person, or

iii. Misbehaving in the Examination Hall or disclosing , publishing, reproducing, or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose, or

iv. Resorting to any irregular or improper means in connection with his/her candidature, or

v. Obtaining support of his/her candidature by unfair means, or

vi. Carrying Mobile Phones or similar electronic devices of communication in the examination hall, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable to be disqualified from the examination/admission. The candidate himself/herself will be responsible for the possible consequences.

14. CET Test Information:-

The Candidate can attempt any question at any point of time within this 120 minutes.

All the questions will have multiple choices.

Out of the four answers to a question only one will be the correct answer.

The candidate will have to select most appropriate answer and 'Mouse Click' that alternative which the candidate feels to be appropriate/correct. The alternative/option that the candidate has clicked on will be treated as the candidate's answer to that question.

The candidate is advised not to mark answers by random guessing.

b) The Score of On Line Examination:-

The score will be obtained by adopting the following procedure:-

i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the corrected score.

ii) The corrected score so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective test/s held in the different sessions to arrive at the **Equated Score*.**

iii) *** Scores** obtained by the candidate on any test are equated to the base form by considering the distribution of the score/s of all the forms.

iv) Sample questions will be made available to the candidates in the Mock Test link. The questions given in the mock test are illustrative and not exhaustive. The Actual questions in the CET can be of higher difficulty level or types and questions on the types not mentioned.

15. On Line Examination:

A. Details of the On-Line Examination Pattern

- The examination will be conducted on-line mode i.e. on a computer.

- The test will be provided in English and Marathi.

- All the questions will have Multiple Choices. Out of the Four Options/ answers to the question only one will be the correct answer. The candidate has to select the most appropriate answer and 'mouse click' the alternative which he/she feels appropriate/correct. The alternative /option that is clicked on will be treated as the answer to that question. Answer to any question will be considered for final evaluation. Only when candidate has submitted the answers by clicking on "Save and Next" or "Mark for Review and Next".

- The clock has been set at the server and the countdown timer at the top right corner of your screen will display the time remaining for you to complete the Examination. When the clock runs out the Examination by default- candidate is not required to submit his/her examination.

- The question palette at the right of the screen shows one of the following statuses of each of the questions numbers:

1	You have not visited the question yet.
3	You have not answered the question.
5	You have answered the question.
7	You have NOT answered the question but have marked the question for review.
9	You have answered the question but marked it for review.

The marked review status simply acts as a reminder that you have set to look at the question again. If an answer is selected for question that is marked for Review, the answer will be considered in the evaluation.

- To select a question to answer, you can do one of the following:--
  i. Click on the question number in the question palette at the right of your screen to go to that numbered question directly. Note that using this option **does not save your answer** to the current question.
  ii. Click on **'Save & Next'** to save answer to current question and to go to the next question in sequence.
  iii. Click on **'Mark for Review and Next'** to save answer to current question, mark it for review, and to go to the next question in sequence.
  - To select your answer, click on one of the option buttons.
  - To change your answer, click another desired option button.
  - To save the answer, you MUST click on '**Save and Next'**.
  - To deselect a chosen answer, click on the chosen option again or click on the **Clear Response** button.
  - To mark a question for review click on **Mark for Review and Next.** If an answer is selected for a question that is Marked for Review , the answer will be considered in the final Evaluation.
  - To change an answer to a question, first select the question and then click on the new answer option followed by a click on the **Save and Next** button.

- **Questions that are saved or marked for Review after answering will only be considered for evaluation**.
- Test Name(s) will be displayed on the top bar of the screen. Questions in the test can be viewed by clicking on the Test Name. The test you will view will be highlighted.
- After clicking the **'Save and Next'** button on the last question for the test, you will automatically be taken to the first question of the **next test.**
- You can move the mouse cursor over the test names to view the status of the questions of the test.
- You can shuffle between test and questions anytime during the examination as per your convenience.
- The candidates are requested to follow the instructions of the TEST ADMINISTRATOR carefully. If any candidate does not follow the instructions/ rules, it would be treated as a case of misconduct/adoption of unfair means and such a candidate would be liable to debarment from appearing for the examinations for the period as decided by CET CELL.
- The candidates may ask the Test Administrator about the doubts or questions only before the commencement of the test. No query shall be entertained after the commencement of the examination.
- After the expiry of 120 minutes, the candidates will not be able to attempt any question or click their answers. The answers of the candidates would be saved automatically by the computer system even of he/she has not clicked the **Submit** button.

B) Candidates to Note the Following Things Carefully:-

i) Candidates will not be allowed to **finally submit** unless they have exhausted the actual test time.

ii) **Under no circumstances should a candidate click on any of the KEYBOARD KEYS once the examination starts as this will lock the Examination**.

16. General Instructions:

I. Please note the Date, Time and Venue address of the examination given in the Hall Ticket.

II. Candidates are advised to visit the venue one day before the On-line Examination to confirm the location so that you are able to report on time (as printed on the Hall Ticket) on the day of the examination. Late comers are not allowed.

III. The Hall ticket should be brought with you to the examination venue along with your recent pass port size photograph duly pasted on it. (The photograph pasted on the Hall Ticket should preferably the same photograph you have scanned and uploaded for filling in the on line form.)

IV. You must scrupulously follow the instructions of the Test Administrator and CET CELL Representative/ Venue Officer at the examination venue. If you violate the instructions you will be disqualified and will be asked to leave the examination venue.

V. No use of calculators (separate or with watch) books, or written notes, cell phones (with or without camera facility), or any other electronic device will be allowed during the examination.

VI. Candidates should bring their Hall Ticket with their photo affixed thereon with currently valid photo identity proof in original. This is essential. Candidate should hand over the Hall Ticket to the Invigilator for verification and signature. Candidates should collect back the Hall Ticket after the examination is over and ensure safe custody of the Hall Ticket since it will be required at the time of admission.

VII. Your responses (answers) will be analyzed with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted in the regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/valid, your candidature may be cancelled. Any candidate who is found copying or receiving or giving assistance or engaging in any behavior unbecoming of a candidate will not be considered or assessment. The CET CELL may take further action against such candidates as deemed fit by it.

VIII. Candidate should bring with him/her a ball point pen. A sheet of paper will be provided which can be used by the candidate for rough work or taking down the question number you would like to review at the end of the test before submitting your answers. After the test is over you MUST HAND OVER THIS SHEET of paper to the Test Administrator before leaving the venue.

IX. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a re-examination is at the absolute discretion of the Test Conducting Body. Candidates will not have any claim for the re-test. Candidates not willing to move or not willing to participate in the delayed process of the test delivery shall be summarily rejected from the process.

X. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

XI. Anyone found to be disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of test contents in any form or any information therein in whole or part thereof or by any means verbal or written, electronic or mechanical or taking away the papers supplied in the examination hall or found to be unauthorized possession of test content is likely to be prosecuted.

XII. Instances for providing incorrect information and or process violation by the candidate detected at any stage of the Admission process will lead to disqualification of the candidate from the selection process. And he she will not be allowed to appear in any admission process in the future. If such instances go undetected during the current Admission Process but are detected subsequently, such disqualification will take place with retrospective effect.

17. Important Points to Remember:

You are advised to bring with you:

a) **Hall ticket with affixed Photo and valid Photo ID card in ORIGINAL**

b) **Original Proof for Change in name if any**

c) **One ball point Pen.**

18. Other Guidelines

i. Applicants are advised in their own interest to apply on-line much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/ failure to log on to the website on account of heavy load on internet/website. DHE/CET CELL takes no responsibility for applicants not being able to submit their applications online within the last date on account of aforesaid reasons or for any other reason beyond the control of the DHE/CET CELL.

ii.   Any information submitted by an applicant in his/her application shall be binding on the applicant personally and he/she shall be liable for prosecution/ civil consequences in case the information/details furnished by him/her are found to be false at a later stage.

iii.   DHE 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**.

iv.   Candidates are advised to download and read the detailed guidelines for filling in online application.

v.   In no case the request for change of venue, centre, time slot will be entertained.

vi.   Candidates are directed to carry original Photo ID proof like, Aadhar Card, Pan Card, Driving License, Latest College ID at the CET centre, failing to produce the same will disqualify the candidate and will not be allowed to appear for the examination.

vii. Candidates are advised to go through the detailed admission rules of the CET Examination they are going to appear before filling in the Form.

19.LEGAL JURISDICTION

All disputes pertaining to the conduct of examination and selection shall fall within the jurisdiction of Courts, at Mumbai only. The Commissioner State CET CELL shall be the legal person in whose name the Government of Maharashtra may sue or may be sued.

20. Post CET Process:

The candidates are advised to visit: **http://llb5.mhpravesh.in** for various Notifications, Government Resolutions and for **Post CET Centralized Admission Process (CAP)** link for which will also be provided on **www.mahacet.org and www.dhepune.gov.in**

- **Details about Seat Distribution, Seats in Colleges of Law, Facilities in Colleges of Law, NAAC, Bar Council of India (BCI) status of the Colleges/Departments, Internal Reservation for Physically Challenged and Ex-and Active Servicemen and Time Table of Admission, Fee Structure in colleges will be made available in the Common Admission Procedure (CAP) Information Brochure, which candidates and Institutions will be required to download.**

- **Wish You Good Luck!**

21. SCRIBE DECLARATION FORM

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the On-Line Examination. In all such cases where a scribe is used, the following rules will apply:

- Please ensure you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.
- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe arranged by the candidate should not be a candidate for the same examination .If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe may be from any Academic Stream.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.

Visually Impaired candidates under Blind/Low Vision, who use scribe, may skip the non verbal questions and questions on Table/Graph, if any. The candidates will be awarded marks for such Section based on the overall average obtained in other Sections of the respective test.

_____
Please fill up the **DECLARATION given below** and submit along with the Hall Ticket.
_____

We, the undersigned, Shri/Smt/Kum._____ **eligible candidate** for the **MAH-LL.B 5 Year CET-2018** examination

AND

Shri/Smt/Kum._____ **eligible writer (scribe)** for the eligible candidate, do hereby declare that :

1. The scribe is identified by the candidate at his/her own cost and as per own choice.
   The candidate is **visually impaired** or **his/her writing speed is adversely affected permanently** and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment/Admission of Physically Challenged persons.
2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the Examination.
3. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.
4. In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not a candidate for the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of Admission that we do not fulfil the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's Admission, his/her admission is liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution

I, _____(Scribe), am not a candidate for MAH-LL.B-5 Yrs.-2018 CET Examination. **I undertake solemnly that I on my own will not answer any question. I have been given to understand that if any such behaviour is observed by the Invigilators, it will result in cancellation of the candidature of the candidate for who I am working as Scribe.**
Given under our signature and contact details:-

Signature of the Scribe Candidate   **Signature of the Candidate**

Roll No.:----------------
Registration No.:-----------------

Postal Address of the Scribe Candidate   **Postal Address of the Candidate**

Mobile No. of the Scribe Candidate   **Mobile No. of the Candidate**

Landline No. of the Scribe Candidate   **Landline No. of the Candidate**

_____
Signature of Invigilator

```
┌─────────────────┐
│                 │
│   Affix         │
│   Photograph    │
│   of the Scribe │
│   Here.         │
│                 │
│                 │
└─────────────────┘
```

Note:- **Scribe candidates are advised to take a print out of the page No 21-22 and fill it up take along with them by affixing their photo and enclosing necessary documents to the form and submit it to Venue Officer at the CET Test Centre.**

22. **How to fill up MAH- LL.B 5 Yrs. CET-2018 Form**

First candidate should download and read the Information Brochure carefully and then Scan Photo and Signature separately as per the directions given in the Information Brochure and save it on your PC's Desktop, and then follow the following steps. Candidate should be careful to upload photo in place of photo and signature in place of signature.

Step 1 : Go to website :----- **www.dhepune.gov.in/**

Step 2 in the left hand side you will find : **E-Governance@DHE**

Under that you will find:

Higher Education CET Under Commissioner State CET Cell Mumbai

Step 3 Click on that, that will take you to the page:

Higher Education CETS under Commissioner, State CET CELL, Mumbai page.

Step 4 Click on the link 5 Year LL.B CET Application.

Step 5: You go to the form filling site.

Click on: Click here for New Registration

Step 6. Register yourself by filling in the details.

Step 7. Already registered candidates should:

Login in by filling in details for already Registered Candidates

Step 8. Validate your filled in details

Step 9. Save and Submit form

Step 10 Take print out of the Form.

Step 11. 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 on all working days.

The Candidates can alternatively use the link given on www.mahacet.org.
*Candidates are advised to seek help from recognized Law Colleges for form filling for solving other Academic queries. CET CELL has issued Notice No.1 dated 4th January 2018 to that effect.

Wish You Good Luck !

23. 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 31st March 2019.(Caste Validity Certificate will be required at the time of Admission. Candidates whose income is above Rs. **6,00,000/- may not be eligible for Non-Creamy Layer Certificate, hence they are advised to apply as Open Candidate.**
    - ii) Outside Maharashtra Candidates(All India Candidature) belonging to any category will be considered as OPEN Candidate.
    - iii) **Disability Candidates should read page no 14- 15 of the Information Brochure.**
    - iv) **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 31st March 2019 and their In- come should be

below6,00,000/- Rs to be eligible for Non Creamy Layer Certificate.

   v) **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.**

References :- Bar Council of India Legal Education Rules-2008 and BCI Circular No:- LE:Cir.:02/2010 dated 20th December 2010 & BCI Affidavit in WP-11378/2016.

- **Centres 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)

1.Centers within Maharashtra					
Ahmednagar	Akola	Amravati	Aurangabad	Beed	Bhandara
Buldhana	Chandrapur	Dhule	Gadchiroli	Gondia	Hingoli
Jalgaon	Kolhapur	Kalyan-Dombivali	Latur	Mumbai	Mumbai Suburban Western
Mumbai Suburban Central	Nagpur	Nanded	Nandurbar	Nashik	New Mumbai
Palghar	Parbhani	Pune	Ratnagiri	Rasayani	Sangli
Satara	Shegaon	Sindudurga	Solapur	Thane	Wardha
Washim	Yavatmal	Vasai-Virar			
2. Out-Side Maharashtra Centers.					
Ahmedabad	Bangalore	Bhopal	Delhi NCR	Gandhi Nagar	Ghaziabad
Jaipur	Jammu/Samba*	Kolkata	Lucknow	Panji	Patna
Raipur	Ranchi				

- 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.

- **Educational Qualification Details:-**
- 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	1Appeared 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 pages 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 in their locality for form filling for solving other Academic queries. CET CELL has issued Notice No.1 dated 4th January 2018 to that effect.

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