



महाराष्ट्र शासन

राज्य सामाईक प्रवेश परीक्षा कक्ष, महाराष्ट्र राज्य, मुंबई

८ वा मजला, न्यु एक्सलसियर इमारत, ए.के. नायक मार्ग, फोर्ट, मुंबई - ४००००१.

दुरध्वनी : ०२२-२२०१६१५९

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क्र.सीईटी/मातंवि/SC/२०२५/२११५.

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परिपत्रक

विषय : राज्य सामाईक प्रवेश परीक्षा कक्षाअंतर्गत व्यावसायिक अभ्यासक्रमाच्या प्रवेश प्रक्रियेसाठी दस्ताऐवज पडताळणी केंद्र Scrutiny Center(SC) नेमणेबाबत..

राज्य सामाईक प्रवेश परीक्षा कक्षामार्फत विविध व्यावसायिक पदवी व पदव्युत्तर अभ्यासक्रमाच्या सामाईक प्रवेश परीक्षा व त्यावर आधारित केंद्रिभुत प्रवेश प्रक्रिया राबविण्यात येतात. त्याअनुषंगाने राज्य सामाईक प्रवेश परीक्षा कक्षाच्या तंत्रशिक्षण विभागामार्फत विविध व्यावसायिक अभ्यासक्रमांकरिता केंद्रिभुत प्रवेश प्रक्रियेकरीता सुविधा / पडताळणी केंद्रे (SC) नेमण्यात येतात.

शैक्षणिक वर्ष २०२५ - २०२६ करिता राज्य सामाईक प्रवेश परीक्षा कक्षामार्फत सुसज्ज सुविधा उपलब्ध असणारी सुविधा / पडताळणी केंद्रे (SC) निवडण्यात येणार आहे. त्याकरीता जी महाविद्यालये सुविधा केंद्रासाठी इच्छुक असतील त्यांच्याकरीता राज्य सामाईक प्रवेश परीक्षा कक्षाच्या संकेतस्थळावर दिनांक १९/०६/२०२५ ते २४/०६/२०२५ या कालावधीत नोदणीकरीता पोर्टल उपलब्ध करून देण्यात येत आहे.

तरी ज्या संस्था इच्छुक असतील त्यांनी उपरोक्त कालावधीत <https://fcreg2025.mahacet.org/> पोर्टलवर नोदणी करणे आवश्यक असून नोदणी करताना त्यात भरलेली संपूर्ण माहिती योग्य व परिपूर्ण असल्याची खातरजमा करून नोंद घेण्यात यावी

शासकीय / शासन अनुदानित / विद्यापीठ संचालित महाविद्यालयांनी नोदणी करणे अनिवार्य आहे. शैक्षणिक वर्ष २०२५- २६ करिता राज्य सामाईक प्रवेश परीक्षा कक्षाच्या पोर्टलवर नोदणी केलेल्या महाविद्यालयांमधून विद्यार्थी-पालक यांचेकरीता सुविधा / पडताळणी केंद्रे (SC) उपलब्ध करून देण्यासाठी महाविद्यालय निवडण्यात येईल. प्रवेश प्रक्रियेसाठी निवडण्यात आलेल्या सुविधा केंद्रांनी नियमानुसार प्रक्रियेचे काम योग्यरितीने पूर्ण करणे आवश्यक आहे.

सुविधा केंद्रांकरीता मार्गदर्शक सूचना सोबत जोडल्या आहेत. सुविधा केंद्रांबाबत तक्रार प्राप्त झाल्यास संबंधित महाविद्यालयावर नियमानुसार कार्यवाही करण्यात येईल याची नोद घ्यावी.

सही/-

आयुक्त,

राज्य सामाईक प्रवेश परीक्षा कक्ष,
महाराष्ट्र राज्य, मुंबई

The role of Scrutiny Center is as follows.

Activity-I: Registration and Submission of online Application Form
<ol style="list-style-type: none">1. Registration and Submission of Online Application Form2. Scanning & uploading of required documents3. Printing of submitted Application Form (One Copy) for Candidate
Note:
<ol style="list-style-type: none">a. No charges should be collected from candidate for filling & submission of Online Application Form.b. It is not mandatory for the candidate to use the Scrutiny of SC for this activity.c. SC should not collect and keep Custody of Original documents of any Candidate in any Case. Otherwise SC Will be issued Show case
Activity-II: Verification of Documents, Confirmation of Application form.
<ol style="list-style-type: none">1. Documents verification as per the list of documents on the Application form and Claim made by Candidates.2. Scanning & uploading of documents.3. Candidate will come to SC with print of online filled & Submitted application form & one set of copy of uploaded documents. SC shall verify all documents and put SC stamp with date & Signature on all copies of documents and return the same set of documents to the candidate along with Receipt-cum-Acknowledgement of Confirmed application form.4. Handling of Grievances received from the Candidates (As per the notified schedule)
Note:
<ol style="list-style-type: none">a. It is mandatory for the candidate to report to SC for this activity. No charges should be collected from the candidate for this activity.
Activity-III: Submission of Online Option Form for CAP Round I, II & III (Additional, if any)
<ol style="list-style-type: none">1. Facility the candidate for Submission of Online Option Form.2. Printing of Submitted Option Form.3. SC should not insist to select specific preferences choices during option form filling.
Note:
<ol style="list-style-type: none">a. No charges should be collected from the candidate for filling of Online Option Form.b. It is not mandatory for the candidate to use the Scrutiny of SC for this activity.
Important Instructions to SC: -
<ol style="list-style-type: none">1. All SC shall create the user name and password by entering the DTE code and Password on respective admission portal.2. The SC shall assist the aspiring candidate in submission of Online Application Form.3. Role of SCs is limited to verification of documents and confirmation of application form and they should not insist or compel candidates to fill & confirm option form at the SC.4. SC has to certify with stamp and signature of Co-ordinator that "All original documents are verified by them."5. SCs should scrutinize and verify the documents carefully with at most correctness. Any fault or negligence at the level of SC will be dealt seriously. If any candidate suffer due to negligence/non attendance on part of SC responsibility of such admission will be fixed on particular person working in SCs and appropriate action will be initiated against such persons.6. If any SC found involved in any form of unlawful activities like misguidance and non cooperation to the aspiring Candidates, collection and keeping custody of Original documents of Candidates. SC will be liable for severe action like non payment of honorarium dues and / or legal action will be initiated and /or disqualified as SC activities henceforth.

The SC shall provide following minimum infrastructure:-

1. Minimum 10 Nos. i3 PC or of higher configuration each for Confirmation and additional 10 PCs to be made available for Candidates use.
2. Windows 10 or higher Operating System with up to date security & service patches
3. Microsoft Office 2016 or higher version on all machines, Adobe Acrobat Reader 10.0 or above.
4. All the Machines, PCs, Printers and Scanners should be connected through LAN with minimum 20 Mbps internet speed. connectivity through ADSL/Wi-max /Leased line or other devices.
5. All Machines should installed with Updated Version of browsers i.e Mozilla Firefox, Google Chrome and Safari.
6. 1 LaserJet Network Printers.
7. Minimum 1 Scanner with minimum 300 dpi resolution.
8. Adequate Electrical Power Backup facilities. (10 KVA, 2 Hours backup time)
9. Counseling Hall with PA system, LCD Projector & seating arrangement for minimum 60 Candidates.
10. Waiting Room for Candidates/Parents.
11. Potable drinking Water facility.
12. Separate and clean washrooms for Gents/Ladies and PWD Candidates.