



Government of Maharashtra

## **State Common Entrance Test Cell, Maharashtra State, Mumbai**

Head Office: -8<sup>th</sup> Floor, New Excelsior Cinema, A. K. Nayak Marg, Fort Mumbai 400001. M.S.

CET CELL Head Office Phone No-: **022-22016157/59**

E- Mail: [maharashtra.cetcell@gmail.com](mailto:maharashtra.cetcell@gmail.com)

Admission Portal :- <https://bed.hepraves.in>

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### **Instructions for Uploading the Essential Documents while filling the on line Centralized Admission Process (CAP) Application form for admission to B.Ed. Academic Year -2019-2020**

Candidates and Parents aspiring to seek admission to the Profession Full Time Degree Course in Education Leading to B.Ed. Degree, are requested to neatly Scan the following documents & keep them ready for uploading on the Admission Portal from their Pen Drive / Desktop / Laptop, / Tablet while filling the on line CAP Application form.

- 1) Photograph Image: Colour Passport size photograph of the Candidate Size of photo file should be between 20KB to 50KB. The Image file should be saved in JPG or JPEG format.
- 2) Signature Image: Applicant has to Sign on white paper-piece with Black or Blue Pen. Signature image Size file should be between 10KB to 20KB. The Image file should be saved in JPG or JPEG format.
- 3) The documents listed in following Table should be saved in PDF format of Size up to 500KB for all documents
- 4) The Scanned Uploaded documents should be readable; should be scanned by using original documents. Candidate to upload the documents only after ensuring the visibility/clarity. If the uploaded documents are not readable then such documents will not be considered as valid. Candidate himself will be responsible for the wrong document uploading.
- 5) After filling complete on line application form, candidate should take the print out of CAP Application form. Also save the CAP Application form on their desk top or Lap top or in Pen Drive as it is required at the time of admission.

Sr. No.	Type of candidate	Following documents are to be scanned and uploaded while filling the online CAP Application form.
1	<p><b><u>All Candidature type candidates</u></b></p> <p>[1)Maharashtra State Candidate, 2) Outside Maharashtra State Candidates (All India Candidature) including J&amp;K Migrant Candidates]</p>	<p><b>1)SSC (Std. X) Mark sheet.</b>            [If candidate has Passed SSC from CBSC, ICSE, IGCSE, IB board etc., then such candidate will have to Prepare/Produce the Conversion Certificate with Self Attestation &amp; will have to upload SSC Mark sheet along with Conversion Certificate in single PDF format.]  <b>(The Sample Copy of Conversion Certificate will be displayed on the Website)</b></p> <p><b>2)HSC (Std. XII) Mark Sheet / or equivalent i.e. Engg. Diploma.</b>            [If candidate has Passed HSC from CBSC, ICSE, IGCSE, IB board etc., then such candidate will have to Prepare/Produce the Conversion Certificate with Self Attestation &amp; will have to upload HSC Mark sheet along with Conversion Certificate in single PDF format.]  <b>(The Sample Copy of Conversion Certificate will be displayed on the Website).</b></p> <p><b>*3)Degree Mark Sheets.</b></p> <p><b>And Or</b></p> <p><b>*3)Post Graduate Degree Mark Sheet.</b></p> <p>Any one or both are to be uploaded depending on the eligibility criteria i.e Graduation or Post Graduation selected by the Candidate.</p> <p><b>4)B.Ed CET-2019 on line application form.</b></p> <p>[ If candidate has lost CET Application form, then Such candidate can download their CET Application form by paying fees of Rs. 100/-+ payment gateway charges on line from the CAP web site.]</p> <p><b>5)Hall Ticket of B.Ed. CET-2019.</b></p> <p>[ If Candidate has lost Original Hall Ticket. Such candidate can download &amp; Upload their duplicate Hall Ticket through candidate's login while filling the CAP Application form.]</p> <p><b>Note: Principal of the Colleges of Education Should not ask the admitted candidates to produce Original Hall Ticket if candidate has lost it Also should not ask to produce the NC from Local Police Station.</b></p>

		<p>6)MAH-B.Ed. 2019 CET Score card.</p> <p>7)Domicile Certificate.</p> <p style="text-align: center;"><b>OR</b></p> <p>7)Birth Certificate Mentioning place of Birth.</p> <p style="text-align: center;"><b>OR</b></p> <p>7)School Leaving Certificate mentioning Place of Birth.</p> <p style="text-align: center;"><b>OR</b></p> <p>7)Community, Nativity &amp; Date of Birth Certificate.</p> <p>Candidate has to upload any one document from these four documents mentioned in No.07 above.</p>
<p><b>In addition to the above documents, candidates are required to upload following documents depending upon the Category and Candidature type of the Candidate to which they belong.</b></p>		
2	Maharashtra State Type-A Candidates	<p>Domicile Certificate of the candidate from the State of Maharashtra.</p> <p style="text-align: center;"><b>OR</b></p> <p>Birth Certificate Mentioning the Place of Birth which is in Maharashtra.</p> <p style="text-align: center;"><b>OR</b></p> <p>School Leaving certificate of the candidate Indicating place of Birth in the State of Maharashtra.</p> <p style="text-align: center;"><b>OR</b></p> <p>Community, Nativity &amp; Date of Birth Certificate.</p> <p><b>Candidate has to upload any one document from these four document.</b></p>
3	Maharashtra State Type-B Candidates	<p>Domicile certificate of Father <b>or</b> Mother of Candidate indicating that he/she is domiciled in the State of Maharashtra.</p>
4	Maharashtra State Type-C Candidate	<p>Certificate from the Employer in <b>Pro forma-A</b> stating that Father or Mother of the Candidate who is a Central Government/Government of India undertaking employee is presently posted in/outside Maharashtra.</p>
5	Maharashtra State Type-D Candidate	<p>Certificate from the Employer in <b>Pro forma-B-1</b>, stating that Father or Mother of the Candidate who is a Maharashtra State Government or Maharashtra State Government undertaking employee.</p> <p style="text-align: center;"><b>OR</b></p> <p>Undertaking along with documentary evidences from the retired employees stating the Place of Settlement in Proforma-B2.</p>
6	Maharashtra State Type-E Candidates Maharashtra Karnataka disputed border area Candidates	<p>1)Certificate stating that Candidate belongs to the disputed border area in <b>Pro forma-G1</b>.</p> <p style="text-align: center;"><b>And</b></p> <p>2)Certificate stating that the mother tongue of the Candidate is Marathi in <b>Pro forma-G2</b></p>
7	Backward class candidates belonging to S.C./ S.T. from the State of Maharashtra only.	<p>1)Caste certificate.</p> <p style="text-align: center;"><b>And</b></p> <p>2)Caste/Tribe validity Certificate.</p> <p>If Caste/Tribe Validity certificate is not available, then</p>

		candidate has to upload Receipt of application form for Caste/Tribe Validity Certificate. But Candidates have to upload the Caste/Tribe Validity certificate before the last date of confirmation of Admission of First Round, otherwise candidate will be considered in Open category in the subsequent rounds.
8	Backward class candidates belonging to VJ/DT/NT(A)/NT(B)/NT(C)/NT(D)/O.B.C/S.B.C from the State of Maharashtra only.	1)Caste certificate. <b>And</b> 2)Caste/Tribe validity Certificate.  If Caste/Tribe Validity certificate is not available, then candidate has to upload Receipt of application form for Caste/Tribe Validity Certificate. But Candidates have to upload the Caste/Tribe Validity certificate before the last date of confirmation of Admission of First Round, otherwise candidate will be considered in Open category in the subsequent rounds. <b>And</b> 3)Non creamy layer certificate <b>valid up to 31<sup>st</sup> March 2020.</b>
	Socially & Economically Backward class candidates, S.E.B.C from the State of Maharashtra only.	1)Caste certificate. <b>And</b> 2)Non creamy layer certificate <b>valid up to 31<sup>st</sup> March 2020.</b>
	Economically Weaker Section Candidates, E.W.S from the State of Maharashtra only	1) Eligibility Certificate for Economically Weaker Section.
9	Ex-Servicemen ( Def-1)	1)Defence Service Certificate <b>Pro forma-C.</b> <b>And</b> 2)Domicile Certificate of Father/Mother who is an ex-service personnel is domiciled in the State of Maharashtra.
10	Active Domicile Defence Candidates. ( Def-2 )	1)Defence service Certificate <b>Pro forma-C.</b> <b>And</b> 2)Domicile certificate of Father/Mother who is active defence service person is domiciled in the State of Maharashtra.
11	Active Non Domicile Defence candidates. ( Def-3 )	1)Defence Service Certificate <b>Pro forma-C</b> <b>And</b> 2) Certificate from the Employer in the <b>Pro forma-D</b> stating that Father/Mother of the candidate who is an active defence service person presently posted in Maharashtra. <b>OR</b> Certificate from the Employer in the <b>Proforma-E</b> stating that Father/Mother of the candidate who is an active defence service person and has retained the family in his previous place of posting in Maharashtra.
12	<b>Person With Disability Candidates [PWD].:-</b>  Locomotor disability Leprosy cured person Cerebral palsy Dwarfism Muscular dystrophy	1)PWD Medical Certificate issued by Civil Surgeon of the District Hospital & or Approved Medical Board / or All India Institute established by Central Government Competent to certify the Disability.  <b>And</b> 2)Domicile Certificate of the candidate from the State of

	<p>Acid attack victims Blindness Low-vision Deaf Hard of hearing Speech and language disability Intellectual disability Specific learning disabilities Autism spectrum disorder Mental illness Multiple sclerosis Parkinson's disease Hemophilia Thalassemia Sickle cell disease Multiple Disabilities</p>	<p>Maharashtra. <b>OR</b> 2)Birth Certificate Mentioning the Place of Birth which is in Maharashtra. <b>OR</b> 2)School Leaving certificate of the candidate Indicating place of Birth in the State of Maharashtra.</p>
13	Jammu and Kashmir Migrant Candidates.	<p>1)Certificate of posting in case of defence and Government servants in <b>Proforma-J</b> <b>Or</b> 2)Certificate of stay in refugee camp for those staying in camp in <b>Pro forma-K</b> <b>Or</b> 3)Certificate stating that the candidate belongs to displaced family in <b>Pro forma-L</b></p>
14	Minority Candidates	<p>1)Domicile certificate of the candidate belonging to the State of Maharashtra. <b>AND</b> 2)Declaration of the Candidate for the respective Linguistic / Religious Minority Community in <b>Proforma "O"</b> <b>OR</b> 2)Leaving Certificate having Information pertaining to Religion / Mother tongue</p>
15	Certificate for Orphan Candidates	<p>1)Orphan Certificate issued by Competent Authority. These candidate claiming reservation under this quota as per G.R.No OCC-2011/C.N.212/Desk-3 Woman and Child Development Department, Mantralaya Mumbai 400032 dated 2<sup>nd</sup> April 2018 will produce Orphan Certificate from Regional Deputy Commissioner, Woman and Child Development.</p>

**Pro forma-A**  
**[For Type-C candidates]**

[For sons and daughters of Central Government/Government of India Undertaking Employees]

**CERTIFICATE**

This is certify that Shri/Smt. \_\_\_\_\_ is an employee in the capacity of \_\_\_\_\_ (Designation) in \_\_\_\_\_ (Name of the Organization/ Establishment/ Department)

This Organization/ Establishment/ Department is Under \_\_\_\_\_ (Department of Central Government/ Government of India Undertaking)

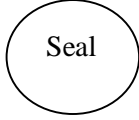
Shri/Smt. \_\_\_\_\_ is transferred to \_\_\_\_\_ in Maharashtra State  
Vide transfer Order No. \_\_\_\_\_ Dated \_\_\_\_\_

He/ She has joined duty in Maharashtra on \_\_\_\_\_ and is currently working in the same post.

This certificate is issued for the purpose of his/her son/ daughter \_\_\_\_\_'s admission to the First year of the Two Year Full Time Under Graduate Degree Course in B.Ed for the academic year 2019-20.

**Outward No.& Date**

**Place:**



**(Signature)**

**Name & Designation of the Head of the Office**

**Note: This Pro forma is to be accompanied by attested copy of:-1) Transfer order 2) Joining report**

**Pro forma-B-1**  
**[For Type-D candidates]**

[For sons and daughters of Maharashtra state Government/Maharashtra State Government Undertaking Employees]

**CERTIFICATE**

This is certify that Shri/Smt. \_\_\_\_\_ is an employee in the capacity of \_\_\_\_\_ (Designation) in \_\_\_\_\_ (Name of the Organization / Establishment / Department)

This Organization/ Establishment/ Department is Under \_\_\_\_\_ (Department of Central Government/ Government of India Undertaking)

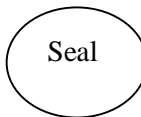
Shri/Smt. \_\_\_\_\_ is transferred to \_\_\_\_\_ in Maharashtra State  
Vide transfer Order No. \_\_\_\_\_ Dated \_\_\_\_\_

He/ She has joined duty in Maharashtra on \_\_\_\_\_ and is currently working in the same post.

This certificate is issued for the purpose of his/her son/ daughter \_\_\_\_\_'s admission to the First year of the Two Year Full Time Under Graduate Degree Course in B.Ed for the academic year 2019-20.

**Outward No.& Date**

**Place:**



**(Signature)**

**Name & Designation of the Head of the Office**

**Note: This Pro forma is to be accompanied by attested copy of:- 1) Transfer order 2) Joining report.**

**Pro forma B-2  
(For Type-D Candidate)**

[For sons and daughters of Maharashtra state Government/Maharashtra State Government Undertaking retired Employee]

**UNDERTAKING**

This is to undertake that I, \_\_\_\_\_ have retired from the service from the post of \_\_\_\_\_(Designation) in \_\_\_\_\_ (Name of the Organization/Establishment / Department)

This Organization/Establishment/Department is Under \_\_\_\_\_(Department of Maharashtra State Government/ Maharashtra State Government Undertaking).

I have retired on \_\_\_\_\_ and settled in \_\_\_\_\_ Taluka \_\_\_\_\_ District.

This undertaking is submitted for the purpose of my son/ daughter \_\_\_\_\_'s admission to the First year of the Two Year Full Time Under Graduate Degree Course in B.Ed for the academic year 2019-20.

Place:

Signature

Date:

Name

Note: : This Pro forma is to be accompanied by attested copy of:- 1) Pension Order. 2) Proof of settlement (Ration Card/Electricity Bill/Aadhar card/ Telephone Bill/ Property Documents/Election card).

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**Pro forma -C**

**(For Def-1, Def-2 and Def-3 Candidate)**

[For sons and daughters of Defence Service Personnel]

**CERTIFICATE**

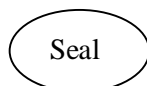
This is to certify that Shri/Smt. \_\_\_\_\_, ( Full name of the Employee with Rank of the employee) is/has been a member of Armed forces of India. He /she has put in \_\_\_\_\_ Years of service in Indian Army/Indian Navy/Indian Air Force from \_\_\_\_\_ to \_\_\_\_\_ and is currently working/retired from service on \_\_\_\_\_ / permanently disabled since \_\_\_\_\_ / killed in action on \_\_\_\_\_

This certificate is issued for the purpose of his/her son/ daughter's \_\_\_\_\_ admission to the First year of the Two Year Full Time Under Graduate Degree Course in B.Ed for the academic year 2019-20.

Outward No.& date

Signature

Place:



Name and Designation of the Authority

not below the rank of Commandant or equivalent/

District Sainik Welfare Officer

Note: 1) This certificate is **not** to be issued for the Civilian Staff working in the Indian Army/Navy/Air force.

2)For Def-1 and Def-2 candidates, above pro forma is to be accompanied by attested copy of **Domicile certificate of parents who is in active service or ex-serviceman.**

**Pro forma-D**  
**(For Def-3 Candidates)**

[For sons and daughters of Active Defence service personnel not domiciled in Maharashtra state]

CERTIFICATE

This is to certify that Shri/Smt. \_\_\_\_\_, ( Full name of the Employee with Rank of the employee) is a member of Armed forces of India, and is currently in Indian Army/Indian Navy/Indian Air Force.

Shri/Smt. \_\_\_\_\_ is transferred to \_\_\_\_\_(Place of Posting) in Maharashtra State vide transfer order No. \_\_\_\_\_ Dated \_\_\_\_\_. He/ She has joined duty in Maharashtra on \_\_\_\_\_(Date of Joining) and is currently working in the same post.

This certificate is issued for the purpose of his/her son/ daughter's \_\_\_\_\_ admission to the First year of the Two Year Full Time Under Graduate Degree Course in B.Ed for the academic year 2019-20.

Outward No.& date



( Signature)

Place:

Name and Designation of the

Head of the Office

**Note: This Pro forma is to be accompanied by attested copy of:- 1) Transfer order 2) Joining report.**

This certificate is **not** to be issued for the Civilian Staff working in the Indian Army/Navy/ Air force.

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**Pro forma-E**

**(For Def-3 Candidates)**

[For sons and daughters of Active Defence service personnel not domiciled in Maharashtra state but retained their family accommodation ]

CERTIFICATE

This is to certify that Shri/Smt. \_\_\_\_\_, ( Full name of the Employee with Rank of the employee) is a member of Armed forces of India, and is currently in Indian Army/Indian Navy/Indian Air Force.

Shri/Smt. \_\_\_\_\_ is presently posted at \_\_\_\_\_(Place of Posting).His/Her previous posting was at \_\_\_\_\_in Maharashtra state .

He/she has retained family accommodation in \_\_\_\_\_ in \_\_\_\_\_ Maharashtra State on account of posting in non- family station /for education purpose of son/daughter.

This certificate is issued for the purpose of his/her son/ daughter's \_\_\_\_\_ admission to the First year of the Two Year Full Time Under Graduate Degree Course in B.Ed for the academic year 2019-20.

Outward No.& date



( Signature)

Place:

Name and Designation of the Head of the Office

This certificate is **not** to be issued for the Civilian Staff working in the Indian Army/Navy/ Air force.



Pro forma-G1  
(For candidates from Maharashtra and Karnataka disputed Border Area)

CERTIFICATE

This is to certify that Shri / Smt. \_\_\_\_\_(Candidate himself/herself) is a resident of \_\_\_\_\_Village in \_\_\_\_\_Taluka \_\_\_\_\_District. This village is a village which exists in Maharashtra Karnataka disputed border area.

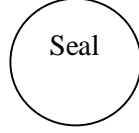
This certificate is issued or the purpose of his / her ward's / candidate's admission to the First year of the Two Year Full Time Under Graduate Degree Course in B.Ed for the academic year 2019-20.

Outward No.& Date:

District Collector/Deputy Commissioner/

District Magistrate/ Additional District Magistrate/

Taluka Executive Magistrate



Place:

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Pro forma-G2

(For candidates from Maharashtra and Karnataka disputed Border Area)

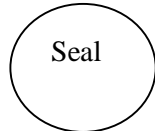
CERTIFICATE

This is to certify that Mr./Miss . \_\_\_\_\_ is a student of this School/College. He / She has passed Std.XII / \_\_\_\_\_degree examination from this school / college located in Maharashtra Karnataka disputed border area. His / Her mother tongue is Marathi and he / she has passed Std.X / Std. XII / \_\_\_\_\_ degree examination with Marathi as one of the subjects.

This certificate is issued or the purpose of his / her admission to the First year of the Two Year Full Time Under Graduate Degree Course in B.Ed for the academic year 2019-20.

Outward No.& Date:

Head Master/ Principal



School / College

Place:

Pro forma-J

(For sons and daughters of defence/Para-military force/I.A.S. / I.P.S. /I.F.S./J&K Police officials posted in Jammu/ Kashmir to combat terrorist activities)

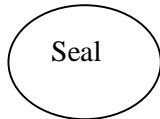
CERTIFICATE

This is to certify that Shri / Smt. . \_\_\_\_\_ is an official belonging to defence/Para-military force/I.A.S. / I.P.S. /I.F.S./J&K Police presently posted and working at \_\_\_\_\_ which is treated as disturbed area in Jammu & Kashmir.

This certificate is issued on the purpose of his / her son/ daughter's admission to the First year of the Two Year Full Time Under Graduate Degree Course in B.Ed for the academic year 2019-20.

Outward No.& Date:

Head of the Office



Place:

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Pro forma-K

(For Jammu/ Kashmir Migrant candidates)  
(Migrants staying in refugee camps)

CERTIFICATE

This is to certify that Mr. / Miss . \_\_\_\_\_ belongs to a family residing in this refugee camp after being displaced after 1990 due to terrorist activities in Jammu & Kashmir.

The details of refugee status is as under.

Ration Card Number:

Name of the members on ration card:

This certificate is issued for the purpose of his / her admission to the First year of the Two Year Full Time Under Graduate Degree Course in B.Ed for the academic year 2019-20.

Outward No.& Date:

Name & Signature of Head of the Office



Migrant / Refugee Camp

Place:

Pro forma-L

(For Refugees staying with relatives)

(Displace Jammu / Kashmir candidates staying with relatives / friends in India other than  
Migrant / Refugee camp)

CERTIFICATE

This is to certify that Mr. / Miss . \_\_\_\_\_ is a displaced person from Jammu & Kashmir after 1990 due to terrorist activities in Jammu & Kashmir. He / She is staying with \_\_\_\_\_ ( Name & complete address of the Person with whom the candidate is staying at present) since past \_\_\_\_\_ years.

This certificate is issued for the purpose of his / her admission to the First year of the Two Year Full Time Under Graduate Degree Course in B.Ed for the academic year 2019-20.

Outward No.& Date:

Name & Signature of District Collector

Sea

Place:

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Pro forma-O  
(For seats under Minority Quota)

**MINORITY COMMUNITY STUDENT'S SELF DECLARATION  
For Admission to B.Ed-2019-20**

I, \_\_\_\_\_ Son / Daughter of \_\_\_\_\_

Resident of \_\_\_\_\_

\_\_\_\_\_ ( Full address) hereby declare  
that

I belong to the Gujarati/Shindi/Hindi/Panjabi/Kannada /Linguistic minority  
community.

I belong to the Muslim/Sikh /Christian /Buddhist / Jain / Zoroastrian (Parsi)\*  
religious minority community

and / or

As my mother tongue is not mentioned in my Leaving/Transfer Certificate for deciding my  
candidature under linguistic minority status. I undertake that my mother tongue is  
\_\_\_\_\_.

I undertake to submit the relevant documents supporting my claim for belonging to  
minority community as per government resolution Minority Department No.AVV-  
2010C.No109/10Desk-5,Dated 1/7/2013 at the time admission to the Admitted Institution.

Date:

Signature

Place:

Name of the Candidate

(\*Strike out whichever is not applicable)