



## महाराष्ट्र शासन राज्य सामाईक प्रवेश परीक्षा कक्ष

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फोर्ट, मुंबई - ४०० ००१

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क्र. रासाप्रपक/तंशिप्र- १२२२/प्र.क्र.०७/CAP/सुविधा केंद्र(FC)/परिपत्रक/२०२२/११८२, दिनांक : २१/०७/२०२२

### परिपत्रक

**विषय : तंत्रशिक्षण विभागांतर्गत प्रवेश प्रक्रियेसाठी सुविधा केंद्रे (FC) नोंदणीबाबत...**

राज्य सामाईक प्रवेश परीक्षा कक्षामार्फत विविध व्यावसायिक पदवी व पदव्युत्तर अभ्यासक्रमाच्या सामाईक प्रवेश परीक्षा व त्यावर आधारित केंद्रिभूत प्रवेश प्रक्रिया राबविण्यात येतात.

त्याअनुषंगाने राज्य सामाईक प्रवेश परीक्षा कक्षाच्या तंत्रशिक्षण विभागामार्फत विविध व्यावसायिक अभ्यासक्रमांकरिता सन २०२०-२०२१ मध्ये केंद्रिभूत प्रवेश प्रक्रियेकरिता सुविधा केंद्रे (Facilitation Centre) नेमण्यात आली होती. केंद्रिभूत प्रवेश प्रक्रियेदरम्यान काही सुविधा केंद्रांबाबत विद्यार्थी-पालक यांचेकडून तक्रारी प्राप्त झाल्या होत्या. शैक्षणिक वर्ष २०२२-२०२३ मधील केंद्रिभूत प्रवेश प्रक्रिये दरम्यान सदर सुविधा केंद्र यांचेकडून अशा प्रकारच्या तक्रारी प्राप्त होऊ नये याकरिता राज्य सामाईक प्रवेश परीक्षा कक्षामार्फत विविध सुविधा उपलब्ध असणारी सुविधा केंद्रे (Facilitation Centre) निवडण्यात येणार आहे.

त्याकरिता जी महाविद्यालये सुविधा केंद्रासाठी इच्छुक असतील त्यांच्याकरिता राज्य सामाईक प्रवेश परीक्षा कक्षाच्या संकेतस्थळावर दिनांक २१/०७/२०२२ ते ०५/०८/२०२२ या कालावधीत नोंदणीकरिता पोर्टल उपलब्ध करून देण्यात येत आहे. तरी ज्या संस्था इच्छुक असतील त्यांनी उपरोक्त कालावधीत <https://fcreq2022.mahacet.info/> पोर्टलवर नोंदणी करणे आवश्यक असून नोंदणी करताना त्यात भरलेली संपूर्ण माहिती योग्य व परिपूर्ण असल्याची खातरजमा करून नोंदणी करण्यात यावी.

शैक्षणिक वर्ष २०२२-२३ करिता राज्य सामाईक प्रवेश परीक्षा कक्षाच्या पोर्टलवर नोंदणी केलेल्या महाविद्यालयांमधून विद्यार्थी-पालक यांचेकरिता सुविधा केंद्र (Facilitation Centre) उपलब्ध करून देण्यासाठी महाविद्यालय निवडण्यात येईल. प्रवेश प्रक्रियेसाठी निवडण्यात आलेल्या सुविधा केंद्रांनी नियमानुसार प्रक्रियेचे काम योग्यरितीने पूर्ण करणे आवश्यक आहे. सुविधा केंद्रांकरिता मार्गदर्शक सूचना (FC Guidelines) सोबत जोडल्या आहेत.

सुविधा केंद्रांबाबत तक्रार प्राप्त झाल्यास संबंधित महाविद्यालयावर नियमानुसार कार्यवाही करण्यात येईल याची नोंद घ्यावी.

सही/-

(रविंद्र जगताप) भा.प्र.से.

आयुक्त

राज्य सामाईक प्रवेश परीक्षा कक्ष

महाराष्ट्र राज्य, मुंबई

## **Roles & Responsibility, Infrastructure requirement and Payment to Facilitation Centers for Admission to Professional Technical Courses for Admission in Academic Year 2022-23.**

The Commissioner, State Common Entrance Test Cell (Competent Authority) shall carry out the Admission Process for Admissions to various Professional Courses for Academic Year 2022-23 as per the Admission Rules and Government Resolutions.

The Government of Maharashtra has declared Commissioner, State Common Entrance Test Cell as Competent Authority to carry out the CAP activities for these admissions. The schedule for CAP shall be published by the Competent Authority.

The Director/Principal of the institute working as Facilitation Center (FC) should appoint one coordinator (from senior faculty members) and required supporting staff having computer knowledge for this activity.

### **The role of Facilitation Center is as follows.**

#### **Activity-I: Registration and Submission of online Application Form**

1. Registration and Submission of Online Application Form
2. Scanning & uploading of required documents
3. Printing of submitted Application Form (One Copy) for Candidate

#### **Note:**

- 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 facilitation of FC for this activity.
- c. FC should not collect and keep Custody of Original documents of any Candidate in any Case. Otherwise FC Will be issued Show case

#### **Activity-II: Verification of Documents, Confirmation of Application form.**

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 FC with print of online filled & Submitted application form & one set of copy of uploaded documents. FC shall verify all documents and put FC 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:**

- a. It is mandatory for the candidate to report to FC for this activity.
- b. 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)**

1. Facilitate the candidate for Submission of Online Option Form.

2. Printing of Submitted Option Form.
3. FC should not insist and instruct or guide to select preferences choices during option form filling.

**Note:**

- 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 facilitation of FC for this activity.

**Important Instructions to FC: -**

1. All FC shall create the user name and password by entering the DTE code and Password on respective admission portal (example: for Engineering admission portal fe2019.mahacet.org) before 04/07/2019 @ 12.00 noon. For any help kindly contact to the IT support team at CET cell on @ 022-22016159/53/57.
2. The FC shall assist the aspiring candidate in submission of Online Application Form.
3. Role of FCs 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 FC.
4. FC has to certify with stamp and signature of Co-ordinator that "All original documents are verified by them."
5. FCs should scrutinize and verify the documents carefully with at most correctness. Any fault or negligence at the level of FC will be dealt seriously. Due to fault or negligence on the part of FC if any candidate has to suffer after admission, responsibility of such admission will be fixed on particular person working in FCs and appropriate action will be taken against such persons.
6. If any FC 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. FC will be liable for severe action like non payment of honorarium dues and /or disqualified as FC activities henceforth.

**The FC shall provide following minimum infrastructure:-**

1. Minimum 10 Nos. i5/i7 PC or of higher configuration each for Confirmation and additional 10 PCs to be made available for Candidates use.
2. Windows 8 or higher Operating System with up to date security & service patches
3. Microsoft Office 2003 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 10 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 Water drinking facility.
12. Separate and clean Washrooms for Gents/Ladies and PWD Candidates.

All Principals of the FCs are hereby informed to make the above infrastructure ready and in working condition before the start of the Online registration and filling Application form and they are required to setup separate facilitation center for submission of online application form as per requirement for smooth conduct of the registration and filling online Application form and Option Form, document verification Process.

**Note: - All FC's shall be open all days from 09.00 a.m. to 06.00 p.m. during the schedule published by Competent Authority for respective admissions.**