# Candidate Application Form Filling Manual For

Admission Direct Second Year of Post SSC Diploma in Engineering/Technology

For

Academic Year 2025-26

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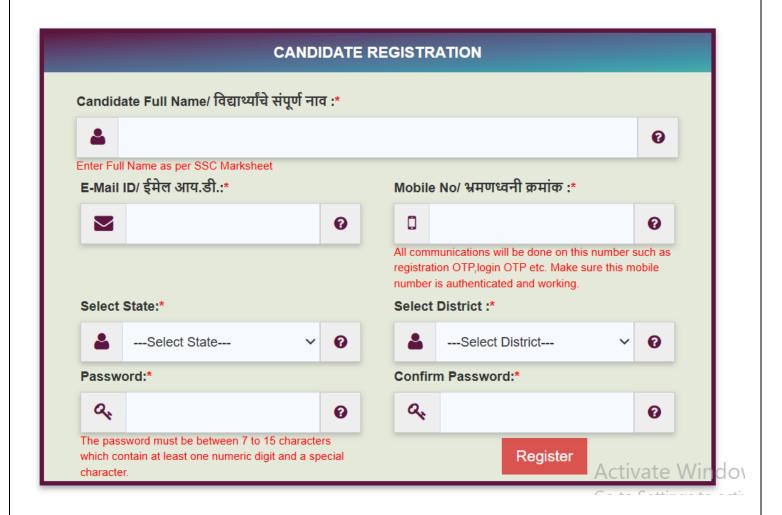
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# 1.0 Home Page

The home screen serves as the main interface of the admission system, providing users with access to various features and functionalities related to online system notification news downloads links new candidate's registration candidate login FC/Sub FC login Moderator Login Institute Login Regional office login/SO login admin login etc.



# 1.1 New Candidate Registration



5

# 1.2 CANDIDATE'S MOBILE NUMBER AUTHENTICATION

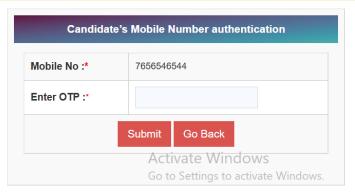
OTP will be sent to the mobile number mentioned for verification through the computerized system. Enter the OTP received on your mobile in the Enter OTP box on the screen and click on the Submit button.

#### **CANDIDATE'S MOBILE NUMBER AUTHENTICATION**

#### Important Instructions:

> Enter the OTP which is received on your Registered Mobile Number.





## 1.3 CANDIDATE REGISTRATION

Based on the information filled in online by the candidate, an application ID has been provided to the candidate through the computerized system. The candidate must permanently save this application ID/User Name for further process.

#### **CANDIDATE REGISTRATION**

#### Note:

- > You can use your Application ID as your User Name and the password which you have set at the time of registration.
- > By Login, you can edit your Online Application Form, before confirmation from Facilitation Centre (In Person or e-Scrutiny).
- > By Login, you can take printout of your Application Form and participate in CAP at various stages.
- > Please complete your application form by following various steps login.

Thank you for Registering Online For Direct Second Year of Post SSC Diploma in Engineering/Technology for AY 2025 - 2026

Dear TEST DSD,

Fill application form for Direct Second Year of Post SSC Diploma in Engineering/Technology for AY 2025 - 2026

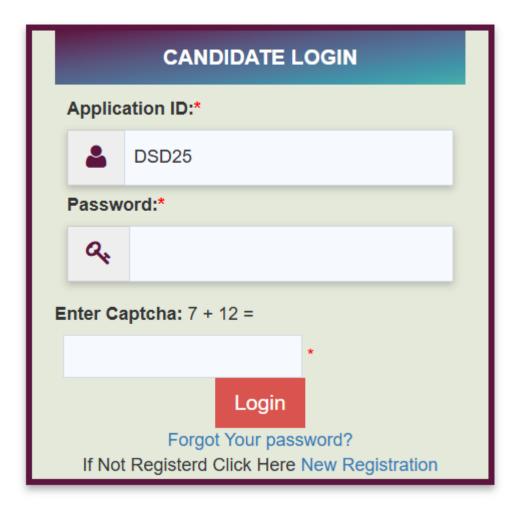
Your Application ID : DSD25116673

Click here for LOGIN and fill/confirm your information.

Activista Mindows

# 1.4 LOGIN PAGE FOR CANDIDATE

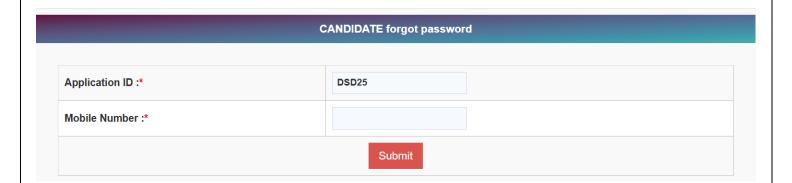
After completing the online registration, enter the application ID/username received through the computerized system, along with the password and captcha mentioned during registration, on the login screen and click the Login button.



# 1.5 CANDIDATE FORGOT PASSWORD

In case Candidate forgot his Password, he can recover his password by clicking on Forgot your Password? Link given in Candidate Login Window.

- Enter correct details for password recovery.
- Enter Mobile number same as that will be used during admission process.
- > OTP will be sent on your Registered Mobile Number.
- Candidate will receive Password on Registered Mobile Number.



# 1.6 Application Scrutiny Mode Selection

After logging in, the candidate will have to select the available methods for scrutiny of their application form as given below with options: E-Scrutiny of the application and Physical Scrutiny at the facilitation center. You need to choose one of these options.

Application Scrutiny Mode Selection	
Instruction for E-Scrutiny Mode	Instruction for Physical -Scrutiny Mode
○ E-Scrutiny	○ Physical-Scrutiny
<ul> <li>After selecting the E-Scrutiny Mode,candidate shall fill online application form and upload the required documents from any computer/smartphone connected to internet.</li> <li>It is not necessary to visit Facilitation Center(FC) for verification and confirmation of the application form. The application &amp; documents will be verified and confirmed by the FC through e-Scrutiny Mode.</li> <li>If no discrepancy, the status of verification &amp; confirmation of the application form will be available in the candidate's Login along with receipt cum Acknowledgement.</li> <li>If discrepancy is found, the details of discrepancy shall be intimated to candidates by sending back his/her Application for rectification on candidate's Login.</li> <li>Candidate must edit the same &amp; resubmit the Application form again for e-Scrutiny.</li> </ul>	<ul> <li>After selecting the Physical-Scrutiny Mode, candidate have to visit the Facilitation Center(FC).</li> <li>Candidate must book online slot.</li> <li>Candidate must visit FC along with the required documents as per the allotted time slot for online filling, scanning &amp; uploading of required documents as well as verification and confirmation of application form.</li> <li>Facilitation Center(FC) will issue verification &amp; confirmation Receipt-cum-Acknowledgement.</li> <li>The application status with respect to verification &amp; confirmation will be available in candidate's Login along with Receipt-cum-Acknowledgement(in case the application is verified &amp; confirmed by the FC).</li> </ul>
> Candidates can change or switch the scrutiny mode at any time before confirm	ning the application form.
Save	Activate Windows Go to Settings to activate Windows.

#### 1.7 E-Facilitation Center (E-Scrutiny)

If you select E-Scrutiny option out of the two given options, a message saying "Your scrutiny mode has been saved" will appear on the screen, and the option to conduct the scrutiny of your application through E-Scrutiny will be successfully recorded. Your application will display a total of eight stages on the candidate's login dashboard. The first stage has been completed, and the candidate must complete the remaining stages. Until all stages on the dashboard are completed, it should be understood that your online application has not been submitted.

## Instruction for E-Scrutiny Mode

# E-Scrutiny

- After selecting the E-Scrutiny Mode,candidate shall fill online application form and upload the required documents from any computer/smartphone connected to internet.
- It is not necessary to visit Facilitation Center(FC) for verification and confirmation of the application form. The application & documents will be verified and confirmed by the FC through e-Scrutiny Mode.
- If no discrepancy, the status of verification & confirmation of the application form will be available in the candidate's Login along with receipt cum Acknowledgement.
- If discrepancy is found, the details of discrepancy shall be intimated to candidates by sending back his/her Application for rectification on candidate's Login.
- Candidate must edit the same & resubmit the Application form again for e-Scrutiny.

#### 1.8 Physical Scrutiny at the Facilitation Center

In this case If you select Physical-Scrutiny option out of the two given options the candidate has to select any nearest FC by selecting district, facilitation center (FC Name), and date for the physical scrutiny at the facilitation center.

## Instruction for Physical -Scrutiny Mode

# Physical-Scrutiny

- > After selecting the Physical-Scrutiny Mode, candidate have to visit the Facilitation Center(FC).
- > Candidate must book online slot.
- Candidate must visit FC along with the required documents as per the allotted time slot for online filling, scanning & uploading of required documents as well as verification and confirmation of application form.
- Facilitation Center(FC) will issue verification & confirmation Receipt-cum-Acknowledgement.
- > The application status with respect to verification & confirmation will be available in candidate's Login along with Receipt-cum-Acknowledgement(in case the application is verified & confirmed by the FC).

# 1.9 PHYSICAL SCRUTINY MODE-SLOT SCHEDULING

In this case candidates can select Time Slot which is convenient to him for confirmation of his Application form.



Select Slot

### 2.0 Step No. 1 - Login Dashboard: -

After filling out the application using either method, the first step details are shown below which shows the current status of the candidate's application form. The Candidate shall complete all steps without fail.

Login Details			
Login ID	DSD25116673	User Name	TEST DSD
User Type	Candidate / Applicant	IP Address	106.222.209.234, 106.222.209.234
Current Login Time	24/06/2025 04:28:25 PM	Previous Login Time	24/06/2025 04:17:40 PM

Application Form St	atus	
Step ID	Step Details	Status
Step 1	Fill Registration Details	Complete
Step 2	Fill Candidature Type Details	Incomplete
Step 3	Fill Candidature Type Home District	Incomplete
Step 4	Fill Category,PWD & Defence Details	Incomplete
Step 5	Fill Qualification Details	Incomplete
Step 6	Fill Personal Details	Incomplete
Step 7	Upload Photo Activate	
Step 8	Pay Application Fees	ngs to activate Windows. Incomplete

#### 2.1 Step No. 2 - Select Candidature Type (Fill Candidature Type Details):-

Based on the information provided by the candidate regarding their candidature type, select the appropriate type of candidature. After selecting the type, click on the "Save and Proceed" button below. For example, if the candidate was born in Maharashtra and completed their education in Maharashtra, they should select "Maharashtra State Candidate - Type A" as their candidature type.

TYPE OF CANDIDATURE	
Claim type of Application	
Note:	
> Your merit number will be decided based on the Qualifying Examination you select here.	
You are applying on the basis of Qualifying Examination Group 1(HSC) Group 2 (ITI)	
Claim type of Candidature / उमेदवारीचे प्रकार निवडा	
Note:	
> Read all the Candidature types carefully and claim your type of candidature by clicking on the radio button and then click on proceed button.	
Type of Candidature / Eligibility Requirement / उमेदवारीचे प्रकार / पात्रतेचे निकष	Select Type
Maharashtra State Candidate - Type A / महाराष्ट्र राज्य उमेदवार - प्रकार ए	
Candidate passed 10+2 examination with Physics / Mathematics / Chemistry / Computer Science / Electronics / Information Technology / Biology / Informatics Practices / Biotechnology / Technical Vocational subject / Agriculture /	
Engineering Graphics / Business Studies / Entrepreneurship as per Schedule VI from a recognized institution in Maharashtra State. OR 10th + (2 years ITI) from a recognized institution in Maharashtra State.	0
	0
Engineering Graphics / Business Studies / Entrepreneurship as per Schedule VI from a recognized institution in Maharashtra State. OR 10th + (2 years ITI) from a recognized institution in Maharashtra State.  महाराष्ट्र राज्यातील मान्यताप्राप्त संस्थेमधून १० + २ परीक्षा, पुढीलपैकी विषयांसह अनुसूची-सहा मध्ये नमुद केत्यानुसार उत्तीर्ण केलेली असली पाहिंजे (भौतिकशास्त / गिणत / रसायनशास्त / कॉम्युटर सायन्स / इलेक्ट्रॉनिवस / इन्फोर्मेशन टेक्नोलॉजी / जीवशास्त / इन्फोर्मेशन टेक्नोलॉजी / जीवशास	0
Engineering Graphics / Business Studies / Entrepreneurship as per Schedule VI from a recognized institution in Maharashtra State. OR 10th + (2 years ITI) from a recognized institution in Maharashtra State.  महाराष्ट्र राज्यातील मान्यताप्राप्त संस्थेमधून १० + २ परीक्षा, पुढीलपैकी विषयांसह अनुसूची-सहा मध्ये नमुद केत्यानुसार उत्तीर्ण केलेली असली पाहिजे; (भौतिकशास्त / गणित / रसायनशास्त / कॉम्पुटर सायन्स / इलेक्ट्रॉनिक्स / इन्फोर्मेशन टेक्नोलॉजी / जीवशास्त / इन्फोर्मेशन टेक्नोलॉजी / जीवशास / इन्फोर्मेशन टेक्नोलॉजी /	0
Engineering Graphics / Business Studies / Entrepreneurship as per Schedule VI from a recognized institution in Maharashtra State. OR 10th + (2 years ITI) from a recognized institution in Maharashtra State.  महाराष्ट्र राज्यातील मान्यताप्राप्त संस्थेमधून १० + २ परीक्षा, पुढोलपेकी विषयांसह अनुसुची-सहा मध्ये नमुद केत्यानुसार उत्तीर्ण केलेली असली पाहिच्चे (भीतिकशास्त / गणित / रसायनशास्त / कॉम्यूटर सायन्स / इलेक्ट्रॉनिस्त / इन्फोमॅशन टेक्नोलॉजी / विवास / इलेक्ट्रॉनिस / इन्फोमॅशन टेक्नोलॉजी / विवास / इन्फोम्यें / विवास / इन्फोमॅशन टेक्नोलॉजी /	
Engineering Graphics / Business Studies / Entrepreneurship as per Schedule VI from a recognized institution in Maharashtra State.  महाराष्ट्र राज्यातील मान्यताप्राप्त संस्थेमधून १० + २ परीक्षा, पूढीलपेकी विषयांसह अनुसूची-सहा मध्ये नमुद केत्यानुसार उत्तीर्ण केलेली असली पाहिजे (भीतिकशास्त / गणित / रसायनशास्त / कॉम्यूटर सायन्स / इलेक्ट्रॉनिवस / इल्क्ट्रॉनिवस / इल्क्ट्रॉनिवस / इल्क्ट्रॉनिवस / इलेक्ट्रॉनिवस / इल्क्ट्रॉनिवस / इल्क्ट्रॉनिवस / इल्क्ट्रॉनिवस / इलेक्ट्रॉनिवस / इल्क्ट्रॉनिवस / इलेक्ट्रॉनिवस / इलेक्	0
Engineering Graphics / Business Studies / Entrepreneurship as per Schedule VI from a recognized institution in Maharashtra State. OR 10th + (2 years ITI) from a recognized institution in Maharashtra State.  महाराष्ट्र राज्यातील मान्यताप्राप्त संस्थेमधून १० + २ परीक्षा, पुढीलपैकी विषयांसह अनुसूची-सहा मध्ये नमुद केत्यानुसार उत्तीर्ण केलेली असली पाहिन्जे. (भीतिकशास्त / गणित / रसायनशास्त / कॉम्मुटर सायन्स / इलेक्ट्रॉनिवस / इन्फोर्मेशन टेक्नोलॉजी / जीवशास्त / इलेक्ट्रॉनिवस / इन्फोर्मेशन टेक्नोलॉजी / जीवशासत / इलेक्ट्रॉनिवस / इलेक्ट्रॉनिवस / इन्फोर्मेशन टेक्नोलॉजी / जीवशासत / इलेक्ट्रॉनिवस	
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Maharashtra State Candidate - Type E / महाराष्ट्र राज्य उमेदवार - प्रकार इ	
Candidate passed 10+2 examination with Physics/ Mathematics /Chemistry/ Computer Science/ Electronics /Information Technology / Biology/ Informatics Practices/ Biolechnology/ Technical Vocational subject/ Agriculture/ Engineering Graphics / Business Studies/Entrepreneurship (Any of the three) from a recognized institution located and residing in a Maharashtra Kamataka Border area as notified by Government of Maharashtra, and also wimother tongue is Marathi, OR 10th + (2 years ITI) from a recognized institution located and residing in a Maharashtra Kamataka Border area as notified by Government of Maharashtra, and also whose mother tongue is Marathi, OR 10th + (2 years ITI) from a recognized institution located and residing in a Maharashtra Kamataka Border area as notified by Government of Maharashtra, and also whose mother tongue is Marathi.	
महाराष्ट्र शासनाने अधिसूचित केत्याप्रमाणे महाराष्ट्र कर्नाटक सीमाक्षेत्रातील मान्यताप्राज्ञ संस्थेमधून व त्या भागातील रहिवासी असलेला, १०-१ परीक्षा, पुढीलपैकी कोणतेही तीन विषयंसह (भौतिकशास्त्रणीठगरसावाच्यास्त्रणाँम्पट सार्यस्थ्रलेक्ट्रॉनिक्सह्न्कॉर्मशन टेकनोलीजिजीवशास्त्रहंकॉरमेटिकस प्रेक्टिसेसबायोटेकनोलिकिटकिनकल व्होकेशनल सब्बेस्टसर्थंप्रीकलचर/अभियांत्रिकी ग्राफिक्सिबिद्धनेस स्टडीजर्एटरप्रीनरशिय) उत्तीर्ण केलेली पाहिजे, किंवा महाराष्ट्र शासनाने अधिसूचित केत्याप्रमाणे महाराष्ट्र कर्नाटक सीमाक्षेत्रा मान्यताप्राज्ञ संस्थेमधून व त्या भागातील रहिवासी असलेला,एसएससी नंतरचा औद्योगिक प्रशिक्षण संस्थेमधून २ वर्षाचा पाठ्यक्रम उत्तीर्ण झालेला आणि ज्यांची मातृभाषा मराठी आहे, असा उमेदवार.	तील
Outside Maharashtra State(OMS) । महाराष्ट्र राज्याबाहेरील उमेदवार	
Does not satisfy as Type-A, Type-B, Type-C, Type-D and Type-E Candidate AND Qualifying Examination from a Recognized Institution situated outside the State of Maharashtra.  Note:- Other than Maharashtra State Candidates shall be eligible admissions in vacant seats after CAP. Refer Rule 13 for details.	0
Save and Proceed Activate Windo	OWS

#### Case Type 1: Candidature Type A

Candidate passed 10+2 examination with Physics / Mathematics / Chemistry / Computer Science / Electronics / Information Technology / Biology / Informatics Practices / Biotechnology / Technical Vocational subject / Agriculture / Engineering Graphics / Business Studies / Entrepreneurship as per Schedule VI from a recognized institution in Maharashtra State. OR 10th + (2 years ITI) from a recognized institution in Maharashtra State.

#### Case Type 2: Candidature Type B

Candidate who does not fall in Type A above, but who or whose father or mother is domiciled in the State of Maharashtra and possesses domicile certificate.

#### Case Type 3: Candidature Type C

Candidate who does not fall in either Type A or Type B but whose father or mother is an employee of the Government of India or Government of India Undertaking and who has been posted and reported to duty in Maharashtra State before the last date for submitting the Application Form for CAP.

#### Case Type 4: Candidature Type D

Candidate who does not fall in any of the above Type A, Type B and Type C but whose father or mother is an employee or retired employee of the Government of Maharashtra or Government of Maharashtra Undertaking.

#### Case Type 5: Candidature Type E

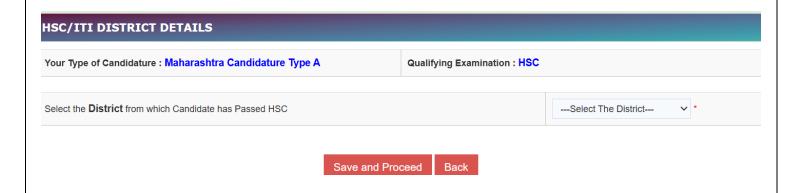
Candidate passed 10+2 examination with Physics/ Mathematics /Chemistry/ Computer Science/ Electronics /Information Technology / Biology/ Informatics Practices/ Biotechnology/ Technical Vocational subject/ Agriculture/ Engineering Graphics / Business Studies/Entrepreneurship (Any of the three) from a recognized institution located and residing in a Maharashtra Karnataka Border area as notified by Government of Maharashtra, and also whose mother tongue is Marathi, OR 10th + (2 years ITI) from a recognized institution located and residing in a Maharashtra Karnataka Border area as notified by Government of Maharashtra, and also whose mother tongue is Marathi.

#### Case Type 6: Candidature Type Outside Maharashtra State(OMS)

Does not satisfy as Type-A, Type-B, Type-C, Type-D and Type-E Candidate AND Qualifying Examination from a Recognized Institution situated outside the State of Maharashtra.

### 2.2 Step No. 3 - HSC/ITI DISTRICT DETAILS: -

The candidate needs to select the district and taluka where he/she passed the HSC examinations. After entering the details, click on the "Save and Proceed" button below.



#### 2.3 Step No. 4 - RESERVATION DECISION: -

The candidate needs to select the category he/she belong to. If the candidate wishes to apply under the General category based on economic criteria, they must also upload the necessary documents related to it. If the candidate wishes to apply under a reserved category, they must select the appropriate category and provide the necessary supporting documents to claim the reservation.

If the candidate belongs to the Divyang category, they must select the Divyang category.

Similarly, if the candidate's parents belong to the ex-servicemen category, they must select the ex-servicemen category and provide the relevant information. After this, click on the "Save and proceed" button below.

ategory Details / प्रवर्ग तपशील		
Do you belong to General/Reserved Category सर्वसाधारण / आरक्षित प्रवर्ग निवडा :	○ General / सर्वसाधारण ○ Reserved / आरक्षित	
Physically Challeged Details / दिव्यांग व्यक्ती तपशील		
Do you belong to Physically Challeged दिव्यांग व्यक्ती तपशील	ं Yes / हो ं No / नाही	
Orphan Details		
Are you an Orphan तुम्ही अनाथ आहात का? *	○ YES ● NO	
Certificate of the Indian Nationality of the candidate		
Defence Details / सरंक्षण कर्मचारी तपशील		
Is Parent a Defence Personnel ? पालक सरंक्षण दलातील कर्मचारी आहे?	○ Yes / हो ○ No / नाही	
Note:  > The Candidate must be an Indian National.  > You are required to scan and upload any one of the following document as a proof of the following documen	of Nationality .	
Certificate of the Indian Nationality of the candidate (usually issued by the Tehsildar/Executive Magistrate/Dy. Collector of the concerned District/Taluka.)		0
The <b>School Leaving Certificate</b> indicating the Nationality of the Candidate as 'Indian' Or The place of birth In India.		0
ndian <b>Passport</b> in the name of the Candidate,issued by Goverment Of India.		0
		0

2.4 Step No. 5 - QUALIFICATION DETAILS: -
To complete your academic details, carefully fill in the required information in the HSC and SSC sections. Select your HSC and SSC boards, passing years, and enter your roll numbers exactly as printed on your marksheets. Ensure the candidate's and mother's names are entered as per the marksheets. Choose all HSC subjects passed from the provided list by checking the relevant boxes. Enter the HSC aggregate marks, and input subject-wise marks for SSC (Mathematics, Science, and English) along with total marks and calculated percentage. Once all fields are completed, click "Save and Proceed" to continue.
21

HSC Details					
Important Instructions :					
> Fill your HSC Details carefully.					
> In case of Grades you are required to provide the certificate stating the marks equiv minimum marks will be considered.	> In case of Grades you are required to provide the certificate stating the marks equivalent to grade awarded by the respective Institutes/Board/University/College. In case of range of Marks given for the grade, the				
	Higher Secondary in March 2023, March 2024 or March 2025, the candidate has to enter the details as per the mark sheet and due to Revaluation or Repeater or the candidates passed prior to 2023, they have to enter the marks manually and upload the				
> "Candidates who have passed from other than the Maharashtra State Bo document."	pard of Secondary and Higher Secondary, the candidate has to enter the marks manually and upload the				
Name of HSC Board *	National Council for Vocational Education and Training				
HSC Passing Year *	Year 🗸				
HSC Roll No. / Seat No. *	(Candidate shall enter Examination Seat Number as per Marksheet.)				
Name of Candidate(As printed on HSC Marksheet) उमेदवाराचे नाव (बारावीच्या गुण पत्रिकेप्रमाणे) :*	TEST DSD The name shall be entered as Surname, First Name and Middle Name. Enter name as per HSC Marksheet (बारावीच्या गुण पत्रिकेग्रमाणे)				
Name of Candidate's Mother(As printed on SSC Marksheet) उमेदवाराच्या आईचे नाव (बारावीच्या गुण पत्रिकेप्रमाणे) : *	(If mother name is not mentioned on marksheet then Enter NA)				
HSC Passing Status बारावी उत्तीर्ण स्थिती : *	Passed				
Select HSC Subjects: * (Please s	elect the HSC subjects you have passed from the list given below.				

Physics	Chemistry	☐ Mathematics	☐ Computer Science
Electronics	☐ Information Technology	Biology	☐ Informatics Practices
Biotechnology	☐Agriculture	☐ Engineering Graphics	☐ Business Studies
☐ Entrepreneurship	☐ Electrical Maintenance (S)/(A/S/C) Paper-I	☐ Electrical Maintenance (S)/(A/S/C) Paper-II	Mechanical Maintenance ☐ (S)/(A/S/C) Paper-I
☐ Mechanical Maintenance (S)/(A/S/C) Paper-II	Scooter and Motor cycle servicing (A/S/C)  Paper-I	Scooter and Motor cycle servicing (A/S/C)  Paper-II	General Civil Engineering (S)/(A/S/C) Paper-I
General Civil Engineering (\$)/(A/\$/C) Paper-II	☐ Banking (A/S/C) Paper-I	☐ Banking (A/S/C) Paper-II	Office Management (A/S/C)  Paper-I
☐ Office Management (A/S/C) Paper-II	☐ Marketing and Salesmanship (A/S/C) Paper-I	☐ Marketing and Salesmanship (A/S/C) Paper-II	Small Industries and Self  ☐ Employment (A/S/C) Paper-I
Small Industries and Self Employment (A/S/C)  ☐ Paper-II	☐ Animal Science and Dairying (S)/(A/S/C) Paper-I	☐ Animal Science and Dairying (S)/(A/S/C) Paper-II	☐ Crop Science (S)/(A/S/C) Paper-I
Crop Science (S)/(A/S/C) Paper-II	☐ Horticulture (S)/(A/S/C) Paper-I	☐ Horticulture (\$)/(A/\$/C) Paper-II	Fish Processing Technology  (A/S/C) Paper-I
Fish Processing Technology (A/S/C) Paper-II	☐ Fresh Water Fish Culture (A/S/C) Paper-I	☐ Fresh Water Fish Culture (A/S/C) Paper-II	☐ Electronics (S)/(A/S/C) Paper-I
☐ Electronics (S)/(A/S/C) Paper-II	☐ Computer Science (S)/(A/S/C) Paper-I	Computer Science (S)/(A/S/C) Paper-II	Automobile Service Technician
Multi Skill Technician (General Engineering) ☐ (E2)	☐ Multi Skill Technician (Electrical)	Multi Skill Technician (Gardening, Landscaping  & Nursery Management) (E4)	Automobile Service Technician  (With Bridge Course) (E5)
Electronics & Hardware Installation Technician  & Computing Peripherals (E5)	Multi Skill Technician (Food Processing &  Preservation) (E6)	☐ Multi Skill Technician (Food Processing) (E6)	☐ Retails Sales Associates
☐ Healthcare-General Duty Assistant	☐ Beauty and Wellness-Beauty Therapist	☐ Sports-Physical Trainer	Agriculture-Micro Irrigation  Technician
Banking, Financial Services & Insurance-  Business Correspondent	☐ Media & Entertainment-Animator	☐ Tourism and Hospitality-Travel Agency Assistant	☐ Automotive Service Technician
Retails Sales Associates	☐ Healthcare-General Duty Assistant	☐ Beauty Therapist	☐ Sports-Physical Trainer
☐ Agriculture Micro Irrigation Technician	Tourism & Hospitality-Customer Service  Executive (Meet & Greet)	☐ Electronics Technology Paper-I	☐ Electronics Technology Paper-II
☐ Electronics Technology Paper-III	☐ Electrical Technology Paper-I	□ Electrical Technology Paper-II Activate	Electrical Technology Paper-III
Automobile Technology/Auto Engg. Technology	Automobile Technology/Auto Engg. Technology	Automobile Technology/Auto Engg. Technology Setting	gs to activate Windows Construction Technology Paper-i

Qualification		Marks Obta	ined	Marks O	OutOf		Percentage
ŀ	HSC Aggregate: *						
Oth/SSC Marks Details  Important Instructions:  > Fill your 10th/SSC Details carefully.  > Candidates passed 10th/SSC examination will have to scan and upload their mark	rsheet						
<ul> <li>In case of Grades you are required to provide the certificate stating the marks equ</li> <li>If any of these subjects is not there in the candidate's mark sheet, then enter 0 and pr</li> </ul>	ivalent to grade aw	rarded by the respective Exami	nation Board. In case (	of range of Marks given for th	e grade, the minimum mark	ks will be considere	ed.
Name of SSC Board दहावी बोडचि नाव*	National Counc	il for Vocational Education and	Training 🗸		SSC Roll No दहावीचा आस		
SSC Passing Year दहावी उत्तीर्ण वर्ष °	Year 🗸						
Qualification		Marks Obtained		Ma	arks OutOf		Percentage
SSC Mathematics: दहातीचे गणिताचे गुण *	0			0			
SSC Science दहावीचे विज्ञानाचे गुण	0			0			
SSC English दहादीचे इंग्रजीचे गुण : *	0			0			
		Save and Proceed	d Back		Activate W		

#### Case Type 1: Maharashtra State Board of Secondary and Higher Secondary Education

Candidates who have registered with Maharashtra State Board 12th std/HSC examination for 2025-revaluation, 2024-revaluation, 2023-revaluation, March-2025, 2024, and 2023 shall fill their Examination Seat Number in Educational Qualification Details and complete the forms by paying the fees.

If the candidate belongs to a Maharashtra board and other than Maharashtra board then he/she asks to manually enter the marks.

#### Case Type 2: Central Board of Secondary Education, Delhi

For CBSE Candidates The aggregate mark means the grand total of marks obtained by the candidate, including all subjects as declared in Mark sheet.

In case the result of the candidate is given in terms of grades, such Candidates are required to submit the graded result into the equivalent marks authorized from the concerned institute /Board.

#### **Case Type 3: Council for Indian School Certificate Examinations**

Student seeking admission on the basis of Group 1 & Group 2 subjects only, the aggregate marks shall be the grand total of marks in any of the 5 subjects from Group 1 & Group 2 where he/she has scored maximum marks. Student seeking admission on the basis of Group 1, Group 2 & Group 3, aggregate marks shall be the grand total of all subjects from all groups.

In case the result of the candidate is given in terms of grades, such Candidates are required to submit the graded result into the equivalent marks authorized from the concerned institute /Board.

#### 2.5 Step No. 6 - Registration of Personal Information (Fill Personal Details): -

The candidate shall fill the personal information in the following form. He shall fill all details regarding full name, mother's name, date of birth, gender, etc.

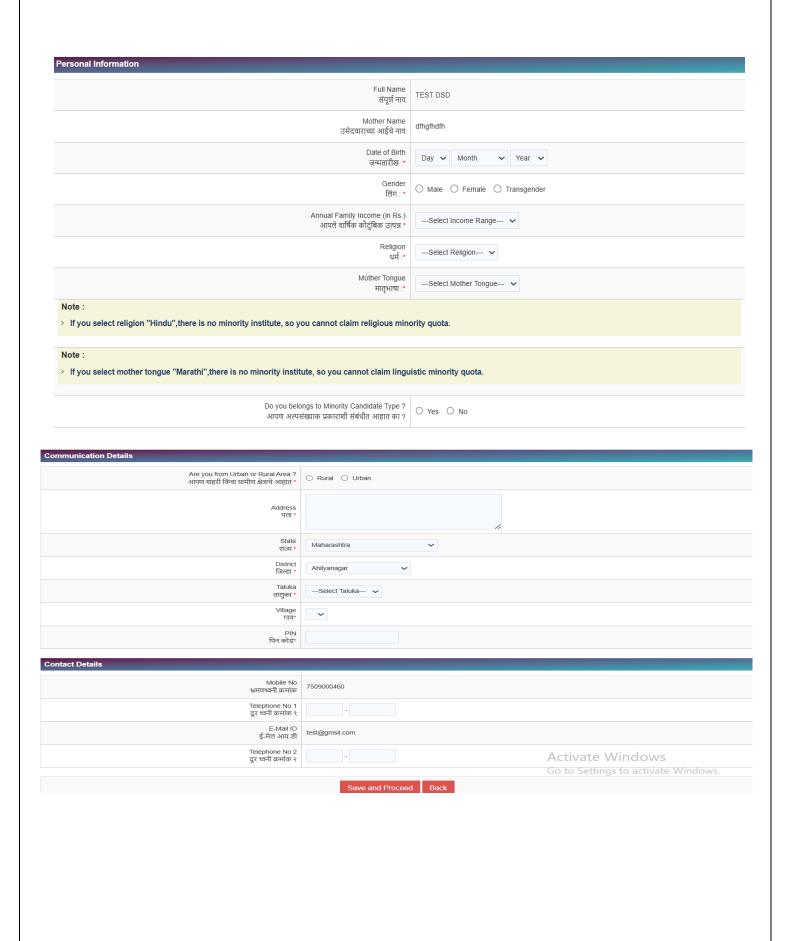
If the candidate belongs to the orphan category, details regarding that must be provided.

It is also necessary to provide information about the candidate's family annual income, religion, nationality, etc.

Additionally, if the candidate wishes to apply under the minority category or under the TFWS reservation, they must provide the necessary details.

The candidate must also provide their postal address as well as contact phone number and email ID.

After this, click on the "Save and Proceed" button below.



#### **Step No. 7 - Uploading Candidate's Photograph:**

The candidate is required to upload their latest photograph. After clicking on the "Choose File" button, the candidate can successfully upload their photo. After this, click on the "Save and Proceed" button below.



Photo format & size of the photo details: can upload a JPG, GIF, or PNG file

### 2.6 Step No. 8 - Upload Scanned Documents. -

- Candidate will have to upload all the relevant documents as per his/her application details. The same documents need to be produced at FC for confirmation if scrutiny type is Physical scrutiny.
- The below mentioned utility shall be used to upload the documents using latest Version of IE,Google Chrome or Mozilla Firefox browser.
- Please click on Submit button after uploading your all Scanned Documents.
- You can pre view Printable Application Form.
- Upload the documents in .jpg or .png or .pdf format (minimum 150 dpi resolution, file size up to 1 MB)

Sr. No.	List of Documents Required to be uploaded	Select File (Document not more than 1 MB)	Upload	Status	View
1	Statement of marks obtained at 12th/HSC.*	♣ Select Document		×	-
2	Latest School Leaving Certificate	♣ Select Document		×	_
3.	The School Leaving Certificate indicating the Nationality of the Candidate as 'Indian' Or The Place Of Birth In India."	♣ Select Document	2	×	=
4	Proforma O [For Religious Minority Community Student's Self Declaration].	♣ Select Document		×	-
5	The School Leaving Certificate indicating the Place Of Birth In Maharashtra[For Minority].*	♣ Select Document	e e	×	22
6	Proforma O [For Linguistic Minority Community Student's Self Declaration].	♣ Select Document		×	=
7	ITI Mark Sheet*	♣ Select Document		×	55
3	Certificate of Passing Intermediate Grade (Drawing) Examination	▲ Select Document	2	×	_

### 2.7 Step No. 9 - Payment of Online Application Fees

Candidates are required to pay the application fees according to the selected social and parallel reservation for admission.

The total fee for the application shall be displayed to the candidates.

To proceed with the online payment, the candidate need to click on the "Proceed To Payment" button.

After that, candidates need to click on the "Proceed" button on the payment gateway page to fill the online fee.

Candidates can choose one of the mediums such as card, net banking, wallet, UPI, or QR code to pay the fee.

#### PAYMENT DETAILS

Application Id:	DSD25116673	
Fee Amount :	₹ 400/-	
Payment Info :	Direct Second Year of Post SSC Diploma Registration Fee	
Pay Now		

# 2.8 **Step No. 11 - Complete Status Login Dashboard**

pplication Form Status		
Step ID	Step Details	Status
Step 1	Fill Registration Details	Complete
Step 2	Fill Candidature Type Details	Complete
Step 3	Fill Candidature Type Home District	Complete
Step 4	Fill Category,PWD & Defence Details	Complete
Step 5	Fill Qualification Details	Complete
Step 6	Fill Personal Details	Complete
Step 7	Upload Photo	Complete

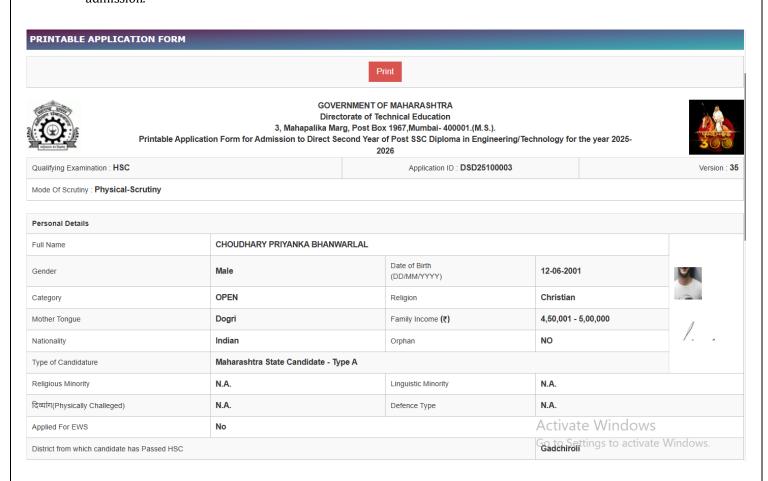
# 3.0 Step No. 12 - Printable Application Form

After completion of all the steps, the candidate's application shall be submitted successfully.

Candidate can print the application form for his reference.

When this application is confirmed by E FC or Physical FC then the acknowledgement of the application form will be generated and will be available in the candidate login.

Only those applications whose acknowledgment is generated, only such applications shall be processed further for admission.



Qualification Details			
Board- Maharashtra State Board of Secondary and Higher Secondary Education, Pune			
Marks Obtained	Marks Out Of	Percentage	
546	600	91.00	
Physics, Chemistry, Mathematics, Computer Science			
Eligible for all Courses(Major Disciplines)			
-	-	-	
-	-	-	
-	-	-	
	Marks Obtained  546  Physics,Chr Eligible for all Courses(Major Disciplines)  -	Marks Obtained Marks Out Of  546 600  Physics,Chemistry,Mathematics,Computer Science Eligible for all Courses(Major Disciplines)	

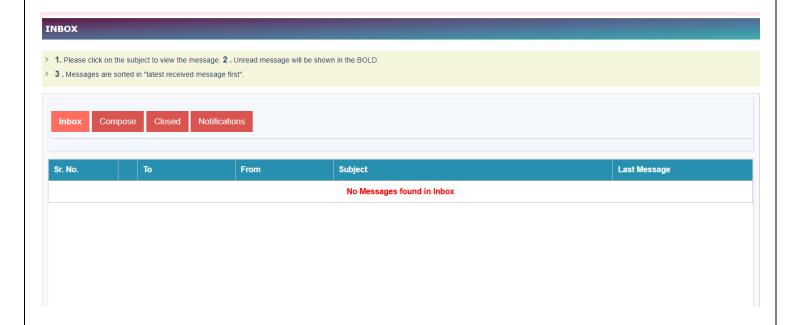
Payment Details		Total Amount(₹): 400/-		
Payment Date: <b>19-06-2025</b>	Bank Reference ID :order_Qj38SspN9ViBc4	Payment ID: pay_Qj38jaTdyhN6vy	Transaction Amount: 400/-	

Sr. No.	List of required documents to be submited at the time of admission in the institute	Status
1	Statement of marks obtained at 10th/SSC or its Equivalent Examination *	Uploaded
2	School Leaving Certificate after passing Qualifying Examination.	Uploaded
3	Certificate of the Indian Nationality of the candidate	Uploaded
4	Statement of marks obtained at HSC Examination *	Uploaded

Payment Details		Total Amount(₹): 400/-	
Payment Date: 19-06-2025	Bank Reference ID :order_Qj38SspN9ViBc4	Payment ID: pay_Qj38jaTdyhN6vy	Transaction Amount: 400/-

Sr. No.	List of required documents to be submitted at the time of admission in the institute	Status
1	Statement of marks obtained at 10th/SSC or its Equivalent Examination *	Uploaded
2	School Leaving Certificate after passing Qualifying Examination.	Uploaded
3	Certificate of the Indian Nationality of the candidate	Uploaded
4	Statement of marks obtained at HSC Examination *	Uploaded

# **3.1** <u>INBOX</u>



### 3.2 CHANGE SELF PASSWORD

- > Enter Old Password
- > Enter New Password
- > The password must be between 7 to 15 characters which contain at least one numeric digit and a special character. Ex-yourpass@37
- Re-Enter New Password

