



Government of Maharashtra

# State Common Entrance Test Cell, Maharashtra State

## Welcome Post MBBS DNB Degree/Diploma User Manual

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## Introduction:

The Commissioner, State CET Cell, Mumbai has been designated as Competent Authority for selection of candidates for admission to various Post graduate courses under medical department.

The portal is developed for following Post MBBS DNB Degree/Diploma courses:

## Important Instructions:

1. **Review supporting documents:** Review any supporting documents, such as Information Brochure, User Manual, and Notices before starting the application.
2. **Valid Contact Details:** You need valid Email ID. Keep your Email ID & Mobile No active until the process ends.
3. **Read the Caption:** Read the Caption of each field carefully and make sure you understand them before entering your data.
4. **Proofread:** Proofread and double-check the form before submitting it.
5. **Check for visibility:** Make sure your uploaded documents are clearly visible and legible.
6. **Keep a record:** Keep a record of the acknowledgment email, SMS and print copies.
7. **Check for updates:** Regularly check the CET Cell official website ([www.mahacet.org](http://www.mahacet.org)) for updates.
8. **Don't save your login information:** Always log out of websites by clicking "log out" on the site. It's not enough to simply close the browser window or type in another address.
9. **Safe Browsing:** If you're using a public computer then before starting close all browser windows or tabs. Also, clear browser's cache and delete cookies, history before starting browsing & after you finish your work.
10. **Use updated browsers and plugins:** Keep your browsers and plugins up to date.

# Steps to Follow

Open CET Cell official website: [www.mahacet.org](http://www.mahacet.org)

[Skip to main content](#)
A ▾
🏠
🔍
📺
f
@
X Twitter




**GOVERNMENT OF MAHARASHTRA**  
State Common Entrance Test Cell




Home
About Us ▾
CETs ▾
CAP ▾
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Events
Contact

Ask Pragati 🗣️

Announcement
Link of e-TDS returns & Form 16/ Form 16A
Notice No. 2 for Extension to MAH-BBA/BCA/BMS/BBM Additional CET Application Form Filing (A.Y. 2024-25)
CAP Process is started for MCA course A.Y. 2024-25 📢

EMPOWERING  
FUTURE..  
ENSURING EQUITY..



- 🔔 Admission Process A.Y 2024-25 NEW
- 🌐 CET (Examination) portal for A.Y 2024-25 NEW
- 📖 Candidate Help Module NEW
- 🏠 Institute Help Module
- 🌐 Foreign Candidate Registration A.Y 2024-25

0  
Number of Departments

0  
Number of CETs

0  
Number of Courses

0+  
Number of Institutes



### About CET Cell

The Government of Maharashtra has established State Common Entrance Test Cell as per Section 10 of the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act ,2015. The CET Cell conducts various entrance exams for Admission to Professional courses in the state of Maharashtra, India. Its primary purpose is to facilitate the admission process for Professional courses such as Engineering, Management, Pharmacy, Agriculture, law, Medical, AYUSH & Fine Arts .

**Address**

📍 8th Floor, New Excelsior Building,  
A. K. Nayak Marg, Fort,  
Mumbai- 400 001

🌐 [www.mahacet.org](http://www.mahacet.org)

✓ Helpline Number For CAP (Admission):  
Course wise Helpline numbers provided in the respective admission page





**Quick Links**

- ▶ Home
- ▶ About Us
- ▶ CET
- ▶ Admission
- ▶ Search Institute
- ▶ CET Statistics
- ▶ CAP Statistics
- ▶ Contact

**Visitor Counter**

8 8 5 5 9 3 0 7

**Follow Us On Social Media**

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Powered By: [Synthesis EduCMS](#)

Click on Admission Portal to open CAP Portal

↓ Skip to main content

GOVERNMENT OF MAHARASHTRA  
State Common Entrance Test Cell

Home About Us Candidate CETs CAP Institute Downloads Statistics Contact Work With us RTI User Manual Ask Pragati

Announcement tentative Schedule of CETs 2026 Important Notice Regarding Aadhaar Authentication, APAAR ID Generation, and UDID (for PwD C)

The ultimate tool to ace your MH-CET

TAKE THE CET MOCK TEST NOW  
#ScoringforSuccess

0 Number of Departments 0 Number of CETs 0 Number of Courses 0+ Number of Institutes

CET (Examination) portal for A.Y. 2026-27  
Admission Portal for A.Y. 2025-26  
Foreign Candidate Registration A.Y 2026-27  
Candidate Help & Instructions

**Click to open admission**

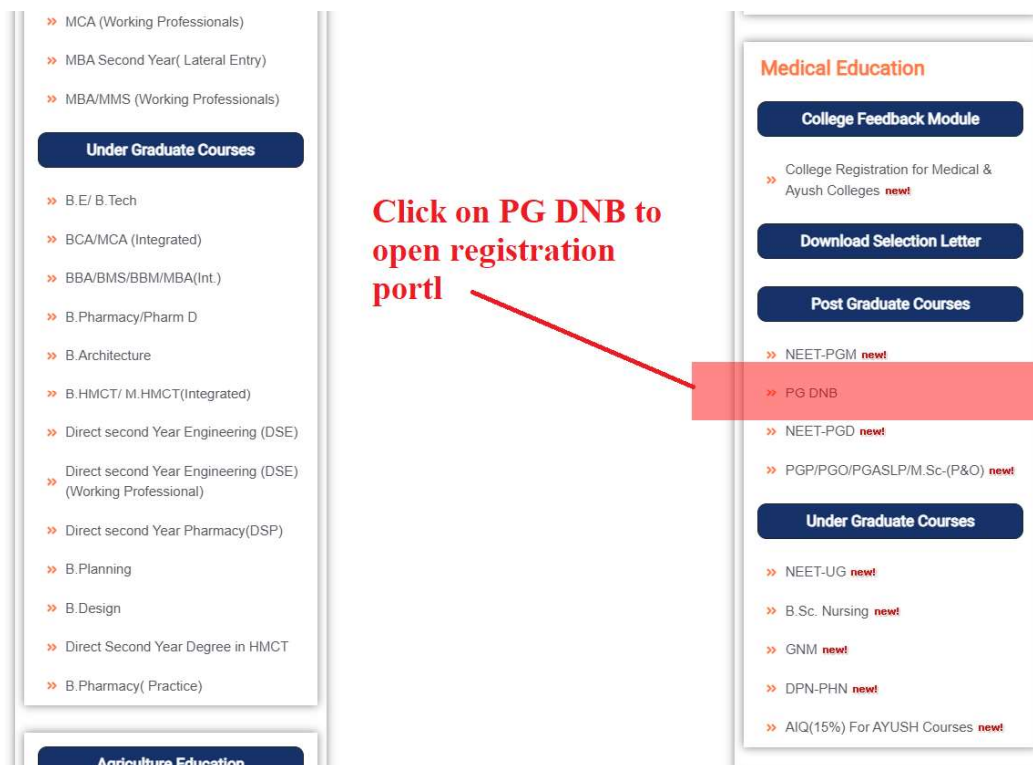
### About CET Cell

The Government of Maharashtra has established State Common Entrance Test Cell as per Section 10 of the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act ,2015. The CET Cell conducts various entrance exams for Admission to Professional courses in the state of Maharashtra, India.

Its primary purpose is to facilitate the admission process for Professional courses such as Engineering, Management, Pharmacy, Agriculture, law, Medical, AYUSH & Fine Arts .

Once click on Admission Process, all courses open.

- Select DNB Degree/Diploma to open for



Click on PG DNB to  
open registration  
portl

Note:

- Before filling in Online Application Form Download **INFORMATION BROCHURE** and read it carefully. Candidates should ascertain the eligibility before filling application form; verify the filled in Application Form before paying the fees.
- Candidate must make the Payment through Online Payment Gateway only. The Online Payment charges, if any, are to be borne by the Candidate. No other mode of payment of fees will be accepted.
- Competent Authority 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.

## Notifications:

- All Notifications / Seat Position / Selection list related to POST MBBS DNB Degree/Diploma Courses published under notification tab.

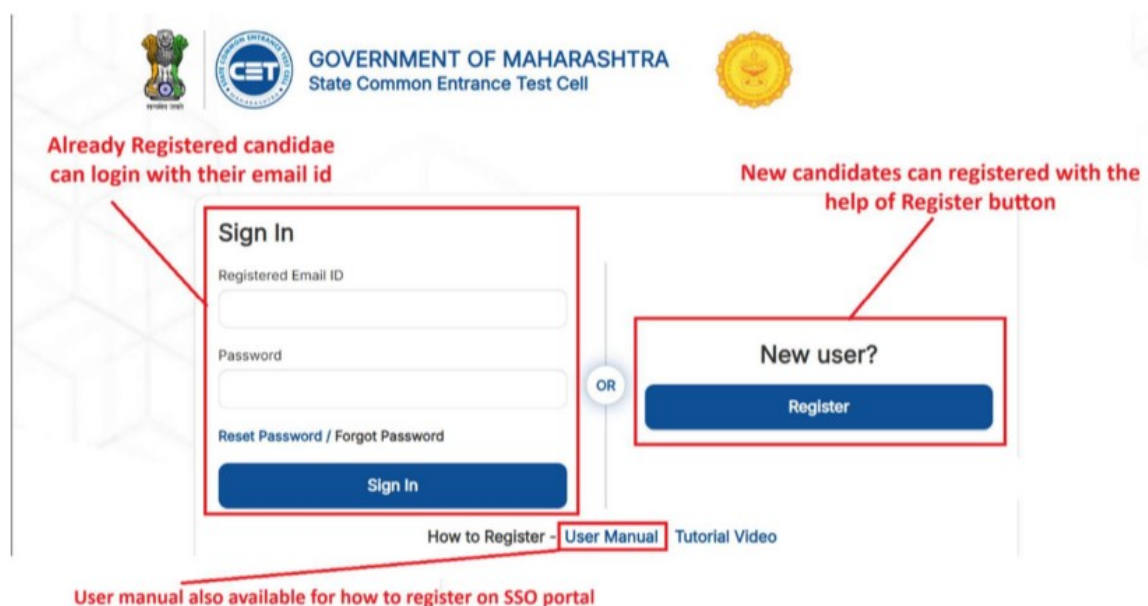
## New Applications:

- Using new application list you can apply for following POST MBBS DNB Degree/Diploma Courses

## Single Sign on (SSO) Portal will be open:

Once you click on register button of respective course new portal will be open. This portal provides you a single sign on facility to apply for multiple courses using single login.

The user manual for SSO portal is available for more details



Once you complete your registration on SSO portal, system sent you a mail for email id verification.

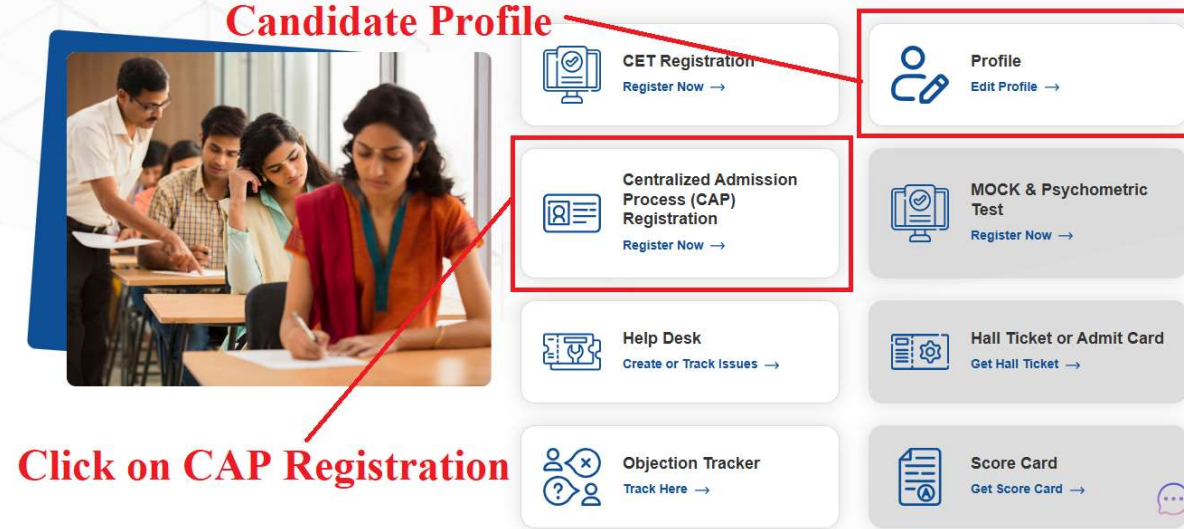
- Open your email id & search email received from MH-CET & click on approved link.
- After email id is successfully verified you need to complete your SSO profile. Your profile data will be automatically passed to the CAP portal. You need not to enter respective data every time.

- Your SSO profile name must exactly match the name mentioned on your NEET PG scorecard. If your name not matched, then CAP system will not allow to register.
- You can apply to multiple courses using same SSO login (Email ID), no need to create multiple logins every time

### Login for already registered candidates:

- Already registered candidates can directly login to open registered candidates' profile.
- After registration all other activities is available under login only.

**Candidate Profile**

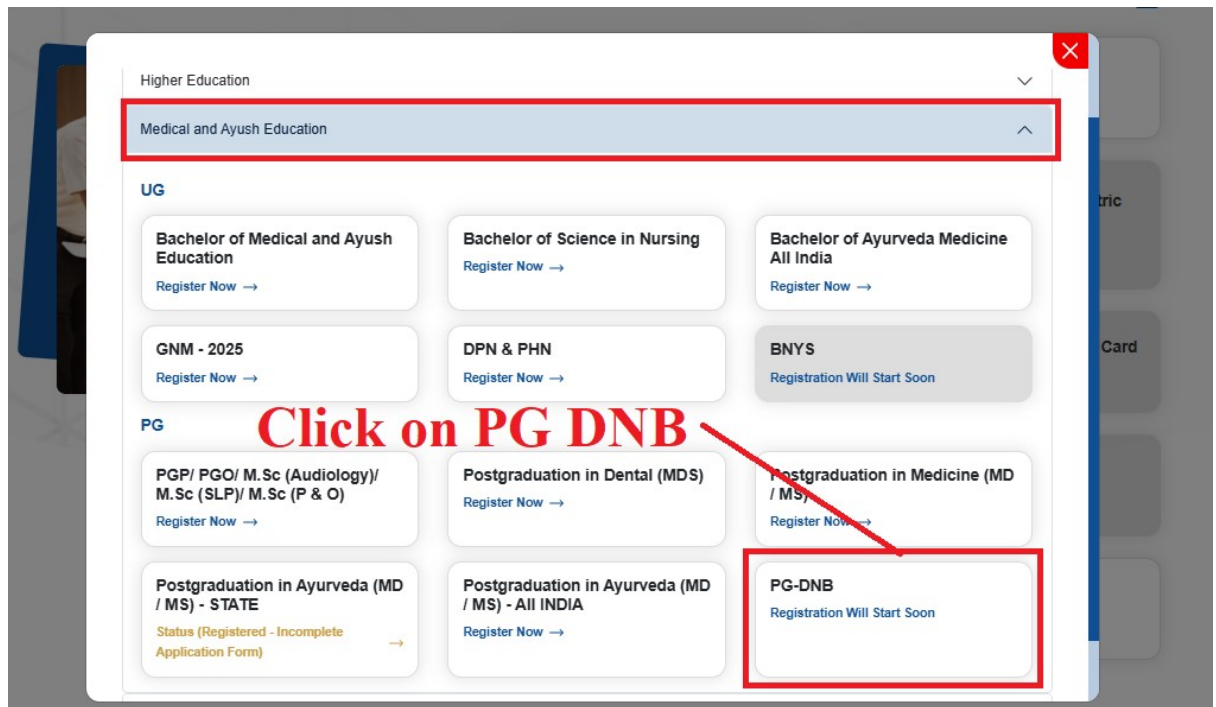


The screenshot shows a dashboard with the following options:

- CET Registration** (Register Now →)
- Profile** (Edit Profile →)
- Centralized Admission Process (CAP) Registration** (Register Now →)
- MOCK & Psychometric Test** (Register Now →)
- Help Desk** (Create or Track Issues →)
- Hall Ticket or Admit Card** (Get Hall Ticket →)
- Objection Tracker** (Track Here →)
- Score Card** (Get Score Card →)

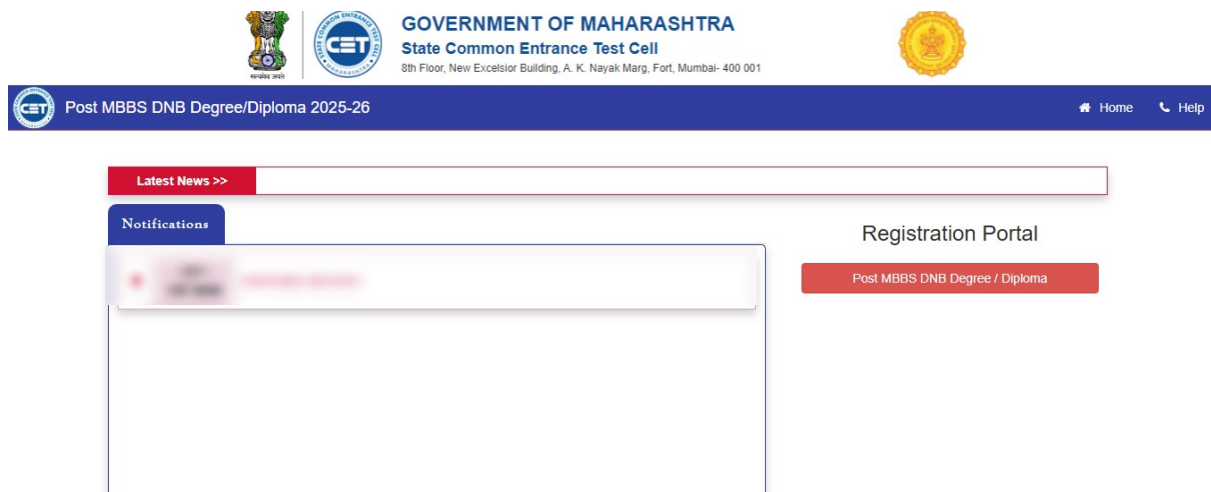
**Click on CAP Registration**

- You can Edit/Update your profile any time using Edit Profile option.
- Apply for CAP courses, click on Centralized Admission Process (CAP) Registration link. The department wise course list will be open. You need to go to Medical & Ayush Education to select Post MBBS DNB course.



### CAP Registration Portal:

- Once you click on course link, you will be redirected to CAP course page



## General Instructions Before Filling Online Application Form

Once you click on new registration introduction page will open

GOVERNMENT OF MAHARASHTRA  
State Common Entrance Test Cell  
8th Floor, New Excelsior Building, A. K. Nayak Marg, Fort, Mumbai- 400 001

DNB Degree/Diploma Home Contact Us

General Instruction for Filling Online Application Form

**Accept terms & conditions, click on registration button to open application form**

I have read and accepted the terms and conditions stated above.

Go to New Registration Back to Home

### Note:

- General instructions page will open. It is candidate responsibility to read all instruction before registration.
- After all instruction the accept option given for terms & conditions
- Click on New Registration button to proceed for registration.

## New Registration:



★ Online Application Entry

Course	DNB Degree/Diploma (NEET-PG 2024)		
NEET Rank	<input type="text"/>	Confirm NEET Rank	<input type="text"/>
NEET Roll No	<input type="text"/>	Confirm NEET Roll No	<input type="text"/>
<input type="button" value="Next"/>			

**Enter NEET PG Details and click on NEXT button to open application form**

- Before New Registration, candidate needs to verify their NEET PG Details.
- Only Eligible candidates can apply registered online.
- The eligibility given in Information Brochure of respective courses, also available on same portal.
- It is candidates' responsibility to read Information Brochure before proceeding to online registration.
- One candidate can register for only one time on portal, duplicate registration not allowed.
- Already registered candidates can directly login to portal to complete other activities.

### **After Verification NEET PG Details:**

- Once candidate verify registration form will be open.
- Please note that if a Candidate commits any mistake while filling in the online Application Form, it cannot be corrected by the CET CELL. The CET CELL takes no responsibility of any kind for such forms.
- Candidate is responsible for the details filled in and approved by him/her.
- Applicant's email id and mobile number needs to verify using OTP system. Same will be used for further correspondence. It is the responsibility of the candidate to keep them active throughout the process.
- Candidate should note the password created by His/her and keep in safe custody. It is necessary for further process. Safe custody of the password is the sole responsibility of the Candidate.

★ Online Application Entry

\* All Fields are Mandatory

(1) Candidates Details :-

1.1 Full Name of the candidate (As per NEET-PG)

1.1 Full Name of the candidate (As per SSO)

1.2 Candidate's Father/Husband Full Name (As per NEET-PG)

1.3 Candidate's Mother Full Name (As per NEET-PG)

1.4 Date of Birth (As per NEET-PG)

1.5 Gender (As per NEET-PG)

1.6 Nationality (As per NEET-PG)

1.7 Aadhar Card No.

1.8 Mobile No.

1.9 Email ID (As per SSO)

1.10 Correspondance Address (As per NEET-PG)

1.10.1 Address

1.10.2 Pincode

Permanent Address same as Correspondance Address

1.11 Permanent Address

1.11.1 Address

1.11.2 Pincode

Verify mobile no using OTP

(2) Reservation Details :-

2.1 Category of the Candidate

2.1.1 Does the candidate have valid caste certificate ?

2.1.2 Does the candidate have valid caste Validity/Tribe Validity Certificate ?

2.1.3 Does the candidate have Non-Creamy Layer Certificate (Valid Upto 31/03/2023) ?

2.1.1 Does the candidate have valid EWS certificate ?

2.2 Whether the candidate is Domicile of Maharashtra State ?

2.3 Are you a Person with Disability (PWD) ?

2.4 Is the candidate Orphan ?

2.5 Religion to which the candidate belong.

(3) Previous College Information :-

3.1 Date of Passing Final MBBS Degree Examination.

3.2 Aggregate Marks (First+Second+Third Part HII) Obtained in MBBS Degree.

3.3 Internship Completion Date

3.4 Whether the candidate has passed MBBS Degree from College Situated in Maharashtra State/Outside of Maharashtra State ?

3.4.1 Name of the College.

3.4.2 Name of the University.

3.5 Whether the candidate is Admitted and is Pursuing Degree/Diploma Courses ?

3.5.1 Name of the Degree/Diploma Course.

3.5.2 Passing Date Degree/Diploma Course.

3.6 Has the candidate completed Bond Service or Paid Bond Penalty in case candidate completed MBBS from Government/ Corporation Institute.

3.6.1 Bond Completion Date.

3.7 Has Candidate Registered with NMC/MMC/Other State Medical Council.

3.7.1 Medical Council Registration No./Receipt No.

3.8 Whether Applying for Inservice Quota ?

3.8.2 Current Place of Posting ?

3.8.2 Circle Name

(4) NEET(PG) Information :-

Course

4.7 NEET Score

4.1 NEET Rank

4.3 NEET Roll No

4.5 NEET Application ID

4.8 Details of NEET(PG) Attempted by the Candidates

Declaration of the Candidate :-

I have read and accepted the terms and conditions stated above.

Select Declaration

Click on submit button to save your application

**Note:** Please note that if a Candidate commits any mistake while filling in the online Application Form, it cannot be corrected by the CET CELL. The CET CELL takes no responsibility of any kind for such forms. Candidate is responsible for the details filled in and approved by him/her.

### Successfully Submit Application Form:



- Once you click on submit button application form save and application no generated.
- If application submitted successfully then you will received Message on your registered mobile & email.
- With the help of Application & Password you can login to your profile.

The screenshot shows the user's dashboard for the DNB Degree/Diploma application. The left sidebar contains navigation options: Dashboard (highlighted), Edit Application, Make Payment, Upload Documents, Print Application, and Ticket Entry. The main content area is titled 'Dashboard' and features 'Application Details' with the following fields: Course Name (DNB Degree/Diploma), Application No, Application Date, Payment Status (highlighted with a red box and an arrow pointing to it with the text 'Show your activity status'), Upload Documents, Preference Entry, and Documents Verification Status. Below this, there are fields for Candidate Name, Category, and Orphan Quota. To the right, there are sections for PWD Quota and In-Service Quota, and a profile picture placeholder with the text 'UPLOAD PHOTO'.

- In your profile, you can track your application status and their various steps status.
- Application Edit option given in your login.
- You can make any changes in your application till make online payment.

## Make Payment:

- Application fees accept through online payment option only.

 DNB Degree/Diploma Welcome :  Logout

- Dashboard
- Edit Application
- Make Payment**
- Upload Documents
- Print Application
- Ticket Entry

### ★ Make Payment


General Instruction Before Make Payment:-

Application Details:-

Course Name	
Application No	
Candidate Name	
Category	
Application Fees (Rs.)	

Candidate Declaration:-

I have read and accepted the terms and conditions stated above.

Result of Calculation  $4 + 1 =$    Make Payment

- The application fees once paid is non-refundable even the application is rejected for any reason.
- Non-transferable and cannot be used for other person.
- Convenience Fee if applicable will be charged.
- There is no provision to make changes in the application form after successful payment.
- Please verify personal/UG/Reservation details before make payment.

## Upload Documents:

- Once you make payment successfully, upload documents tab will open.

**General Instruction for Uploading Documents :**

1. Candidate Photo in .jpg format only.
2. All Documents in .pdf format only.
3. All Documents are **mandatory**.
4. You must scan your original documents, not photo copies. If the document is in colour, scan it in colour.
5. Check your scan to see that everything on the original document can be read on the scan, including text, stamps, numbers, etc. If it can't be read when it's uploaded, it cannot be accepted.
6. Once you upload all documents, Please click on **Save Documents** button to upload your documents on server.

Application No. \_\_\_\_\_

Candidate Name \_\_\_\_\_

**Remark**

Sr.	Document Name	Size	Status	Remark
1	_____	50KB	Choose File	
2	_____	500KB	Choose File	
3	_____	500KB	Choose File	
4	_____	500KB	Choose File	
5	_____	500KB	Choose File	

**Declaration**

**Once upload all documents click on save button to save your documents on server**

I have read and accepted the terms and conditions stated above.

**Save Documents**

- List of Required documents show automatically as per Information Brochure.
- All Documents are mandatory and [.pdf] format only.
- You must scan your original documents, not photo copies. If the document is in colour, scan it in colour.
- Check your scan to see that everything on the original document can be read on the scan, including text, stamps, numbers, etc. If it can't be read when it's uploaded, it cannot be accepted.
- Once you upload all documents, Please click on **Save Documents** button to upload your documents on server.

## Preference (Choice) Entry:

- Minimum one preference in mandatory. It is not compulsory to fill all preferences.
- If a candidate does not give preference for a particular code of Institute; then it means that he / she is not interested / desiring to take that POST MBBS DNB Degree/Diploma seat.

DNB Degree/Diploma
Welcome :   Logout

Dashboard  
Edit Application  
Make Payment  
Upload Documents  
Print Application  
Ticket Entry  
Preference Entry  
Preference Print

### ★ Preference Entry

Instructions

1. Candidate should enter preference code of the Institute/College in the preference entry form.

2. Candidate should enter preference code of the Institute/College in the preference entry form.

3. Candidate should enter preference code of the Institute/College in the preference entry form.

4. Candidate should enter preference code of the Institute/College in the preference entry form.

5. Candidate should enter preference code of the Institute/College in the preference entry form.

6. Candidate should enter preference code of the Institute/College in the preference entry form.

7. Candidate should enter preference code of the Institute/College in the preference entry form.

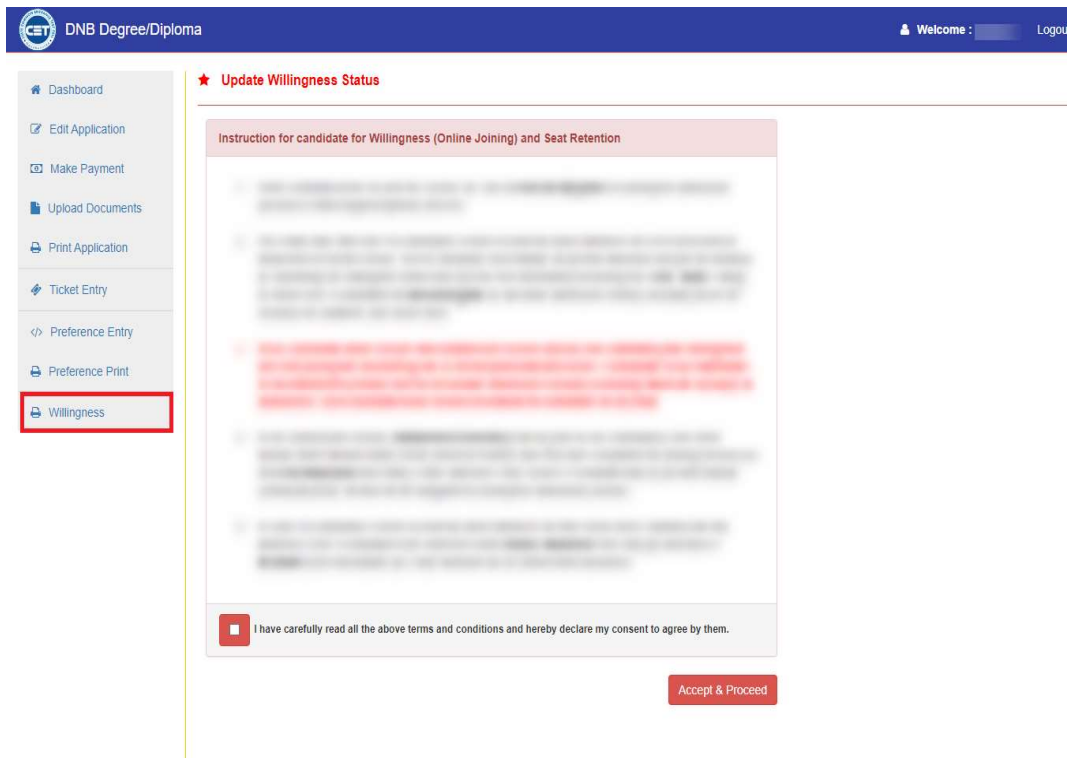
Application No.	<input type="text"/>	<input type="text"/>	<input type="text"/>
NEET Roll No.	<input type="text"/>	<input type="text"/>	<input type="text"/>
Candidate Name	<input type="text"/>		
Category	<input type="text"/>		

Preference No.	Preference Code	College Name	Subject Name	Add	Delete
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="border: 1px solid green; border-radius: 50%;" type="button" value="+"/>	<input style="border: 1px solid red; border-radius: 50%;" type="button" value="X"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="border: 1px solid green; border-radius: 50%;" type="button" value="+"/>	<input style="border: 1px solid red; border-radius: 50%;" type="button" value="X"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="border: 1px solid green; border-radius: 50%;" type="button" value="+"/>	<input style="border: 1px solid red; border-radius: 50%;" type="button" value="X"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="border: 1px solid green; border-radius: 50%;" type="button" value="+"/>	<input style="border: 1px solid red; border-radius: 50%;" type="button" value="X"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="border: 1px solid green; border-radius: 50%;" type="button" value="+"/>	<input style="border: 1px solid red; border-radius: 50%;" type="button" value="X"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="border: 1px solid green; border-radius: 50%;" type="button" value="+"/>	<input style="border: 1px solid red; border-radius: 50%;" type="button" value="X"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input style="border: 1px solid green; border-radius: 50%;" type="button" value="+"/>	<input style="border: 1px solid red; border-radius: 50%;" type="button" value="X"/>

## Willingness:

- All the candidates to whom a seat has been allotted in the 1st round based on Merit-cum-Preference will have to compulsorily submit online willingness to join the institute and course allotted on the website and pay the processing fee.



The screenshot shows the user interface of the DNB Degree/Diploma portal. At the top, there is a blue header with the CET logo and 'DNB Degree/Diploma' text, along with a 'Welcome' message and a 'Logout' link. A left-hand navigation menu lists various options: Dashboard, Edit Application, Make Payment, Upload Documents, Print Application, Ticket Entry, Preference Entry, Preference Print, and Willingness (which is highlighted with a red box). The main content area is titled 'Update Willingness Status' and contains a section for 'Instruction for candidate for Willingness (Online Joining) and Seat Retention'. Below the instructions, there is a checkbox with the text 'I have carefully read all the above terms and conditions and hereby declare my consent to agree by them.' and an 'Accept & Proceed' button.

**If a candidate gets selected for a particular DNB Degree/ Diploma course, then the candidate is required to join that course as per the procedure (submit online willingness). In case he /she do not join the course, he / she will not be eligible for subsequent admission process of DNB Degree/Diploma.**

## Eligibility for Next Round (Betterment) :

- It is made clear that even if a candidate to whom a seat has been allotted in the round wants a betterment of his/her choice, such a candidate must initially accept the allotment and join the institute by submitting the willingness online and pay the processing fee.

The screenshot shows the user interface of the DNB Degree/Diploma portal. The top navigation bar includes the CET logo, the text 'DNB Degree/Diploma', and a user profile section with 'Welcome : [Name]' and a 'Logout' link. A left sidebar contains a menu with options: Dashboard, Edit Application, Make Payment, Upload Documents, Print Application, Ticket Entry, Preference Entry, Preference Print, and Willingness (highlighted with a red box). The main content area is titled '★ Update Willingness Status'. It features two sections: 'Candidate Details' and 'Selection Details', both with redacted information. Below these is a form titled 'Select Willingness Status & Make Payment'. This form includes a dropdown menu for 'Select Online Joining Status' with the selected option 'I am willing to Joining the allotted college & I am interested in next subsequent rounds.' and a 'Processing Fees' field. At the bottom of the form is a checkbox with the text: 'Is hereby made clear that I have joined the allotted institute. I am fully aware that I have not submitted Status Retention Form and I will be consider for next subsequent rounds of selection process.' A red 'Submit' button is located below the form.

## Status Retention:


- In case if a candidate to whom a seat has been allotted and is satisfied with the allotment, such a candidate must submit an online Status Retention form and pay the fees as a seat retention fee to confirm their admission.

The screenshot displays the 'Update Willingness Status' page on the DNB Degree/Diploma portal. The page header includes the CET logo, 'DNB Degree/Diploma', and a user welcome message with a 'Logout' link. A left sidebar contains navigation options: Dashboard, Edit Application, Make Payment, Upload Documents, Print Application, Ticket Entry, Preference Entry, Preference Print, and Willingness (highlighted with a red box). The main content area is titled '★ Update Willingness Status' and contains the following sections:

- Candidate Details:** A table with fields for Application No, Candidate Name, NEET Rank, and Category.
- Selection Details:** A table with fields for Round No & Date, Institute Name, Subject Name, Quota, and Remark.
- Select Willingness Status & Make Payment:** A section with a dropdown menu for 'Select Online Joining Status' (currently showing 'I am willing to Joining & Retained the allotted college.') and a 'Processing Fees' field.
- Declaration:** A checkbox with the text: 'Is hereby made clear that I have joined the allotted institute and I am fully aware that after submitting this Status Retention Form I will not be considered for any subsequent rounds of selection process. I also declare that I will not ask for reconsideration of my name for further selection process.'
- Submit:** A red button at the bottom of the form.


## Upload Institute Acknowledgement:

- Candidate who has submitted status retention form will not be eligible for remaining subsequent round(s). It is hereby made clear that the period provided for submission of Status Retention Form is crucial and vital.
- **Candidate should join the allotted institute physically within given period, take Stamp & Signature of institute on selection letter, and upload the acknowledged selection letter in his/her login within given period only.**
- **If candidate fails to upload the duly acknowledged selection letter in login, his/her status will be consider as NOT JOINED and the seat will be taken as vacant seat in sub-sequent round, Penalty as per rules will be applicable.**

 DNB Degree/Diploma Welcome :

- Dashboard
- Edit Application
- Make Payment
- Upload Documents
- Print Application
- Ticket Entry
- Preference Entry
- Preference Print
- Willingness

★ Update Willingness Status

 **State Common Entrance Test Cell, Maharashtra**  
8th Floor, New Excelsior Building, A. K. Nayak Marg, Fort, Mumbai- 400 001.  
**DNB Degree/Diploma Admission 2024**  
Provisional Selection Letter

● **Candidate Details**  
Application No  
Candidate Name  
Gender  
All India Rank  
NEET Roll No  
Category

● **Selection Details**  
Round No & Date  
Institute Name  
Subject Name  
Quota  
Status  
Remark  
Payment ID  
Amount(Rs.)

(Important Information)

Candidate's Signature

(for Institute Use Only)

Institute Name :  
Joining Date & Time :  
Nodal Officer Name :

**Upload Institute acknowledgement**

Seal

Nodal Officer  
(Stamp & Signature)

Print

Upload Institute Acknowledgement :  
Choose File No file chosen Upload Acknowledgement

### **End of User Manual:**

- The application fees once paid is non-refundable even if a application is rejected for any reason.
- Please note that if a Candidate commits any mistake while filling in the online Application Form, it cannot be corrected by the CET CELL. The CET CELL takes no responsibility of any kind for such forms. Candidate is responsible for the details filled in and approved by him/her.
- Competent Authority 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.
- **No proxy** will be allowed at the time of Physical Document Verification. All Rights Reserved with the Competent Authority.
- Applicant's email id and mobile number will be used for further correspondence. It is the responsibility of the candidate to keep them active throughout the process.
- For further updates regularly visit our website **[www.cetcell.mahacet.org](http://www.cetcell.mahacet.org)**

**THE END**