User Manual of Post HSC Diploma 2019-20 Admission Registration

**Note** - Before proceed registration you have to read complete Notification, Instructions, Note and Highlighted Points.

- **Login:**
  For new registration candidate have to go on [https://posthscdiploma2019.dtemaharashtra.gov.in](https://posthscdiploma2019.dtemaharashtra.gov.in) website and click on ‘New Registration’ button. And Candidate who have completed registration Process click on ‘Already Registered’ button. By using Application id and password they can login for further process. Candidate should remember Application ID and Password.
- **Registration:**

For Registration Process Candidate have to fill up all necessary information i.e. Personal Details, Communication Details, Contact Details such as Mobile number and Email Id which is use for one time password(OTP) authentication hence fill carefully all details and click on 'Save & Proceed'.
• **Verify One Time Password (OTP):**

You will have to verify your phone number given at the time of registration and every time of Login. After insert OTP click on 'Verify OTP'.

After successfully registration you will get your Application ID on your registered number. Click on 'Proceed to Complete Application Form' for further process.
**Registered Candidates Sign In:**

Click on **Registered Candidate Login**, enter Application ID and Password which is provided to you. If you can't access your account click on **I can't access my account?** button and follow steps to recover your account.

**Instructions:**
1. The candidate who is already registered should enter Application ID and Password.
2. In case candidate forgets his / her Application ID / Password, he / she can retrieve it by using "I can't access my account ?".
3. Candidate is advised not to disclose or share their password with anybody. DTE will not be responsible for violation or misuse of the password of a candidate.
4. Only authorized users are allowed to proceed further.
5. Your IP Address and other information will be captured for security reasons.

**DO:**
- Change your password regularly.
- Pick a password you will remember so you DON'T have to write it down.
- Make it more than 10 characters and include capitals, numbers and symbols.
- Use a completely unique password.
- Avoid checking ‘Keep me logged in’ or ‘Remember me’ options on websites.

**DON'T:**
- Share your password with anyone.
- Include all or part of your username, first name, or last name.
- Store them locally or on the Internet.
- Use letter or number patterns: (123, abcd, etc.)
- Use the same passwords everywhere.
After successful login you will see your login details. And also steps you will have to complete. Click on incomplete step to complete required details. After completion of all details click 'Proceed to Complete Application Form' button.

Instructions to Fill Application Form:
1. Candidate shall read the information and instruction given carefully.
2. Candidate will have to fill-up the Application Form Completely.
3. Candidate has to verify the correctness of the information filled. In case of any correction, the candidate can do it online before confirmation.
4. Candidate will not be able to change the information after the confirmation of application form.
5. Candidate should confirm the Application Form in purpose of Facilitation Centre only as per schedule. Do not send by post. (Only for Maharashtra and OMS Candidates)
6. Candidate is required to carry ALL Original Certificates at the Facilitation centre for verification and confirmation of Application Form and get the Receipt for completion of Application Form.
7. Before personally submitting printed Application Form, Please ensure that
   a. You have taken one copy of printed Application Form.
   b. You have signed the Application Form above the word "Signature of Applicant. You should also write Place and Date on the Form.
   c. You have arranged ALL Original Certificates listed on Application Form. You must carry ALL Original Certificates with you before proceeding to Facilitation Centre.
   d. Please verify your data printed on Application Form. You can correct it till it is not confirmed at Facilitation Centre.
8. After you submit the Application Form in Facilitation Centre, Facilitation Centre Officer will
   a. Conclude all required documents. Confirm your Application Form online.
   b. Print two copies of Receipt for completion of Application Form.
   c. Sign and put a seal on the Receipt and return one copy to you.
9. Preserve the Receipt as you are required to present it at later stages of Admission.
• **Course Details:**

Initially candidate has to choose course which he/she wish to apply and click on ‘Save & Proceed’ button.
• **Claim Your Type of Candidature:**

In candidature type detail tab you will have choose your select candidature type by clicking on radio button and click on Save & Proceed button.

**Eligibility Requirement**

**Select Candidature Type**

- **Maharashtra - Type A**
- **Maharashtra - Type B**
- **Maharashtra - Type C**
- **Maharashtra - Type D**
- **Maharashtra - Type E**
- **Outside Maharashtra State Candidate**

**Jammu and Kashmir Migrant (1-1):**

- The children of citizens are displaced from Jammu and Kashmir to any part of India from unsafe area of Jammu and Kashmir to a relatively safer place in Jammu and Kashmir from 1989 onwards due to terrorist activities.

**Jammu and Kashmir Migrant (1-2):**

- The children of citizens are displaced from Jammu and Kashmir to any part of India from unsafe area of Jammu and Kashmir to a relatively safer place in Jammu and Kashmir from 1989 onwards due to terrorist activities.

**Jammu and Kashmir Migrant (3-1):**

- The children of citizens are displaced from Jammu and Kashmir to any part of India from unsafe area of Jammu and Kashmir to a relatively safer place in Jammu and Kashmir from 1989 onwards due to terrorist activities.

**Jammu and Kashmir Migrant (3-2):**

- The children of citizens are displaced from Jammu and Kashmir to any part of India from unsafe area of Jammu and Kashmir to a relatively safer place in Jammu and Kashmir from 1989 onwards due to terrorist activities.

**Jammu and Kashmir Migrant (3-3):**

- The children of citizens are displaced from Jammu and Kashmir to any part of India from unsafe area of Jammu and Kashmir to a relatively safer place in Jammu and Kashmir from 1989 onwards due to terrorist activities.

**Foreign National / Foreign Students**

**Non-Resident Indian (NR) Candidate**

**Persons of Indian Origin (PIO) / Overseas Citizen of India (OCI)**

**Children of Indian Workers in Gulf Countries**

**North eastern States and UTs**

**Jammu & Kashmir Special Scholarship Scheme / Prime Minister Special Scholarship Scheme**

**Pre-SCC**

**Save & Proceed >>**
**Home District & Category Details:**

In Home District & Category Details you will have to fill all mandatory data Regarding Home district and category and caste related information and click on ‘**Save & Proceed**’ button for further process.

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**Application Form Menu**

- Home
- Registration Details
- Course Details
- Candidature Type Details
- Home District & Category Details
- Special Reservation Details
- Qualification Details
- Upload Scanned Images
- Pay Application Fee
- **AP Print Application Form**

**Home District Details**

**Your Type of Candidature:** Maharashtra - Type A

- Select District from which Candidate has Passed SSC: Jalgaon
- Select District from which Candidate has Passed HSC: Jalgaon
- Select Taluka from which Candidate has Passed HSC: Jalgaon

**Category Details**

- Select Category to Which You Belong: OBC
- Select Caste to Which You Belong: Kunab (33)
- Select Non-Creamy Layer Certificate Status: Available

**Instructions:**

- You are required to submit Certificate of Passing of SSC and HSC from any recognized institution in Maharashtra State at the time of Document Verification at FC.
- You are required to submit the Caste Certificate clearly mentioning the Category of the Candidate and also the remarks that the Caste is recognized as backward class in the State of Maharashtra at the time of Document Verification at FC.
- You are required to submit Non-Creamy Layer Certificate issued by Sub-Divisional officer or Deputy Collector of the district in addition to the caste certificate valid upto 31/03/2020 at the time of Document Verification at FC.
• **Reservation Details:**

In special reservation details you can select various reservation options according to disability and parent is defense personnel. After that click on ‘Save & Proceed’ button.

Provide Necessary details regarding special reservation. During form filling choose correct Disability type, Minority type.
• **Qualification Details:**

In qualification details you have to fill your qualification details of SSC, HSC details and click on ‘Save & Proceed’ button.
**Upload Scanned Image:**

In this link you have to upload Passport Size photograph of candidate. Kindly read Note before uploading Image for required Image properties. After uploading Photo click on ‘Preview’ button to check whether image is as per specified parameters. After successfully uploading of image click on ‘Save & Proceed’ button.
• **Application Fees Payment:**

For payment you will be redirected via payment gateway to **Razor pay** where you will have options for payments like Debit/Credit Card, Net Banking. Please read all instructions before proceed to payment.
• **Print Application:**

Click on 'Print Application' form. After clicking on Print Application, click on **Click Here** button to upload required documents.

Note - Before Print acknowledgement Verify your Information properly, if you find any mistake you can edit Information details in your login before Schedule.
• **Upload Required Documents:**

In upload required document, upload all listed document by clicking up arrow. Kindly refer details mentioned below related to various document. You can view your uploaded document by clicking on image of document.

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**Certificate of the Indian Nationality:**

The certificate of Indian Nationality, which is usually issued by the Tahsildar/Executive Magistrate/Dy. Collector of the concerned Taluka/District wherein the candidate ordinarily resides. In lieu of the "Certificate of Indian Nationality" any one of the following certificate will also be acceptable -

- The School leaving Certificate indicating the nationality of the candidate as 'Indian'.
- Indian Passport in the name of the candidate, issued by appropriate authorities.
- Birth Certificate of the Candidate indicating the place of birth in India.
After Uploading all documents you will get your completed Application Form as per following. Candidate has to sign on that form. After that you have to go Facilitation Center (FC) for confirmation of application form.

Candidate sign here
After Confirmation of Application Form Facilitation Center (FC) give you Acknowledgment receipt with FC seal and Signature.
- **Change Password:**
  Candidate can change password form candidate login.

![Change Password](image)

- **Change Security Questions details:**
  Candidate can change Security question and answer from this menu. Which can be used in case of candidate forget Application Id or password.

![Change Security Questions](image)
• Feedback:

If candidate wish to give feedback. He/she can give feedback about system.