

GUIDELINES FOR FILLING-UP THE APPLICATION FORM FOR CET – 2014

1. Candidates are advised to go through the Information Bulletin carefully and acquaint themselves with all requirements in respect to fill-up the application form for CET-2014.
2. It will be the sole responsibility of the candidate to make sure that he/she is eligible to apply and fulfills all the conditions prescribed for the admission.
3. If ineligibility of the candidate is detected at any stage, before or after the examination/declaration of results, or during any stage of the course, his/her candidature/admission will be cancelled without any notice. Disciplinary action will be taken against him/her and entire fee will also be forfeited.
4. Separate application forms are to be filled for each Test.
5. Candidate shall download admit card in duplicate with instructions and check that all details provided by him/her are correct and if any problem, please contact helpdesk at Guru Nanak Dev Co-ed Polytechnic, Rohini, Delhi.
6. **The fee (in Indian Rupees) for CET-2014 is Rs 350/- + Rs 15/- bank charges + Rs 2/- (service tax).** The fee once paid will **not be refunded** (full or partial) under any circumstances. And if candidate has paid fees through more than one mode, then also no fee will be refunded.
7. Mode of CET 2014 Fees submission
 - a.)The fee may be submitted either by any credit/debit card.
 - b.)The fee may be submitted by challan in any branch of corporation bank in Delhi/NCR.
 - c.)The fees may be submitted through Net banking (Corporation Bank only)

ONLINE SUBMISSION OF APPLICATION FORM

1. Online submission of application form can be done through the Website <http://www.cetdelhiexam.nic.in> from any of the internet access points.
2. Click on “Apply For CET-2014” button.



Apply For CET-2014

3. Again click on “Apply For CET-2014” button.



4. Select Test No.

New Candidate Registration

* Choose Test :

PROCEED TO APPLY ONLINE>>

5. Again click on “PROCEED TO APPLY ONLINE>>” button.

PROCEED TO APPLY ONLINE>>

6. On the “Application Form For CET-2014”, fill the details.

Application Form For CET - 2014

Test No. 1

Candidate's particulars as per 10th passing Certificate ▶

7. Name of the candidate (As per Secondary School/10th certificate)

* Name of Candidate :

Example: If the name is SANJAY KUMAR PANT

8. Name of the Father/Guardian (As per Secondary School/10th certificate)

* Father's Name :

Example: If name of the Father/Guardian is RAMESH KUMAR PANT

9. Name of the Mother

* Mother's Name :

Example: If name of the Mother is SUSHMA.

10. Date of Birth of candidate: The date, month and year of birth should be written as given in the class 10th/Secondary School/High School Certificate of the Board or the University.

* Date of Birth :

| June, 1994 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

Today: March 3, 2014

Example: If Your Date of Birth is 15th June 1994

11. GENDER : Select the appropriate radio button as male or female as shown below. Select the title “MALE” if you are a man or boy candidate.

* Gender : FEMALE MALE

Example: If you are a male (boy) candidate

12. ADDRESS: Fill your Address

* Address :

Example: If your mailing address is No 61 Pocket D Moti Bagh New Delhi.

NOTE: Address can contain alphanumeric and special characters & . (,) -/

13. CATEGORY: Select the appropriate categories like General, SC, ST, and OBC. Categories once declared by the candidate cannot be changed at a later date / at the time of counseling / admission.

* Category :

Example: If the category is “General”

14. SUBCATEGORY: Select the appropriate Subcategories like NCC, DP, SM, PH, JK, TFW. Subcategories once declared by the candidate cannot be changed at a later date/at the time of counseling/admission.

SubCategory : NCC
 DP
 SM
 PH
 JK
 TFW

NOTE:

NCC: National Cadet Corps

DP: Defence Personnel

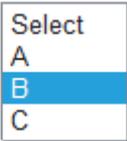
SM: Sikh Minority

PH: Person With Disabilities

JK: Jammu and Kashmir migrants

TFW: Tuition Fee Waiver

15. NCC CATEGORY: If you are a National Cadet Corps Certificate holder select the appropriate certificate.

NCC Category : 

Example: If you have obtained certificate –B of NCC

16. FOR DEFENCE PERSONNEL: If the candidate belongs to Defence category, he/she should select the appropriate category. The following criteria should be followed for choosing the subcategory:

“a” for Widow/wards of Defence Personnel killed in action.

“b” for wards of Serving Personnel and Ex-Servicemen disabled in action.

“c” for Widow/wards of Defence Personnel who died in peace time with death attributable to Military Service.

“d” for wards of Defence Personnel disabled in peace time with disability attributable to Military Service.

“e” for wards of Ex-Servicemen and Serving Personnel who are in receipt of Gallantry Awards.

“f” for wards of Ex-Servicemen.

“g” for wards of Serving Personnel.

DP Category :

- a- Widows/Wards of Defence personnel Killed in action
- b- Wards of serving personnel & Ex-servicemen disabled in action
- c- Widows/Wards of Defence personnel who died in peacetime with death attributable to Military service
- d- Wards of Defence Personnel disabled in Peacetime with disability attributable to Military Service
- e- Wards of Ex-Servicemen and serving personnel who are in receipt of Gallantry awards
- f- Wards of Ex-Servicemen
- g- Wards of Serving Personnel

Example: If you are ward of Serving Personnel and Ex-serviceman disabled in action (Sub Category-b)

17. J&K CATEGORY: If the candidate belongs to J&K category, he/she should select the appropriate category.

J&K Category :

- 1- Kashmiri Migrants registered in Delhi upto 11.06.2001
-
- 3- Kashmiri Migrants settled Outside Delhi

Example: If you are Kashmiri Migrants registered in Delhi After 11.06.2001 (Sub Category-2)

18. MOBILE NUMBER: Fill the mobile number where you can be contacted, if required.

* Mobile Number : x

Example: If your mobile number is 9100000000.

19. Email Address: Fill the email address where you can be contacted, if required

Email Address : x

Example: If your email address is Abcd@gmail.com

20. STATE and PINCODE: Select state and Pin code where you are residing.

* State : v

* Pincode : x

21. NATIONALITY : If your nationality is Indian, select “INDIAN”. If your nationality is not Indian select “OTHERS”, as shown below:

* Nationality : Indian Others

22. Religion: Select the appropriate religion. For example, if your religion is Hindu, select the appropriate title "HINDU".

* Religion : Hindu Muslim Sikh Christian Jain Others

23. BOARD OF QUALIFYING EXAM: Select the appropriate Board of qualifying exam.

* Board Of Qualifying Exam : CBSE NIOS OTHER

Example: If you have passed the qualifying examination from CBSE, select the title "CBSE"

* Board Of Qualifying Exam : CBSE NIOS OTHER

*Board Name

Example: If you have passed the qualifying examination from Board of Haryana than select the title "OTHER" and type the "Board Name" as "Board of Haryana".

24 a. APPEARED IN/ PASSED QUALIFYING EXAM: Select the Title "PASSED", if the candidate has already passed the qualifying examination. Select the title "APPEARED", if the candidate has appeared in the qualifying examination.

* Whether Passed or Appeared in Qualifying Examination(Choose one) : Passed Appeared

24 b. Candidate should fill the year of passing and aggregate percentage of marks/grade of all the qualification(s) applicable to him/her. If a candidate has passed 10 class, he/she should fill year of passing as well as aggregate of percentage of marks/grade obtained in 10 class.

* Year of Passing :

* Grade or Percentage : Grade Percentage

Grade : A B C D E

* I hereby Certify that I fulfill the Eligibility Criteria as per information bulletin.

Example: If you have passed class 10th in 2011 securing "A" grade.

* Year of Passing :

* Grade or Percentage : Grade Percentage

* Percentage of Marks (upto 2 Decimal): %

* I hereby Certify that I fulfill the Eligibility Criteria as per information bulletin.

Example: If you have passed class 10th in 2012 securing 75.90 Percentage.

24 c. QUALIFYING EXAMINATION: Select the appropriate title as shown below.

*Please Check your eligibility for analogous branches. 12th vocational ITI

* Board Of Qualifying Exam : CBSE NIOS OTHER

* Whether Passed or Appeared in Qualifying Examination(Choose one) : Appeared Passed

* Year of Passing : 2012

Percentage of Marks (upto 2 Decimal): 70.90 %

* I hereby Certify that I fulfill the required Eligibility Criteria.

Example: If you have passed 12th Vocational from CBSE with 70.90% in 2012.

25. REGION: Select the title Delhi, if you have passed your qualifying examination from a school located in Delhi. Select the title Outside Delhi, if you have passed your qualifying examination from a school located Outside Delhi and NCR.

Region

* Region from where qualifying Exam is passed : Delhi Outside Delhi

Example: If you have passed qualifying examination from school located in Delhi.

Region

* Region from where qualifying Exam is passed : Delhi Outside Delhi

Example: If you have passed qualifying examination from school located in Outside Delhi.

26. Read and Check below to proceed further.

I hereby declare that the above information given by me is correct. I understand that my candidature will be cancelled if any of the information is found incorrect at any stage.

27. Click “NEXT” button.

Next

28. CHOOSE PASSWORD: The candidate will be prompted to generate the 'PASSWORD'. Password should be atleast 8 characters long and should contain at least one Upper character(A-Z), one Lower character (a-z) and one of the special characters !\$%^*#@#&. The candidate is advised to keep password generated by him/her during Online Registration secure as it can be misutilized / misused. Maintaining the secrecy of the password will be the sole responsibility of the candidate. Controller (CET) will not be responsible for any misuse of the password.

* Choose Your Password :

* Confirm Password :

Example: If Password is Abcd@123

29. SECURITY QUESTION: The candidate will be prompted to give answer to the security question. The candidate is advised to keep security answer by him/her during Online Registration secure as it can be misutilized / misused to change the password.

* Security Question :

* Security Answer :

* Confirm Security Answer :

30. SECURITY PIN: Please enter the value in “Please Type as you see in the image” as you see image in “Visual Image”.

Security Pin 



* Please Type as you see in the image : 

Example: If Visual Image is 2217.

31. Click “Final Submit” button.

Final Submit

32. Check “Yes. I’ve note down my Application Number”. Click on “Upload Scanned Images” button.

Upload Scanned Images (Step 2)

You have successfully completed step 1. Please upload scanned images of Photograph,Signature,Thumb Impression.

Your Application Number is : 1000396

- ▶ The scanned images of Photograph,Signature and Thumb impression should be in jpg/jpeg format.
- ▶ The size of Photograph image must be greater than 20 kb and less than 40 kb.
- ▶ Image dimension of Photograph should be 5.5 cm (Width)x 7cm (Height) only.
- ▶ Size of the Signature image must be greater than 1 k and less than 30 kb.
- ▶ Image dimension of Signature should be 3.5 cm (Width)x1.5 cm (Height) only.
- ▶ Size of the Thumb Impression image must be greater than 1 k and less than 30 kb.
- ▶ Image dimension of Thumb Impression should be 3.5 cm (Width)x1.5 cm (Height) only.
- ▶ The candidates are required to keep 4 identical clear and coloured photograph(5.5 cmx7 cm) for further required during counselling and admission.
- ▶ Photo should cover minimum 80% of face otherwise Application will be Rejected.

Yes,I have noted down my Application Number.

Upload Scanned Images Later **Upload Scanned Images**

NOTE: Please note down registration number for the Login.

33. Upload Photograph, Signature and Thumb Impression images using the “Choose File”. Click on “UPLOAD” button.

[Crop Image Online](#)

Photograph : Browse...

Signature : Browse...

Thumb Impression : Browse...

Use 'BROWSE' button to set your scanned images path and click 'Upload' button to Save your images .

34. Click on “NEXT” button.

35. View your application form, if you want to edit your application form than click on “Edit Application” button otherwise to proceed further click on “Final Submit for Fee Payment” button.

36. CHOOSE FEE PAYMENT MODE: Choose fee payment mode either “Through Challan” or “Net Banking” or “Debit/Credit Card”. Click on “PAYMENT” button.

Choose Fee Payment Mode #

Through Challan(Challan can be deposited in Delhi/NCR Corporation Bank Branches only.) *

Net Banking (Only for Corporation Bank)

Debit/Credit Card

If candidate has paid fees through more than one mode, then also no fee will be refunded.

* In case of Fee Payment through Challan, Your online application stands received only with confirmation of fee deposit from Corporation Bank (Approximately within 48 hours of deposit in Corporation Bank) .

Example: choose “Through Challan”, if you are paying using Challan. One challan will be generated containing specific details of the candidate along with amount to be paid. The candidate has to take a printout of the same and take it to the nearest branch of the Corporation bank in Delhi/NCR in next day onwards for making payment.

Choose Fee Payment Mode #

Through Challan(Challan can be deposited in Delhi/NCR Corporation Bank Branches only.) *

Net Banking (Only for Corporation Bank)

Debit/Credit Card

Example: Choose “Net Banking”, if you are paying through Net Banking. The candidate has to select Net banking option to pay the application fee for CET 2014 and follow the online instruction to complete the payment of fee. After successful payment, candidate will be able to take printout of the Confirmation Fee Receipt. Net Banking facility is available only from corporation Bank account.

Choose Fee Payment Mode #

- Through Challan(Challan can be deposited in Delhi/NCR Corporation Bank Branches only.) *
- Net Banking (Only for Corporation Bank)
- Debit/Credit Card

Example: Choose “Debit/Credit Card”, if you are paying through Debit or Credit Card. The candidate has to select Debit/Credit Card option to pay the application fee of CET 2014 and follow the online instruction to complete the payment of fee. After successful payment, candidate will be able to take printout of the Confirmation Fee Receipt.

Welcome to Corporation Bank Payment Gateway

Dear Customer,
Corporation Bank's Payment Gateway will secure your payment to **DELHI KNOWLEDGE DEVELOPMENT FOUNDATION.**

| | |
|---------------------------------|---|
| Select the type of card* | <input type="text" value="Visa"/> |
| Card Number * | <input type="text" value="123456789"/> <small>(Please enter your card number without any spaces)</small> |
| Expiry Date * | <input type="text" value="Mar"/> <input type="text" value="2023"/> <small>(Please enter expiry date provided on your card)</small> |
| CVV2 / CVC2 Number * | <input type="text" value="..."/> <small>(CVV2 / CVC2 is the three digit security code printed on the back of card)</small> |
| Name on Card | <input type="text" value="ABCD"/> |
| Purchase Amount | INR 367.00 |
| Word Verification * | <input type="text" value="RQ6xHW"/> <small>Type the characters you see in the picture below</small> |

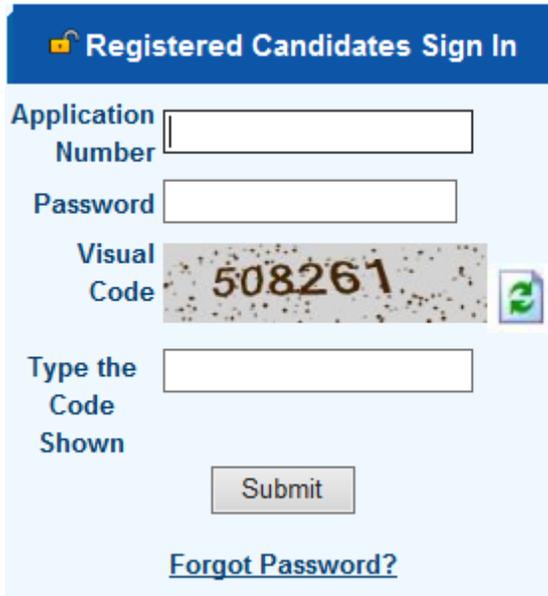
NOTE:

After making payment with any mode (netbanking, debit/credit) candidate will be able to take the final printout of the confirmation fee receipt. For challan, after 48 hours of fee deposited.

| CONFIRMATION FEE RECEIPT | | |
|--------------------------|----------------------------|-------------------------------|
| Test No : 1 | Application No : 1000001 | Date of Printing : 25/03/2014 |
| Name : Geeta Kapoor | Father's Name : Ram Kapoor | |
| Mode of Payment : | Challan | |
| Date of Payment : | 06/03/2014 | |
| Amount : | 720.00 | |
| | | CONTROLLER SIGNATURE |

NOTE:

Candidate can login again using generated Registration number and Password.



The image shows a web form titled "Registered Candidates Sign In" with a blue header. The form is set against a light blue background and contains the following elements:

- Application Number:** A text input field.
- Password:** A text input field.
- Visual Code:** A rectangular area displaying the number "508261" in a brown, slightly blurred font. To the right of this area is a small square button with a green circular arrow icon, used for refreshing the code.
- Type the Code Shown:** A text input field for the user to enter the visual code.
- Submit:** A rectangular button with the text "Submit".
- Forgot Password?:** A blue, underlined text link located below the Submit button.

In login in module candidate can perform Edit application, Upload images, fee payment, status, print application, print fee receipt, print admit card.