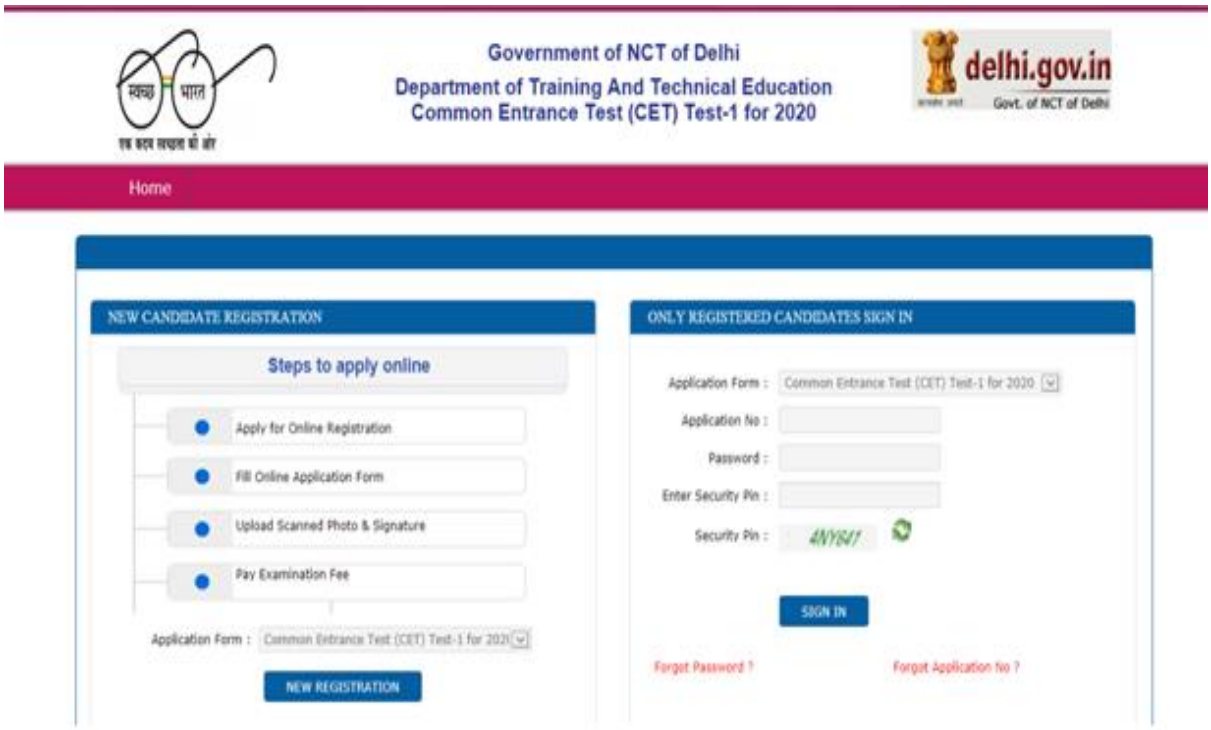
9. ONLINE SUBMISSION OF APPLICATION FORM

CET application form has to be filled online from the website https://www.cetdelhi.nic.in from any internet access point. Screenshots of the form are as follows. Changes, if any, will be incorporated on website. Candidates will need to fill in all the mandatory fields to apply online. The website pages are as follows:

9.1. Click on "Apply *for Diploma Admission CET-2020*" for applying for the test of your choice.

9.2. Click on "Test" and select the Test No. you want to appear.

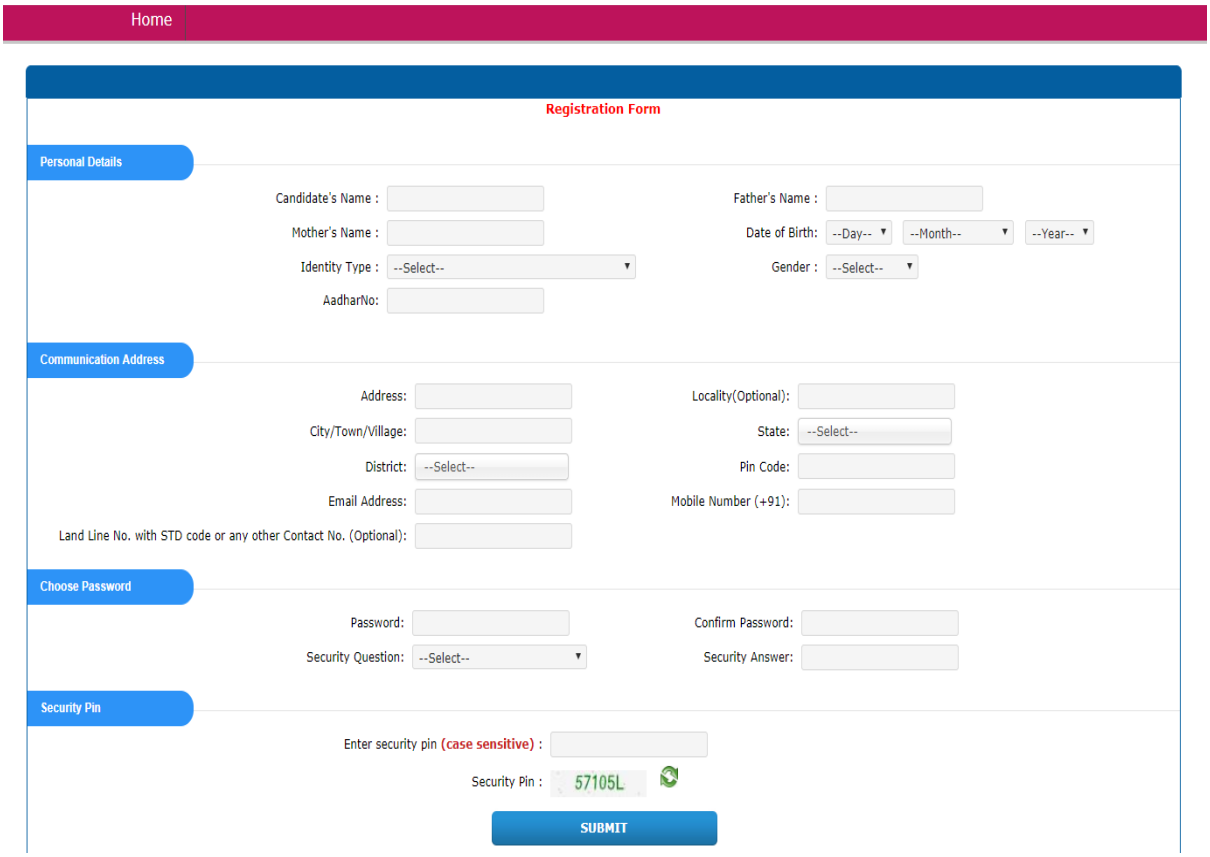
9.3 Then click on "Apply for Test1" if you have selected the Test1.



See all the steps to apply online for filling in the form and then click on "New Registration" button.

9.4 STEP 1: Online Registration Form

(Complete Registration Form and generate Password for future use.)



Instructions to fill in the online Registration Form

(i) Candidate's Name (As per Secondary School/10th certificate)
Example: If name of the candidate is SANJAY KUMAR PANT.

(ii) Father's Name (As per Secondary School/10th certificate)
Example: If name of the Father/Guardian is RAMESH KUMAR PANT

(iii) Mother's Name (As per Secondary School/10th certificate)
Example: If name of the Mother is SUSHMA.

(iv) Date of Birth: The date, month and year of birth should be written as given in the class 10^{th}/Secondary School/High School Certificate of the Board.

(ii) Select the Identity type and fill in the Identity Number. The candidate is required to enter Roll Number/ID number of valid Photo Identity document issued by the Competent Authority. The Identity document can be: Admit Card of 10^{th}/12^{th} or Certificate issued by CBSE/State Board/Any recognized Board from where candidate has passed/appeared or Voter ID card or Aadhar Card or any other valid Photo-ID document issued by Competent Authority.

(vi) Gender: Select the appropriate option as Male, Female or Transgender.

(vii)Filling Address, **locality,** name of city/town/village, district, state, pin code.

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

(viii) Email Address: Provide yours valid email address so that you can be communicated, if required.

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

(ix) MOBILE NUMBER: Provide your mobile number on which you can be contacted. (It should be of 10 digits)

Example: If your mobile number is 9100000000.

Note: All fields are Mandatory except mentioned optional

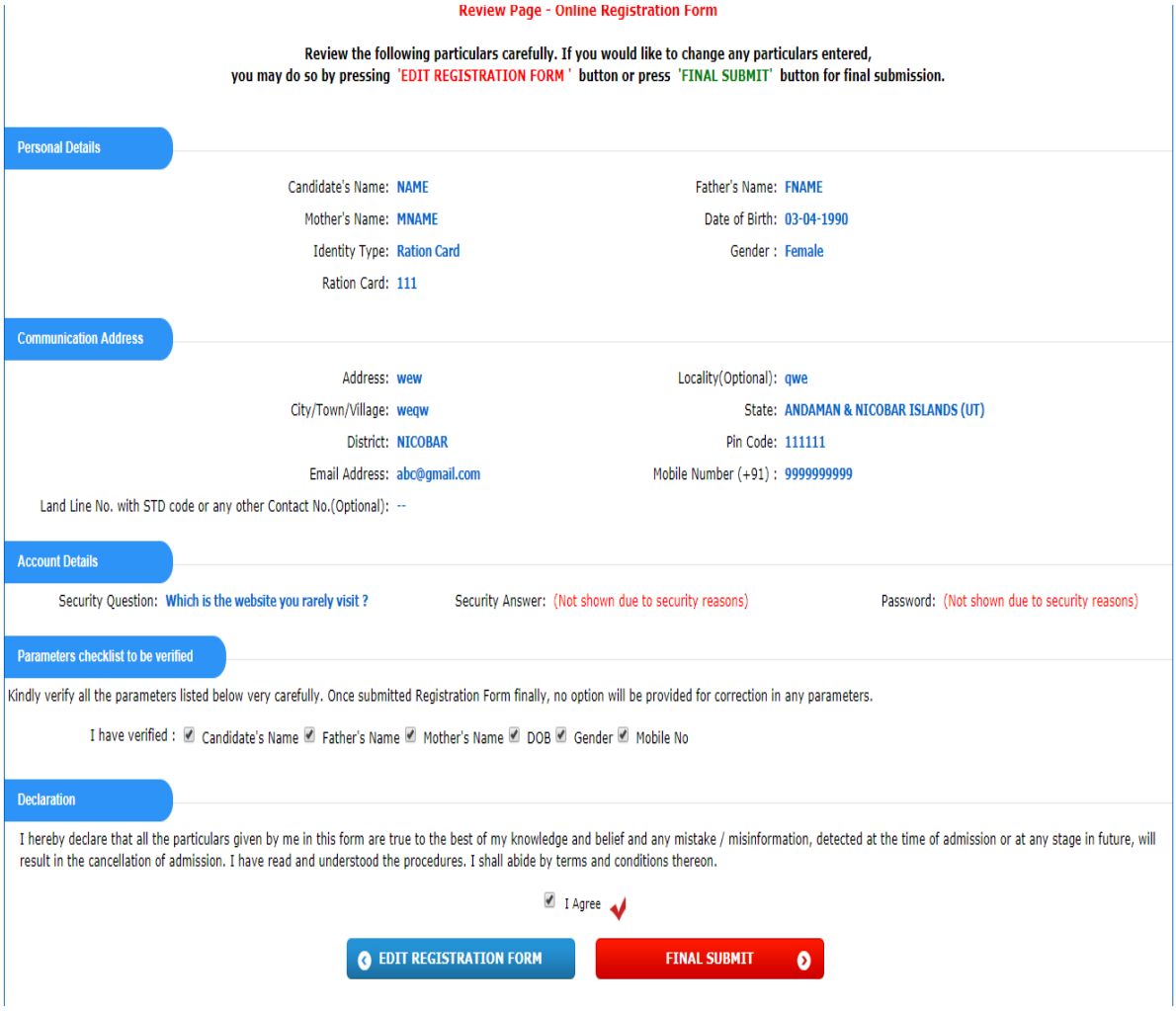
(x)

Choose Password: The candidate will be required to generate the 'PASSWORD '. He/She is advised to keep password generated by him/her secured during Online Registration as it can be misused. Maintaining the secrecy of the password will be the sole responsibility of the candidate. Controller (CET-2020) will not be responsible for any misuse of the password.

(xi) **Security Question:** The candidate will be required to give answer to the security question. The candidate is advised to keep security answer secured with him/her secured during Online Registration as it can be misused to change the password. In case of password forgotten, it may be reset by using security question.

(xii) SECURITY PIN: Please enter the value in as you see in the image and proceed to SUBMIT button.

After clicking SUBMIT button following preview screen will appear. Read the filled data carefully.



Review Page - Online Registration Form

Review the following particulars carefully. If you would like to change any particulars entered, you may do so by pressing 'EDIT REGISTRATION FORM ' button or press 'FINAL SUBMIT' button for final submission.

Personal Details

Candidate's Name: NAME
Father's Name: FNAME
Mother's Name: MNAME
Date of Birth: 03-04-1990
Identity Type: Ration Card
Gender : Female
Ration Card: 111

Communication Address

Address: wew
Locality(Optional): qwe
City/Town/Village: weqw
State: ANDAMAN & NICOBAR ISLANDS (UT)
District: NICOBAR
Pin Code: 111111
Email Address: abc@gmail.com
Mobile Number (+91) : 9999999999
Land Line No. with STD code or any other Contact No.(Optional): --

Account Details

Security Question: Which is the website you rarely visit ?
Security Answer: (Not shown due to security reasons)
Password: (Not shown due to security reasons)

Parameters checklist to be verified

Kindly verify all the parameters listed below very carefully. Once submitted Registration Form finally, no option will be provided for correction in any parameters.

I have verified : Candidate's Name Father's Name Mother's Name DOB Gender Mobile No

Declaration

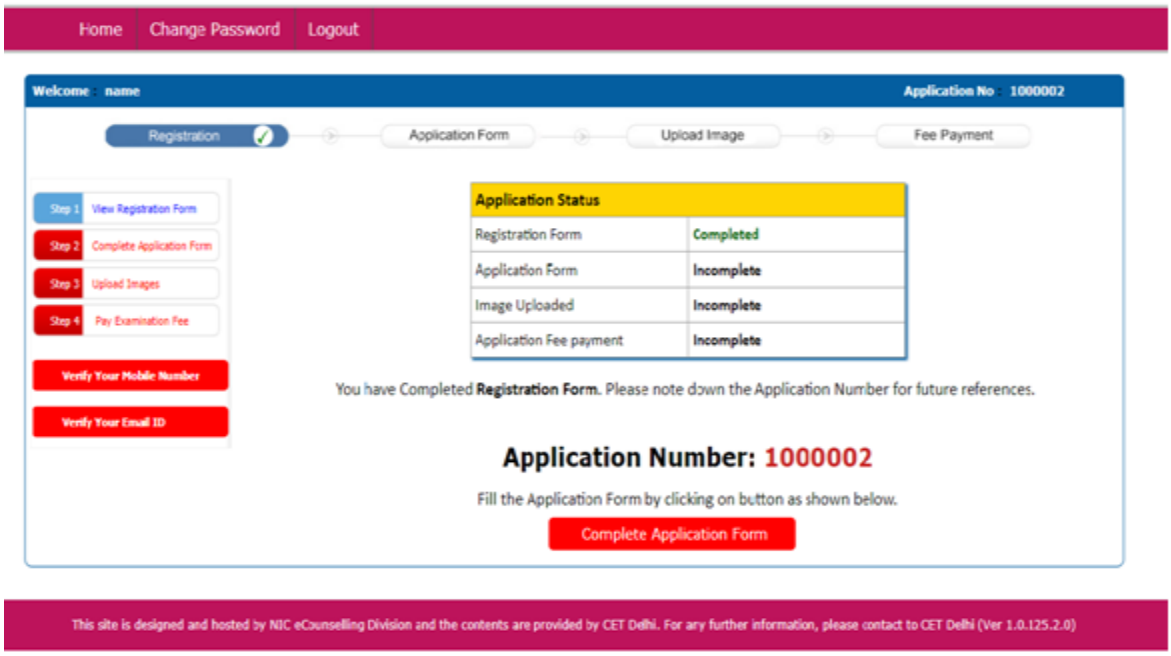
I hereby declare that all the particulars given by me in this form are true to the best of my knowledge and belief and any mistake / misinformation, detected at the time of admission or at any stage in future, will result in the cancellation of admission. I have read and understood the procedures. I shall abide by terms and conditions thereon.

I Agree

EDIT REGISTRATION FORM
FINAL SUBMIT

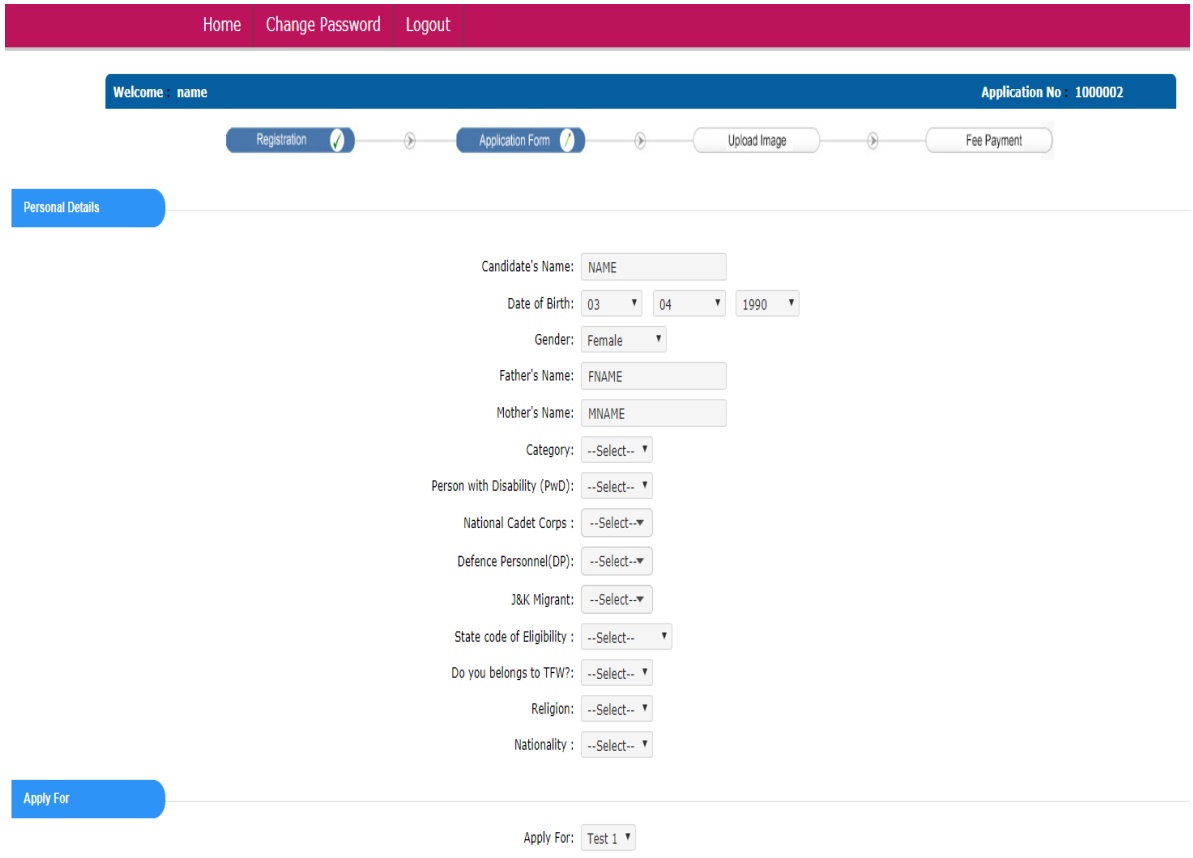
Select either the option “EDIT APPLICATION FORM” or “FINAL SUBMIT” as per your choice.

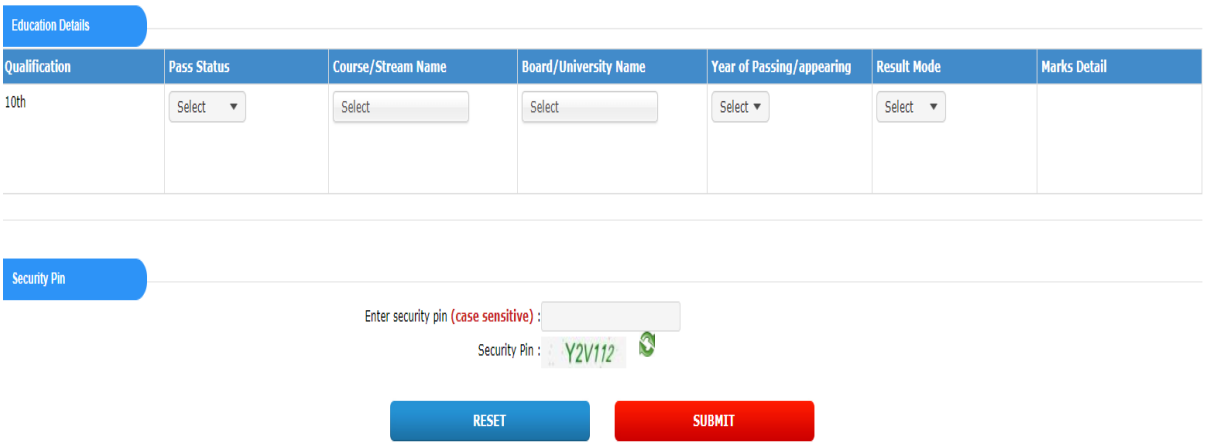
After filling/editing Registration form, on selecting “FINAL SUBMIT”, the following window will appear



9.5 STEP 2: Fill Application Form

Choose “COMPLETE APPLICATION FORM” Button to fill application form





(i) Category: Select the appropriate categories like GN, SC, ST, OBC & EWS.

Example: If the category is "General"

(ii) Subcategory: Choose the appropriate Subcategories like NCC, DP, PWD, JK, and TFW. Click YES if you belong to any of these subcategories, otherwise select NO option.

(iii) State code of eligibility: 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 in NCR and Outside Delhi.

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

(v) Nationality: If your nationality is Indian, select "INDIAN". If your nationality is not Indian select "OTHERS"

(vi) Choose the appropriate qualification based on the test selected. 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. Choose the Course/Stream Name.

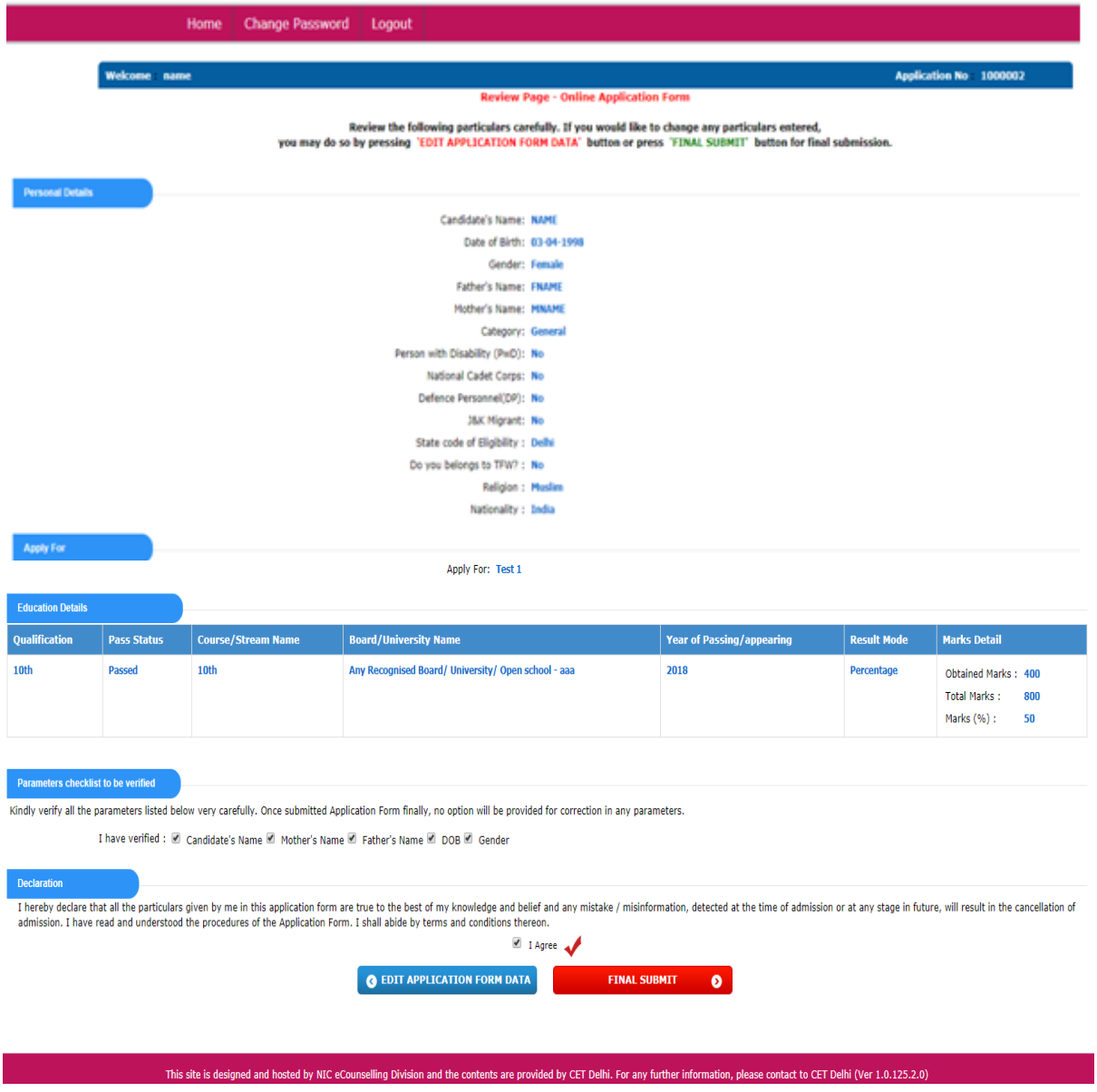
BOARD OF QUALIFYING EXAM: Select the appropriate Board of qualifying exam.
Example: If you have passed the qualifying examination from CBSE, select the title "CBSE"

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.

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

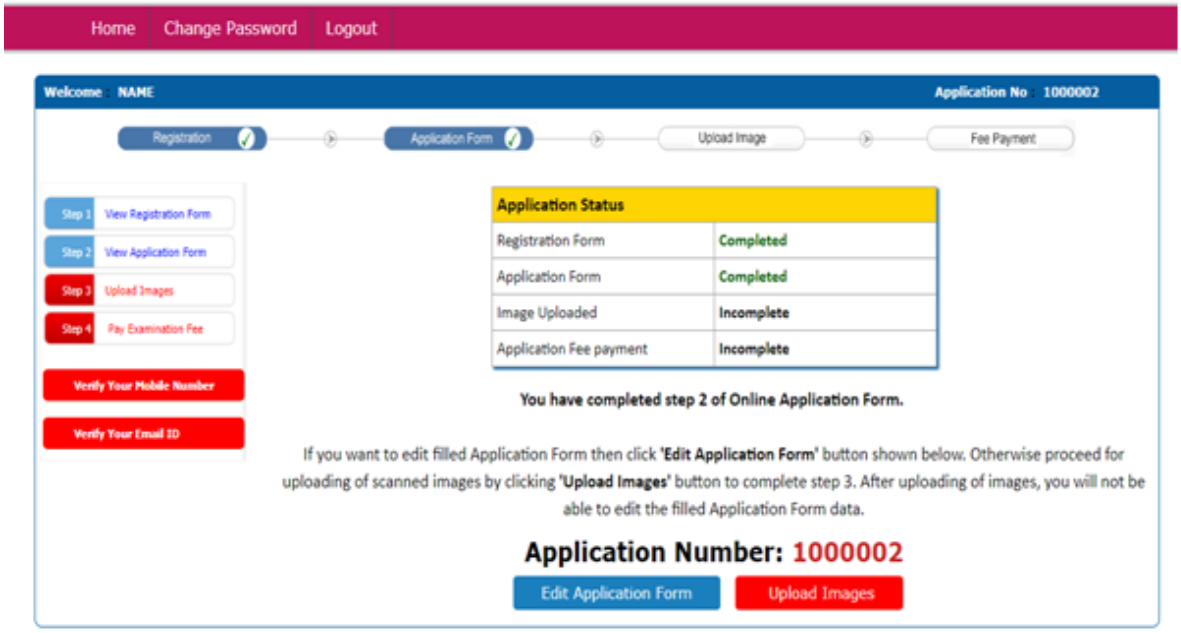
he/she should fill in the year of passing as well as aggregate of percentage of marks/grade obtained in 10th class.

Provide the Security Pin as given in image. Choose RESET or SUBMIT button according to your choice. You will get preview of application forms as:



Mark the check box, “I Agree” and select either “EDIT APPLICATION FORM” or “FINAL SUBMIT” as per your choice.

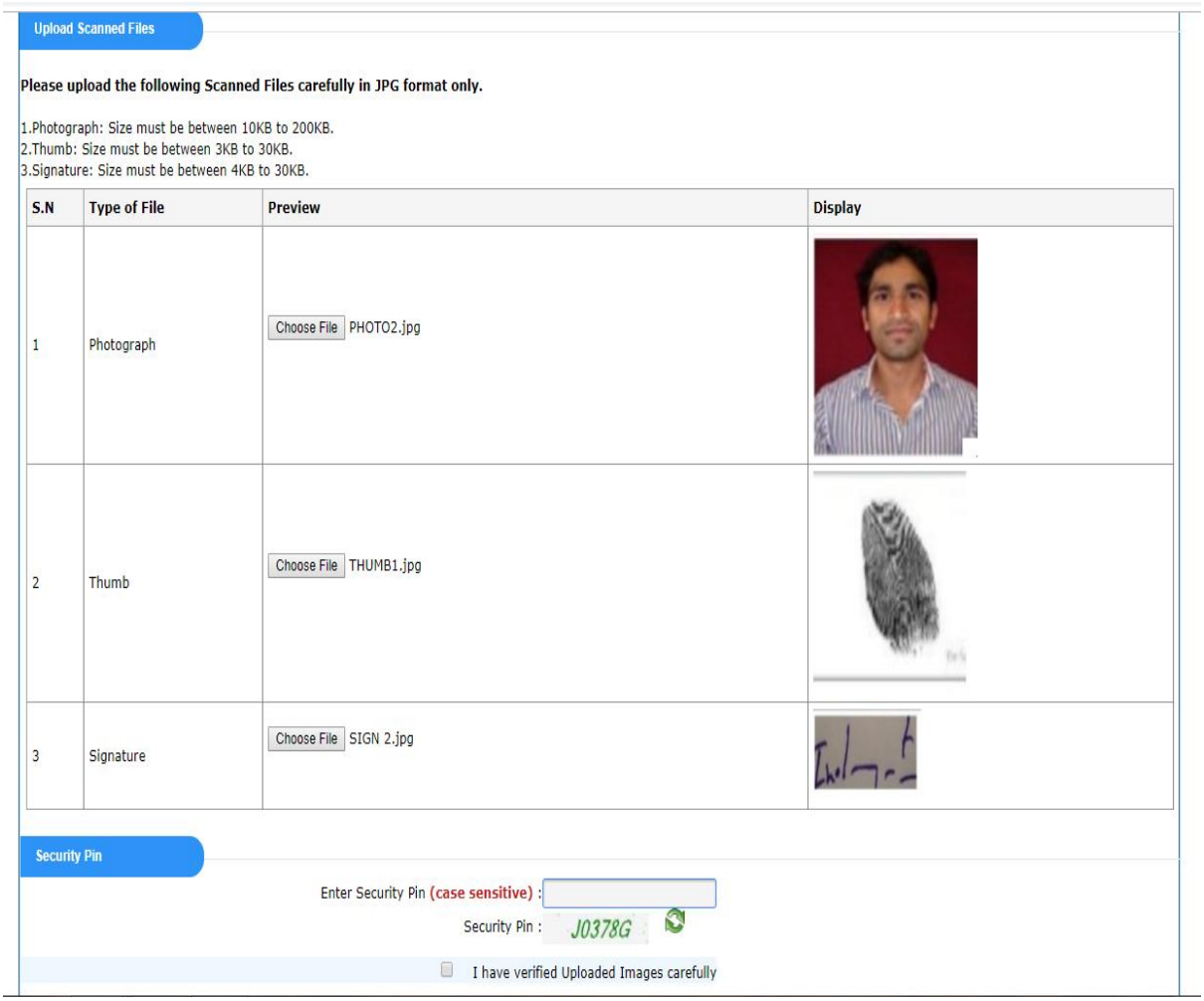
After Clicking “FINAL SUBMIT” you have completed STEP 2 and now you can proceed to STEP-3.



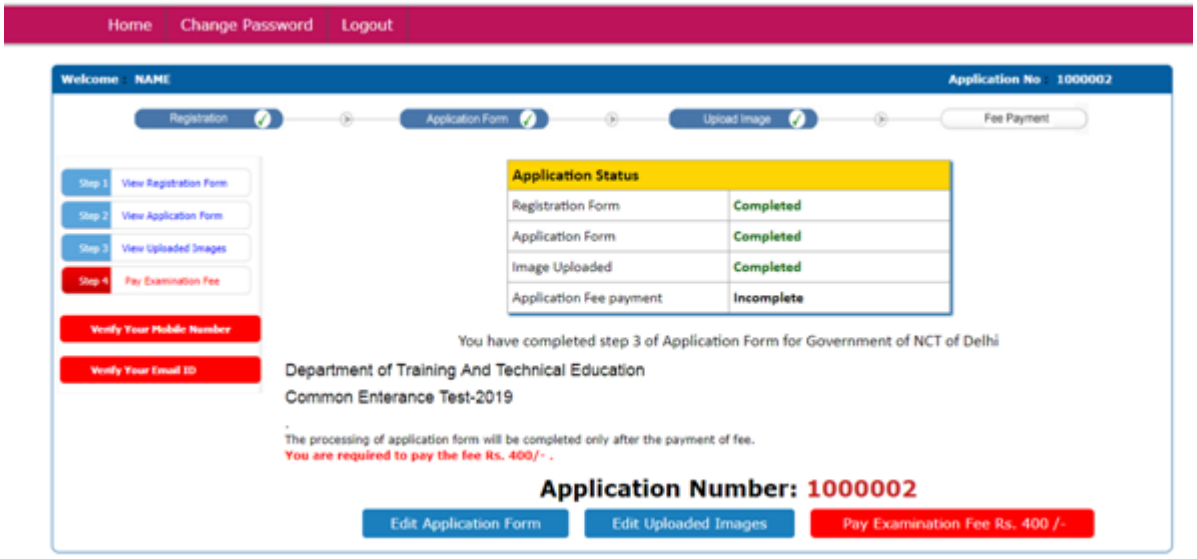
9.6 STEP 3: UPLOAD IMAGES

At this stage you can either click “EDIT APPLICATION FORM” to make correction in application form if any or click “UPLOAD IMAGES” button to upload images.

When you click on "UPLOAD IMAGES", the screen as given below will appear.



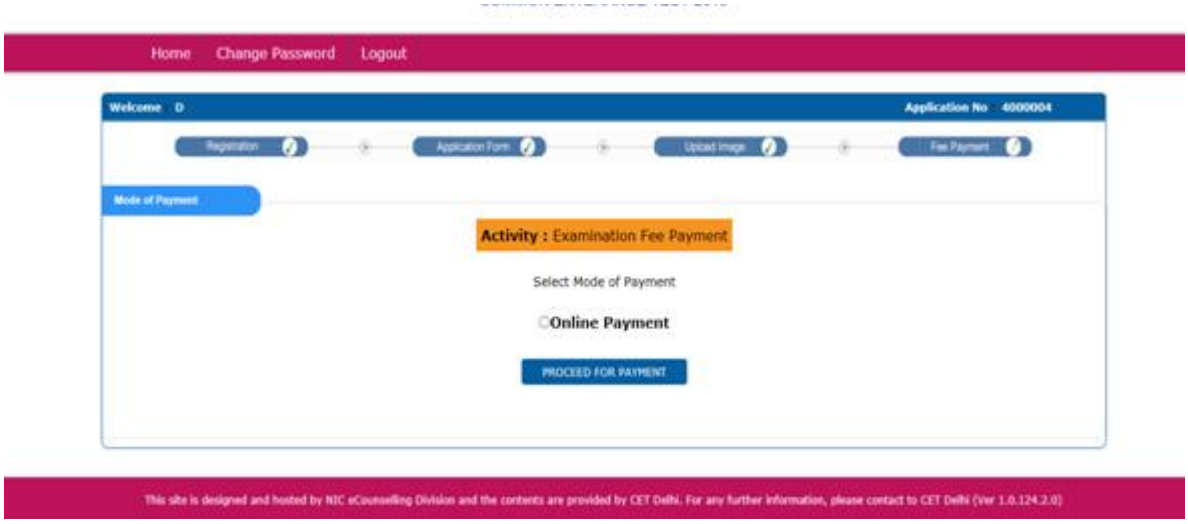
Choose file for Photograph, Thumb and Signature according to specified dimensions and click on "UPLOAD". A popup menu will come confirming that your images have been uploaded successfully.



Now you can choose either "EDIT APPLICATION FORM" to make correction in application form if any or "EDIT UPLOADED IMAGES" button to make changes in the uploaded images before proceeding for online payment of examination fee.

9.7 STEP 4: Pay Examination Fee:

After selecting,"PAY EXAMINATION FEE" you will get payment window as follows:



Mark the Check box for "Online Payment" and click on "PROCEED FOR PAYMENT" for online payment of fee. After successful payment of fee, your online application form submission is completed and you can get printout of payment receipt.

After making payment you will get Confirmation page, take printout of the confirmation page for future correspondence.

Sample Confirmation Page:

Confirmation Page

Application No.	1000001		-

DO NOT SEND THIS PAGE TO BOARD.

CANDIDATES ARE REQUESTED TO RETAIN THE PRINTOUT OF ACKNOWLEDGEMENT PAGE FOR FUTURE REFERENCE.

Personal Details

Name:	NAME	Date of Birth:	01-02-1996
Mother's Name:	MNAME	Category:	General
Father's Name:	FNAME	Person with Disability(PwD):	Yes
Type of Disability:	Hearing Impairments	State of Eligibility:	Delhi
Gender:	Male	Nationality:	Indian
Religion :	Hindu	TFW :	Yes

Course Apply Details

Applying For:	Test 1

Educational Details

Qualification	Pass Status	Course/Stream Name	Board/University Name	Year Of Passing	Marks (%)	Roll No.	Institute Name, Address & Pincode
10th or equivalent	Passed	10th	CENTRAL BOARD OF SECONDARY EDUCATION	2015	96	45872	ABCD

Communication Details

Address:	DELHI	City/Town/Village:	LAXMI NAGAR
District:	LAXMI NAGAR	State:	DELHI
Pin Code:	110092	Email Address:	ad@gmail.com
Mobile Number:	9999468352	Land Line Number:	--

Fee Payment Details

Payment Mode:	Online Payment	Transaction ID:	FSMP4371516025
Exam Fee:	2/-	Date of Transaction:	22-03-2016 12:45:27
Fee Submitted On:	22/03/2016		

DECLARATION

I hereby declare that all the particulars stated in this application form are true to the best of my knowledge and belief. I have read and understood the Board procedures. I shall abide by the terms and conditions thereon.

Images Uploaded by Candidate

Photograph	Signature	Thumb Impression

Note: **Edit Module**:

1. Edit Module will be provided from 28/04/2020 to 30/04/2020 to edit or correct the details provided by the candidate at the time of registration. This Module will be available only after making examination fee payment. In the Edit Module, the candidate will be able to edit all the information provided earlier at the time of submission of online application form except the "**Name of the Candidate and Test Number**". The editing facility will be provided only once.
2. In case of any editing/corrections made by the candidate, the candidate is required to take print out of the edited Confirmation Page and produce the same at the time of counseling/admission.