

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.



The screenshot shows the homepage of the Directorate of Training and Technical Education, Government of NCT of Delhi. The header includes the Delhi Government logo, the department name, and a logo with the motto 'सर्वे निते' (Sarve Nite). The navigation menu contains 'Home', 'CET-2020', and 'Contact Us'. The main content area is divided into three columns: 'Contact Information' with details for the Directorate, 'About Us' with a description of the department's mission and a prominent 'APPLY DIPLOMA ADMISSION FOR CET-2020' button, and 'News & Events' with a 'Available Soon...' notification and 'Important Links' including 'CET-2020 ONLINE SUBMISSION OF FORMS AVAILABLE SOON'.

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



The screenshot shows the 'Common Entrance Test 2020' page. The navigation menu remains the same. The 'Current Events' section is active. The main content area features a detailed description of the CET-2020 and a list of four buttons: 'Click for Test-1', 'Click for Test-2', 'Click for Test-3', and 'Click for Test-4'. The 'News & Events' and 'Important Links' sections are also visible on the right side.

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.)

Registration Form

Personal Details

Candidate's Name :

Father's Name :

Mother's Name :

Date of Birth: --Day-- --Month-- --Year--

Identity Type : --Select--

Gender : --Select--

AadharNo:

Communication Address

Address:

Locality(Optional):

City/Town/Village:

State: --Select--

District: --Select--

Pin Code:

Email Address:

Mobile Number (+91):

Land Line No. with STD code or any other Contact No. (Optional):

Choose Password

Password:

Confirm Password:

Security Question: --Select--

Security Answer:

Security Pin

Enter security pin (case sensitive) :

Security Pin :

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 10th/Secondary School/High School Certificate of the Board.
- (v) 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 10th/12th 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 your valid email address so that you can be communicated, if required.

Email Address : x

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 : <input checked="" type="checkbox"/> Candidate's Name <input checked="" type="checkbox"/> Father's Name <input checked="" type="checkbox"/> Mother's Name <input checked="" type="checkbox"/> DOB <input checked="" type="checkbox"/> Gender <input checked="" type="checkbox"/> 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.
<input checked="" type="checkbox"/> 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

Home Change Password Logout

Welcome: name Application No: 1000002

Registration Application Form Upload Image Fee Payment

Step 1 View Registration Form
 Step 2 Complete Application Form
 Step 3 Upload Images
 Step 4 Pay Examination Fee

Verify Your Mobile Number
 Verify Your Email ID

Application Status	
Registration Form	Completed
Application Form	Incomplete
Image Uploaded	Incomplete
Application Fee payment	Incomplete

You have Completed **Registration Form**. Please note down the Application Number for future references.

Application Number: 1000002

Fill the Application Form by clicking on button as shown below.

Complete Application Form

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9.5 STEP 2: Fill Application Form

Choose “COMPLETE APPLICATION FORM” Button to fill application form

Home Change Password Logout

Welcome: name Application No: 1000002

Registration Application Form Upload Image Fee Payment

Personal Details

Candidate's Name: NAME

Date of Birth: 03 04 1990

Gender: Female

Father's Name: FNAME

Mother's Name: MNAME

Category: --Select--

Person with Disability (PwD): --Select--

National Cadet Corps: --Select--

Defence Personnel(DP): --Select--

J&K Migrant: --Select--

State code of Eligibility: --Select--

Do you belongs to TFW?: --Select--

Religion: --Select--

Nationality: --Select--

Apply For

Apply For: Test 1

Education Details						
Qualification	Pass Status	Course/Stream Name	Board/University Name	Year of Passing/appearing	Result Mode	Marks Detail
10th	Select ▾	Select	Select	Select ▾	Select ▾	

Security Pin

Enter security pin (case sensitive) :

Security Pin : Y2V112 

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

* Category : ▾

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:

[Home](#) [Change Password](#) [Logout](#)

Welcome : nameApplication No : 1000002

Review Page - Online Application Form
Review the following particulars carefully. If you would like to change any particulars entered, you may do so by pressing 'EDIT APPLICATION FORM DATA' button or press 'FINAL SUBMIT' button for final submission.

Personal Details

Candidate's Name: NAME
Date of Birth: 03-04-1998
Gender: Female
Father's Name: FNAME
Mother's Name: MNAME
Category: General
Person with Disability (PwD): No
National Cadet Corps: No
Defence Personnel(DP): No
J&K Migrant: No
State code of Eligibility : Delhi
Do you belongs to TFW? : No
Religion : Muslim
Nationality : India

Apply For

Apply For: Test 1

Education Details

Qualification	Pass Status	Course/Stream Name	Board/University Name	Year of Passing/appearing	Result Mode	Marks Detail
10th	Passed	10th	Any Recognised Board/ University/ Open school - aaa	2018	Percentage	Obtained Marks : 400 Total Marks : 800 Marks (%) : 50

Parameters checklist to be verified

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

I have verified : Candidate's Name Mother's Name Father's Name DOB Gender

Declaration

I hereby declare that all the particulars given by me in this application 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 of the Application Form. I shall abide by terms and conditions thereon.

I Agree

EDIT APPLICATION FORM DATA

FINAL SUBMIT

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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.

Home | Change Password | Logout

Welcome: NAME Application No: 1000002

Registration → Application Form → Upload Image → Fee Payment

Step 1: View Registration Form

Step 2: View Application Form

Step 3: Upload Images

Step 4: Pay Examination Fee

Verify Your Mobile Number

Verify Your Email ID

Application Status	
Registration Form	Completed
Application Form	Completed
Image Uploaded	Incomplete
Application Fee payment	Incomplete

You have completed step 2 of Online Application Form.

If you want to edit filled Application Form then click 'Edit Application Form' button shown below. Otherwise proceed for uploading of scanned images by clicking 'Upload Images' button to complete step 3. After uploading of images, you will not be able to edit the filled Application Form data.

Application Number: 1000002

[Edit Application Form](#)
[Upload Images](#)

9.6 STEP 3: UPLOAD IMAGES

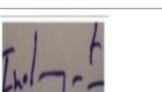
At this stage you can either click “EDIT APPLICATION FORM” to make correction in application form if any or click “UPLOAD IMAGES” button to upload images.

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

Upload Scanned Files

Please upload the following Scanned Files carefully in JPG format only.

1. Photograph: Size must be between 10KB to 200KB.
 2. Thumb: Size must be between 3KB to 30KB.
 3. Signature: Size must be between 4KB to 30KB.

S.N	Type of File	Preview	Display
1	Photograph	Choose File PHOTO2.jpg	
2	Thumb	Choose File THUMB1.jpg	
3	Signature	Choose File SIGN 2.jpg	

Security Pin

Enter Security Pin (case sensitive) :

Security Pin : **J0378G** 

I have verified Uploaded Images carefully

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.

Home Change Password Logout

Welcome NAME Application No - 1000002

Registration Application Form Upload Image Fee Payment

Step 1 View Registration Form
 Step 2 View Application Form
 Step 3 View Uploaded Images
 Step 4 Pay Examination Fee

Verify Your Mobile Number
 Verify Your Email ID

Application Status

Registration Form	Completed
Application Form	Completed
Image Uploaded	Completed
Application Fee payment	Incomplete

You have completed step 3 of Application Form for Government of NCT of Delhi
 Department of Training And Technical Education
 Common Entrance Test-2019

The processing of application form will be completed only after the payment of fee.
 You are required to pay the fee Rs. 400/- .

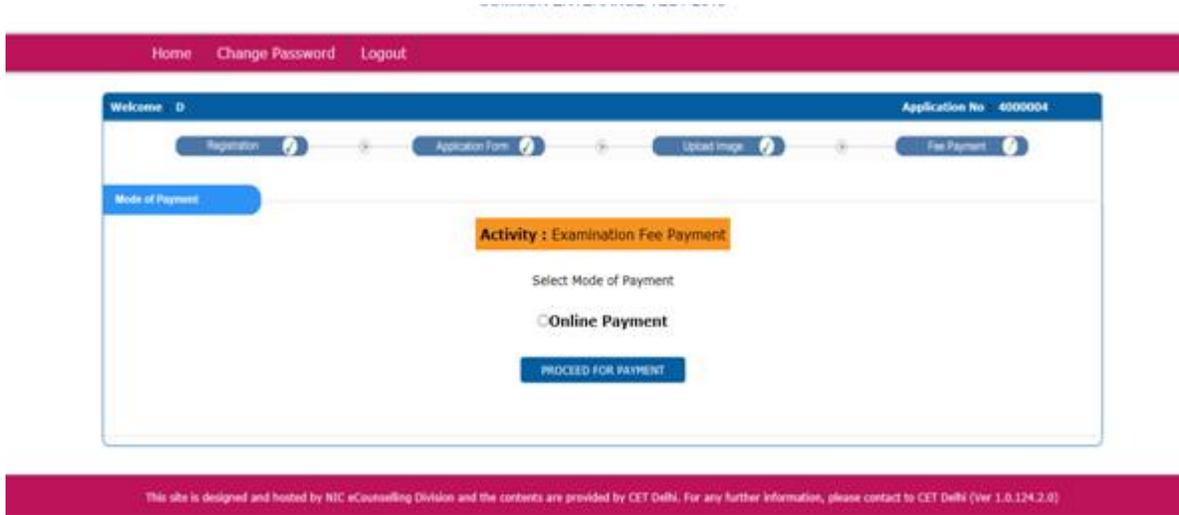
Application Number: 1000002

Edit Application Form Edit Uploaded Images Pay Examination Fee Rs. 400 /-

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:



The screenshot shows a web interface for paying an examination fee. At the top, there is a navigation bar with links for Home, Change Password, and Logout. Below this is a header area with a welcome message, a user ID 'D', and an application number '4000004'. A progress bar indicates the current step is 'Fee Payment', with previous steps being 'Registration', 'Application Form', and 'Upload Image'. The main content area is titled 'Mode of Payment' and displays 'Activity : Examination Fee Payment'. It prompts the user to 'Select Mode of Payment' and provides a radio button option for 'Online Payment'. A 'PROCEED FOR PAYMENT' button is located at the bottom of the form. A footer at the bottom of the page states: 'This site is designed and hosted by NIC eCounselling Division and the contents are provided by CET Delhi. For any further information, please contact to CET Delhi (Ver 1.0.124.2.0)'.

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	90	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:	FSMP4371515025			
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.