

# **GOVERNMENT OF MAHARASHTRA Higher & Technical Education Department**

**User Manual For "Option Form"** 

## **Full Time Technical Diploma Courses**

First Year of Post HSC Diploma in Pharmacy, Surface Coating Technology and Hotel Management & Catering Technology

## For the Academic Year 2021-22



### Directorate of Technical Education Maharashtra State, Mumbai

3, Mahapalika Marg,Post Box No.1967, Opp. Metro Cinema, Mumbai - 400 001 E-Mail: desk10@dtemaharashtra.gov.in Website: www.dtemaharashtra.gov.in

## Index

Sr. No	Step Details	Page Number
1	Step 01: Candidate Login	03
2	Step 02: forgot Password/Application ID	04
3	Step 3: Filling up option form	06
4	Step 04: Shortlist Your Options (Personal Information)	08
5	Step 05: Shortlist Your Options (Institute Search)	09
6	Step 06: Set Your Preferences	11
7	Step 07: confirmation of selected preferences	12
8	Step 08: Print Option Form	14

#### Step 01: Candidate Login

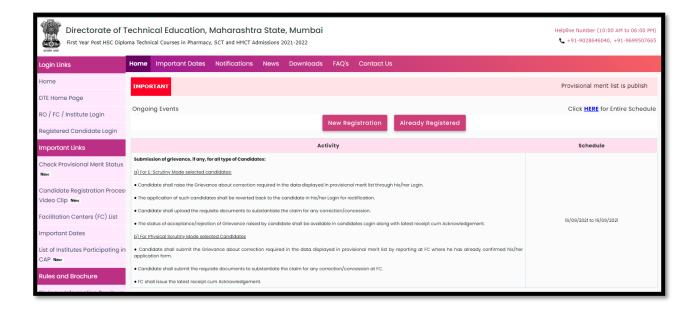
A candidate whose name is displayed in the final merit list only those candidates can fill the option form to fill the option form candidate need Open Internet Browser (Google Chrome / Mozilla Firefox / Internet Explorer version 9 or higher



Go to the address bar and type the URL:

https://posthscdiploma2021.dtemaharashtra.gov.in/

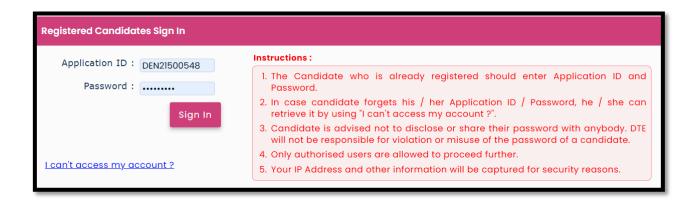
And click on "Already Registered" button.



Here candidate needs to enter the application ID which is displayed in the final merit and enter the Password. And then click on the "Sign In" button.



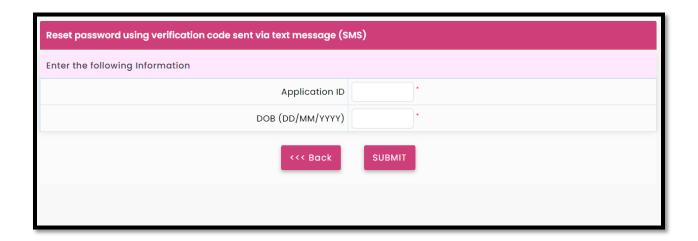
Step 02: In case candidate forgets his / her Application ID / Password, he / she can retrieve it by using "I can't access my account?".



#### Select from given option to retrieve



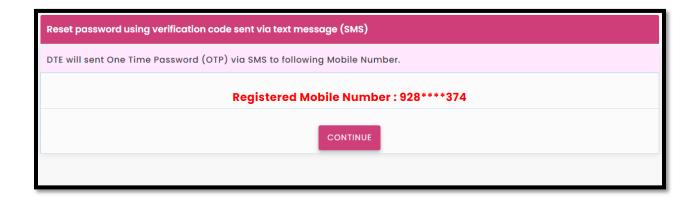
If the candidate selects "I forgot my Password." Then he/she needs to enter mentioned details and click on the "Submit" button.



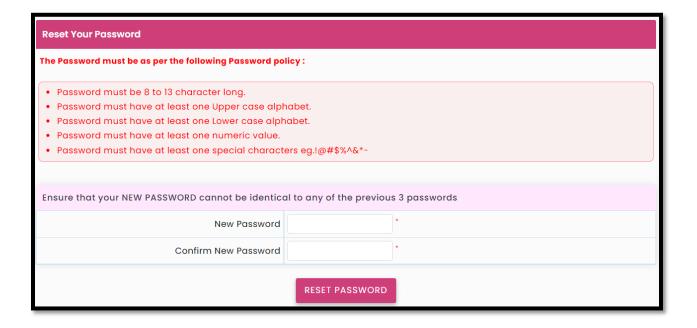
If the candidate selects "I forgot my Application ID" Then he/she needs to enter mentioned details and click on the "Submit" button.



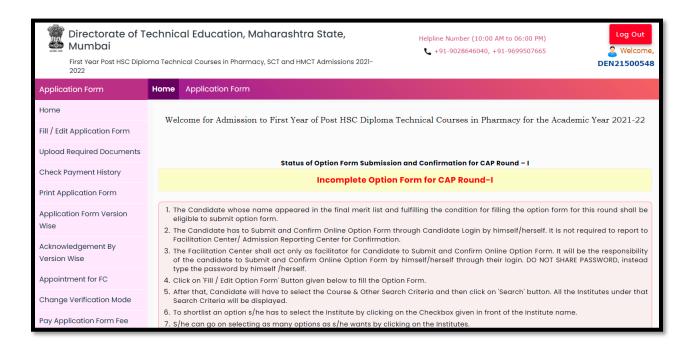
Then, the candidate will receive a One Time Password (OTP) via SMS on a registered Mobile Number. Click on "Continue" to get the OTP,



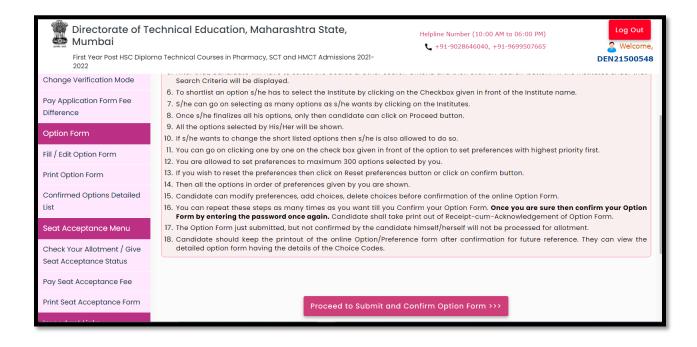
Now here, candidates need to enter OTP to verify, after successful verification candidates can reset the password or Application ID will be displayed



Step 03: After successful Log in Status of Option Form Submission and Confirmation for CAP Round – I will be displayed to the candidate as shown. Here candidates need to read and understand the information given inbox to know the terms and conditions for the Option Form Submission and Confirmation for CAP Round – I



to fill the Option Form Submission candidate can click on "Fill / Edit Option Form" given in direct link or "Proceed to submit and Confirm Option form" button given below



#### **Step 04: Shortlist Your Options**

In this session total, 4 steps will be displayed to the candidate which needs to fill by the candidate to consider his/her application for CAP Round – I

- 1] Shortlist Your Options, 2] Set Your Preferences,
- 3] Option Form Summary, 4] Confirm Your Option Form

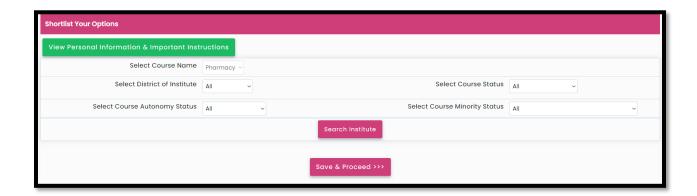
As the candidate is on 1] Shortlist Your Options here candidate can check his/her personal information which he/she has mentioned in the Application form registration process. By clicking on "Personal Information & Important Instructions" in this candidate can only view the following details

- 1. Application ID
- 2. Candidate Name
- Gender
- 4. Date of Birth
- Candidature Type
- 6. Category for Admission
- 7. Applied for EWS
- 8. Applied for Orphan
- 9. Person with Disability
- 10. Defense Type
- 11. Applied for TFWS
- 12. Minority Candidature Type



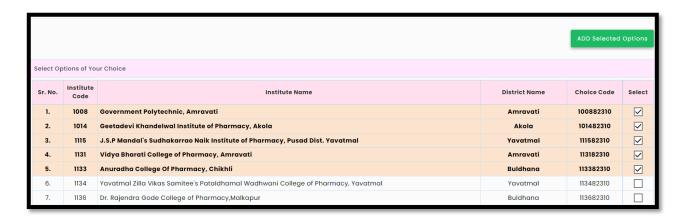
#### In Step 05: Shortlist Your Options (Institute Search)

Here candidate can customize the options list by select desired District of Institute, Course Status, Course Autonomy Status, Course Minority Status or candidate can view all the options by selecting "ALL" as shown below then candidate need to click on the "Search Institute" button to view the options list.

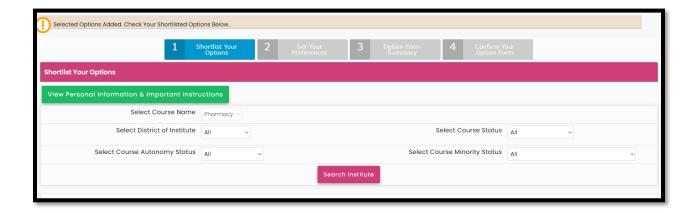


Then, a list of all institutes will be displayed, where the candidate can select the specific college as per requirement by clicking on the select check box as shown below also candidate can uncheck the selected option by double click on the selected option.

Note: Candidate can Select up to 300 Institute for option.



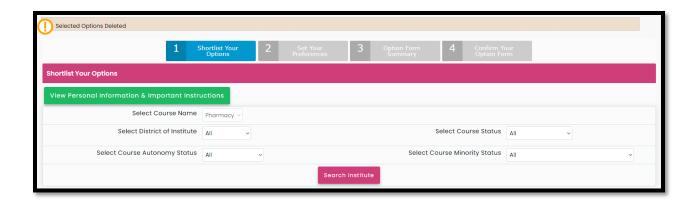
After, selecting the required institution's candidate needs to click on "ADD Selected Option" to add to the options list. After successful shortlisting message will be displayed for confirmation as shown



If a candidate wants to delete the selected institution from the shortlisted list then the candidate needs to click on the option which needs to be deleted then click on "Delete Selected Option" and the selected institute will be deleted from the shortlisted list as shown,



Similar to the above confirmation of the deleted institute will be displayed as shown



After finalizing the institute list for the options form candidate need to click on the "Save & proceed" button.

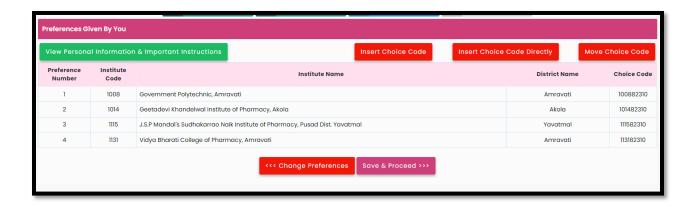
#### **Step 06: Set Your Preferences**

In this, the candidate needs to set the preference for the selected institute. To set the preferred candidate needs to click on the check box given under the Set Preference column.



Candidates can reset the set preference to reset preference by clicking on "Reset my Preferences". After finalizing the preferences candidate need to click on the "Save & Proceed" button for the next step

Step 07: confirmation of selected preferences by you,



In this candidate can insert a choice code or insert a choice code directly or move the choice code or can change preferences.

To insert a choice code candidate, need to click on the insert choice code and the candidate needs to fill in the following information to insert the choice code.

The candidate needs to select a preference number at which he/she want to insert the choice code directly after the selected candidate needs to click on the insert code to add the selected institute directly.



Or If the candidate knows the institute code then the candidate can insert the institute directly by clicking on "Insert Choice code Directly", and enter code institute code and Select Preference Number at which you want to Insert as shown and click on "Insert Choice code" to insert the institute code directly.



After finalizing the list of institutes if the candidate wants to move the preference then the candidate can move the preference by clicking on "Move choice code" as shown



IF the candidate wants to move 1st preference down and replace it by 2nd then-candidate needs to select Preference Number to which you want to Move: 1 and Select Choice Code to which you want to Move: 2 as shown, and click on "Move choice code" Button.



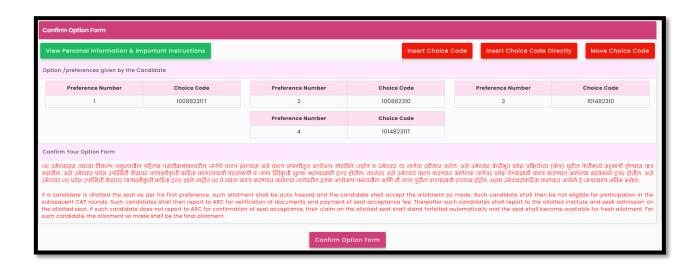
Once the list is finally then the candidate can click on "Save and Proceed" for the next step as shown



#### **Step 7: Confirm Your Option Form**

In this stage of the options form, the candidate needs to check the details once again before final submission.

Once all the information is correct then click on "Confirm Option Form"



To confirm, your Option form you have to enter your Login password, then OTP will be sent to your registered 91XXXXX123 mobile number. as shown and click on Verify Password

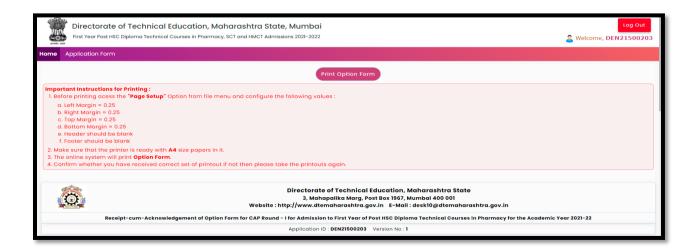


After successful verification of password candidate will receive OTP from DTE Maharashtra via SMS, on registered mobile number only, the candidate needs to enter the OTP as shown and click on "Verify and confirm Option Form" to submit your selected preferences.



#### **Step 08: Print Option Form**

Once OTP is verified successfully then-candidate option form is submitted successfully candidate can take the printout of same by clicking on "Print Option Form" as shown



# Thank You