

## GUIDELINES FOR FILLING-UP THE APPLICATION FORM FOR CET – 2015

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-2015
2. It will be the sole responsibility of the candidate to make sure that he/she is eligible to apply and fulfils 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-2015 is Rs 400/- + Rs 15/- bank charges + Rs 2/- (service tax).**
7. The fee once paid will **not be refunded** (full or partial) under any circumstances.
8. Multiple payments of fees will **not be refunded** under any circumstances.
9. **Mode of CET 2015 Fees submission**
  - (a)The fee may be submitted either by any credit/debit card/ net banking.
  - (b)The fee may be submitted by challan in any branch of corporation bank in India

## 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. **(For better visibility use internet explorer 7 and above)**
2. Click on “Apply for CET-2015” button.

Apply For CET-2015

3. Again click on “Apply For CET-2015” button.

The screenshot displays the website interface for the Common Entrance Test (CET) 2015. At the top, the header includes the Government of NCT of Delhi logo, the Department of Training and Technical Education, and the National Informatics Centre (NIC) logo. The main content area features a navigation menu with links for Home, Downloads, FAQ, Guidelines to Fill Application, Fee Details, Help Desk, CET-2015 Result, and Contact Us. Below the menu, a flowchart illustrates the three-step process: Application Form, Upload Images, and Fee Payment. A prominent blue button labeled 'Apply For CET-2015' is visible. The footer contains a disclaimer and credits the design and development to the NIC Delhi State Center.

Government of NCT of Delhi  
Department of Training and Technical Education  
COMMON ENTRANCE TEST - 2015

11/03/2015 15:44:14

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Application Form → Upload Images → Fee Payment

**New Candidate Registration**

3 Simple Steps To Apply Online

- Step 1 Fill the Application Form
- Step 2 Upload Scanned Images
- Step 3 Pay Examination Fee

Apply For CET-2015

Designed & Developed by NIC Delhi State Center

Disclaimer: NIC, DTTE, BTE, DKDF, and COE/CAO Team are not responsible for any inadvertent error that may have crept in the content being published on the website. The content published on the website is for immediate information to the counselees.

4. Select Test No.

**New Candidate Registration**

\* Choose Test :

**PROCEED TO APPLY ONLINE>>**

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

6. On the “Application Form For CET-2015”, fill the details.

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Application Form → Upload Images → Fee Payment

**Application Form for CET - 2015** \* Fields are mandatory

Test No. 1

Candidate's Particulars as per 10th Passing Certificate ▶

\* Name of Candidate :

\* Father's Name :

\* Mother's Name :

\* Date of Birth :

Personal Details ▶

\* Gender :  MALE  FEMALE

\* Address :

\* Category :

SubCategory :  NCC

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 10<sup>th</sup>/Secondary School/High School Certificate of the Board or the University.

March, 2000						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	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	31	1
2	3	4	5	6	7	8

Today: March 11, 2015

Example: If Your Date of Birth is 23 march 2000

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 with Pin code.

\* Address :

Example: If your mailing address is No 61 Pocket D Moti Bagh New Delhi-110068

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

13. CATEGORY: Select the appropriate categories like GN, SC, ST, and OBC. Categories once declared by the candidate **cannot be changed** at a later stage / 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, and TFW. Subcategories once declared by the candidate **cannot be changed** at a later stage/at the time of counselling/admission.

SubCategory :  NCC  
 DP  
 SM  
 PH  
 JK  
 TFW

NOTE:

NCC: National Cadet Corps

DP: Defence Personnel

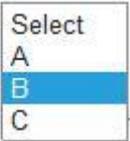
SM: Sikh Minority

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 then select 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
- 2- Kashmiri Migrants registered in Delhi After 11.06.2001
- 3- Kashmiri Migrants settled Outside Delhi

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

18. MOBILE NUMBER: Fill the mobile number where you can be contacted, if required.(it should be of 10 digits

\* Mobile Number :

Example: If your mobile number is 9100000000.

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

Email Address :

Example: If your email address is [Abcd@gmail.com](mailto:Abcd@gmail.com)

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

\* State :

\* Pincode :

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 10<sup>th</sup> 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 10<sup>th</sup> in 2011 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 12<sup>th</sup> 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 

Visual Image : 

\* 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.

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

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Choose Fee Payment Mode #

Through Challan(Challan can be deposited in any Corporation Bank Branches of All over India.) \*

Debit/Credit Card/NetBanking through Billdesk

# 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 India next day . This is the copy of generated challan after choosing that option.

Cash Voucher/Bank Copy



CASH CAN BE DEPOSITED AT ANY CORPORATION BANK BRANCH IN INDIA

Fee for the CET-2015 Test No. 2

Application No:	2000407
Candidate Name:	SURESH KUMAR
Mobile No:	9658741236
Amount:	2.00
Total Amounts in Words:	Three Hundred Sixty Seven Only

Signature of Depositor

Note : Cash can be deposited next working day after the generation of Challan and You may verify the receipt of your fees online after two working days of deposit of fees.

<b>For Bank Use Only :</b>	
Fee Type:	TE
Application No:	2000407
Date of Birth:	06/03/1996

SINO:

Seal/Date

Authorised Signatory

Fee can only be deposited at the bank counter upto:20/03/2015 (during bank working hours).

**IMPORTANT INSTRUCTIONS TO CORPORATION BANK BRANCHES**

Cash Voucher/Candidate Copy



CASH CAN BE DEPOSITED AT ANY CORPORATION BANK BRANCH IN INDIA

Fee for the CET-2015 Test No. 2

Application No:	2000407
Candidate Name:	SURESH KUMAR
Mobile No:	9658741236
Amount:	2.00
Total Amounts in Words:	Three Hundred Sixty Seven Only

Signature of Depositor

Note : Cash can be deposited next working day after the generation of Challan and You may verify the receipt of your fees online after two working days of deposit of fees.

<b>For Bank Use Only :</b>	
Fee Type:	TE
Application No:	2000407
Date of Birth:	06/03/1996

SINO:

Seal/Date

Authorised Signatory

Fee can only be deposited at the bank counter upto:20/03/2015 (during bank working hours).

**IMPORTANT INSTRUCTIONS TO CORPORATION BANK BRANCHES**

**Example:** Choose "Debit/Credit Card/NetBanking through Billdesk". If you are paying through Net Banking/Debit/Credit Card, the candidate has to select "Debit/Credit Card/NetBanking through Billdesk" option to pay the application fee for CET 2015 and follow the instruction to complete the payment of fee. After successful payment, candidate will be able to take printout of the Confirmation Fee Receipt.



Credit Card

Pay by Credit Card



Card Number

Expiration Date Month  Year  CVV/ CVC

Card Holder Name

Merchant Name  
Delhi Knowledge  
Development Foundation

Payment Amount: ₹ 5.00

 everywhere  
you want to be

Powered by  


**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 e-challan, after 48 hours of fee deposited.

### CONFIRMATION FEE RECEIPT

Test No : 1	Application No : 1067177	Date of Printing : 11/03/2015
Name : RAKESH KUMAR	Father's Name : DEELIP	
Mode of Payment :	Debit/Credit Card	
Date of Payment :	10/03/2015	
Amount :	5.00	
		
		CONTROLLER SIGNATURE

**Note:** In case your payment receipt is not generated and amount has been deducted, the fee is not received at our end; therefore your application will be rejected. Multiple payments of fees for the same application will not be refunded under any circumstances.

**NOTE:**

Candidate can login again using generated Registration number and Password.

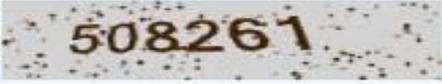


The image shows a web form titled "Registered Candidates Sign In". It features a blue header with a lock icon and the title. Below the header, there are four input fields: "Application Number", "Password", "Visual Code", and "Type the Code Shown". The "Visual Code" field contains a CAPTCHA image with the number "508261" and a refresh icon. A "Submit" button is located below the input fields, and a link for "Forgot Password?" is at the bottom.

**Registered Candidates Sign In**

Application Number

Password

Visual Code  

Type the Code Shown

[Forgot Password?](#)

In login- in module candidate can perform following functions:

**Edit Application:** You can edit the application before final submission,

**Upload images:** You can upload the application before final submission fee payment,

**Status:** It shows the status of your application

**Print Application:** To get the printout of application form

**Print Fee Receipt:** Get the final printout of the fee receipt.

**Print Admit Card:** This option will be activated when admit cards will be uploaded.