



## **Government of Maharashtra STATE COMMON ENTRANCE TEST CELL**

Office Address: State Common Entrance Test Cell, New Excelsior Cinema Building, 8th Floor, A.K.Nayak Marg, Fort, Mumbai, Maharashtra 400001

Website: [www.mahacet.org](http://www.mahacet.org)

E-mail Id: [cetcell@mahacet.org](mailto:cetcell@mahacet.org)

### **Information Brochure**

**First Year of Three Year Degree Course in Law leading to**

**LL.B. (3 Yrs.)(Regular- Full Time- Course)**

**Centralized Admission Process (CAP) 2024-2025**

#### **CAP Process Website**

Website for CAP Application form filling: - <https://llb3cap24.mahacet.org>

Call Centre No. for CAP Application Form filling & Technical Queries: 9175176036

This Information Brochure has been duly approved by Department of Higher and Technical Education, Government of Maharashtra, Mantralaya, Mumbai & Director of Higher Education, Maharashtra State, Pune

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## **References**

- 1) Government of Maharashtra ACT XXVIII of 2015, Dated 17th August, 2015.
- 2) Government Resolution - No. CET-2015/C.R.No.379/Mashi-2, Dated 4<sup>th</sup> December, 2015. (Competent Authority for CET & Method of Admission)
- 3) Government of Maharashtra Gazette, No.TEM-2019/C.R.No.41/Tanshi-4, Dated 4th June, 2019.( Law Eligibility Criteria)
- 4) Government of Maharashtra Gazette, No. CET. 2015/C.R.243 (Part-2)/Mashi-2, Dated 5th May, 2017. (Admission Rules)
- 5) Government of Maharashtra Gazette, No. Vidhi-2019/C.R.No.79/Mashi-2,Dated 14th June, 2019. (Admission Rules Amendment)
- 6) Government of Maharashtra Gazette, Law 2023/C.R.79/Mashi-2, Dated 30<sup>th</sup> June, 2023. (Admission Rules Amendment)
- 7) Government of Maharashtra ACT XXX of 2016, Dated 1st August, 2006. (Provisions for Reservation of seats for Admission)
- 8) Government of Maharashtra ACT XVI of 2024, Dated 26<sup>th</sup> February, 2024 (SEBC Reservation)
- 9) Government Resolution, No. CET 2017/C.R.No.124/Mashi-2, Dated 12<sup>th</sup> May, 2017 (Govt., Aided, Unaided, Minority Colleges Allocation of Seats %)
- 10) Government Resolution, No. CET 2019/C.R.No.169/Mashi-2, Dated 24<sup>th</sup> June, 2019. (Applicability of Law Eligibility & CAP Rule )
- 11) Government Resolution, No. GEC-1000/(123/2000)/Tanshi-1, Dated 17<sup>th</sup> April, 2000. (Female Reservation)
- 12) Government Circular No. Majisai-2006/(241/06)/Mashi-6, Dated 10th September, 2007 (Ex-Servicemen Reservation)
- 13) Government Resolution No. Amuja-2011/C.R.No.212/Ka-3, Dated 02nd April, 2018 ( Provisions for Reservation of seats to Orphan Candidates)
- 14) Government Resolution, No. Sankirn-1018/C.R.No.204/Mashi-2, Dated 13th August, 2018. ( Provisions for Reservation of seats to PWD Candidates)
- 15) Government of Maharashtra ACT No. VII of 2019, Dated 3rd July, 2019. (SEBC Reservation - Amendment )
- 16) Government Resolution, No. ગાધો-૪૦૧૯/પ્ર.ક્ર.૩૧/૧૬-અ, Dated 12th February, 2019 (Provisions of EWS Reservation )

## **1. Introduction:-**

This Brochure gives information regarding the Eligibility and Rules of admission for LL.B. 3 Yrs. Full Time Degree course in the State of Maharashtra. This also provides information about invitation of On Line Applications for admission (CAP), preparation of Merit List, distribution of seats (Seat Matrix), details of various reservation, various rounds and stages of Centralized Admission Process (CAP), admission in Institutional Quota seats after CAP, Supernumerary Seats, refund of fees before the cut -off Date of Admission, etc.

(2) Government of Maharashtra has published the Rules on 5<sup>th</sup> May, 2017 and its amendments on 14<sup>th</sup> June, 2019 & on 30th June 2023 to regulate the admissions to the First Year of Full Time Professional Undergraduate Law Courses (Three Years and Five Years).

These rules are applicable for Admission in Government, Private Government Aided, University Managed College / Institutions /Department of professional educational institutions vide Government Resolution of Higher & Technical Education Department G.R.No.CET-2017/C.No.124/Mashi-2, Dated 12th May, 2017.

## **2. Definitions:-**

(1) In the rules, unless the context otherwise requires,—

- (a) Act: means the Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015 (Mah. XXVIII of 2015);
- (b) Admission Reporting Centre: means a center where the Candidate shall report for confirmation of admission by verification of documents and payment of fees;(Herein the case of LLB-3 Yrs. It means Admitting College)
- (c) All India Seats: means seats available to an eligible Indian National Candidate;
- (d) Application Form: means prescribed form filled up online by the Candidate for admission to the Course;
- (e) CAP Seats: means the seats filled in through the Centralized Process of Admission (CAP) carried out by the Competent Authority;
- (f) Courses: means the Three Years Degree Course i.e. Bachelor of Law (LL.B.)
- (g) Department: Means the Higher and Technical Education Department of Government of Maharashtra;
- (h) Eligible Candidates: means the candidates who are eligible for different Professional Courses as notified by the Government, from time to time, under sub-section (1) of

section 3 of the Act in this case Government of Maharashtra Gazette, Extraordinary, Part IV-B, Extraordinary No. 235, Dated 8<sup>th</sup> October 2020.

- (i) **Facilitation Centre:** means a center where the facilities like sale of application kits, filling online forms, verification of documents and grievances, etc. are provided; here it means the centers where the candidates will be helped to upload the necessary documents for filling in the CAP Form. (There is No Facilitation Centers for Higher Education Courses. The Admitting Colleges will work as Facilitation Centers. )
- (j) **HSC:** means the Higher Secondary School Certificate (Standard XII) examination conducted by the Maharashtra State Board of Secondary and Higher Secondary Education or its equivalent certificate awarded by a Recognized Boards;
- (k) **Institutional Quota:** means seats available for admission to Eligible Candidates at Institution level as declared by the Government or Appropriate Authority, from time to time;
- (l) **Inter-Se-Merit** —means the order of merit declared by the Competent Authority in respect of various classes or category of Candidates;
- (m) **Minority Quota:** means seats earmarked for the Minority Community students from within the State of Maharashtra, belonging to the Minority Community to which the Institution belongs;
- (n) **Overseas Citizen of India (OCI):** means a Candidate or person registered as an Overseas Citizenship of India as declared by the Central Government under section 7A of the Citizenship Act, 1955 and includes Persons of Indian Origin(PIO);  
**Explanation:** -For the purposes of this clause, all the existing Persons of Indian Origin (PIO) cardholders registered under Notification of the Government of India, Ministry of Home Affairs F.No.26011/04/98- F.I, dated 19th August 2002 and shall now be deemed to be Overseas Citizens of India (OCI) cardholders by virtue of Notification of Government of India, Ministry of Home Affairs, No. 25024/9/2014-F.I., dated 9th January 2015;
- (o) **Qualifying Examination:** means examinations on the basis of which a Candidate becomes eligible for admission or its Equivalent Examination;
- (o-1) **Jammu and Kashmir** means the Union Territory of Jammu and Kashmir and Union Territory of Ladakh;
- (p) **SSC:** means the Secondary School Certificate (Standard X) examination conducted by the Maharashtra State Board of Secondary and Higher Secondary Education or its

equivalent certificate awarded by recognized Boards;

(q) Supernumerary Seats: means seats which are over and above the Sanctioned Intake approved by the appropriate authority and the Government, from time to time.

(2) Words and expressions used but not defined in these rules, shall have the same meanings respectively assigned to them in the Act.

### **3. Invitation of Application: -**

(1) The Competent Authority shall invite Online Applications from the Candidates who had participated in the CET, for the Centralized Admission Process for seeking admission to the Professional Course: LL.B.-3 Yrs. Full Time Regular Course for which at least Non – Zero Score in MAH-LL. B (3 Years) CET-2024 is required for the Academic Year 2024-2025.

(2) The Candidates seeking admissions to the Professional Courses for the seats provided in -

(a) rule 7(1): Maharashtra State Candidature Seats, 7(2): All India Candidature Seats, 7(3): Minority Quota seats and 7(5): Supernumerary seats for Jammu and Kashmir Migrant Candidature of these rules shall apply to the Competent Authority for admission through Centralized Admission Process (CAP);

(b) rule 7(4): Institutional Quota Seats of these rules shall initially apply to the Competent Authority for verification of documents and then to respective Institute, to enable the institutions to give admissions to such eligible applicants on the basis of Inter-Se-Merit, as specified in rule 13.

(3) The candidate should upload the required Original documents such as Passing Mark Sheets of SSC/HSC/UG degree/PG Degree examination, Domicile Certificate, Birth Certificate, EWS certificate, Non Creamy Layer Certificate, Caste Certificate and Caste Validity Certificate as applicable in the necessary Proforma issued by the concerned Competent Authority.

If a candidate fail to upload the required documents while filling the CAP application, their CAP application will be treated as an incomplete application and will not be considered for merit list preparation or seat allotment.

### **4. Role of competent Authority and its representatives in the Process of Centralized Admission:**

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(a) The Competent Authority, the Commissioner of State Common Entrance Test Cell, Maharashtra State, and shall be the authority for Centralized Admission Process and shall direct the students as per their allotment through CAP to all institutions i.e. Government, Government Aided, University Department, University Managed Colleges/Institutions, Minority Institutions/Colleges, Aided and Unaided Private Professional Educational Institutions.

(b) The Competent Authority shall deal with the representations received from the candidates pertaining to allotment and admissions as Grievance Redressal Authority. The Candidates will submit the grievances via E-mail on [cetcell@mahacet.org](mailto:cetcell@mahacet.org) and online through Admission portal on <https://llb3cap24.mahacet.org>

(a) Result of the CET;  
 (b) Score Card of the CET;  
 (c) Schedule of the CAP.

## 5. Candidature Type: -

### (1) Maharashtra State Candidature:-

Type	Eligibility Criterion	
A	(i)	A candidate passing Graduation or Post Graduation or equivalent Examination from a recognized Institution in Maharashtra or outside the Maharashtra, as the case may be ; and
	(ii)	A candidate who is either domicile of Maharashtra and / or is born in Maharashtra
B	A candidate who fulfills the criteria mentioned in clause (i) of “Type-A” but does not fulfil criteria mentioned in clause (ii) of “Type-A” above, but whose father or mother is domiciled in the State of Maharashtra and possesses domicile certificate.	
C	A candidate who fulfills the criteria mentioned in clause (i) of “Type-A” but does not fulfil criteria mentioned in clause (ii) of “Type-A” or “Type-B” but whose father or mother is an employee of the Government of India or Government of India Undertaking and who has been posted and reported to duty in Maharashtra State before the last date for submitting the Application Form for CAP.	
D	A Candidate who fulfills the criteria mentioned in clause (i) of “Type-A” but does not fulfil criteria mentioned in clause (ii) of “Type-A”, “Type-B” and “Type-C” but whose father or mother is an employee or retired employee of the Government of Maharashtra or Government of Maharashtra Undertaking.	
E	The candidates passing Under Graduate and or Post Graduate degree Examination or Equivalent Examination from a recognized institution from a disputed Maharashtra-Karnataka Border Area or from Maharashtra state, and residing in disputed Maharashtra-Karnataka Border Area and whose Mother tongue is Marathi.	

### (2) All India Candidature: -

The Candidates having Indian Nationality are eligible under this Category.

### (3) Minority Candidature: -

The Maharashtra domiciled Candidate belonging to a particular Linguistic or Religious Minority Community from within the State of Maharashtra and as notified by the Government are eligible under this Category. These candidates will be considered in the Minority Quota allocation for the Minority Colleges they are eligible for only if they have marked the proper Minority in their on line CAP Application form and have opted for the particular Minority College Quota.

**(4) NRI Candidature: -**

The Candidate who fulfills the conditions as defined in clause (n) of section 2 of the Act are eligible under this Category.

**(5) Foreign Student or OCI or PIO Candidature: -**

The Foreign Student Candidates, as defined in clause (i) of section 2 of the Act, the Overseas Citizen of India (OCI) Candidate, as defined under clause (n) of rule 2 and Persons of Indian Origin (PIO) as defined in clause (o) of section 2 of the Act are eligible under this Category.

**(6) Jammu and Kashmir Migrant Candidature. —**

(a) The Children of Citizens, who are displaced from Jammu and Kashmir to any part of India or from unsafe border area of Jammu and Kashmir to a relatively safer place in Jammu and Kashmir from 1990 onwards due to terrorist activities;

**OR**

(b) The children of officers belonging to Indian Administrative Services (IAS) or Indian Police Services (IPS) or Indian Foreign Services (IFS) and children of staff belonging to military and paramilitary forces transferred to Jammu and Kashmir to combat terrorist activities and joined the post on or before the last date for submission of application for admission;

**OR**

(c) The children of staff and officers of Jammu and Kashmir police engaged in combating terrorism; are eligible under this category.

**6. Sanctioned Intake and Supernumerary Seats -**

- 1) The Sanctioned Intake for First Year of Three Years Integrated Degree Course shall be as per the approval given by the Authority which is Competent for giving approval to said Course and affiliation given by the respective Affiliating University.
- 2) The Supernumerary Seats shall be available to the Private Professional Educational Institutions as per the Policy of the Government, from time to time.

**7. Allocation of Seats: -**

The percentage of allocation of seats for various types of Candidates in the State Level

Seats shall be in accordance with the policy of the Government as specified in the Schedule: I and Schedule: II enclosed at the end of the Information Brochure.

**(1) Maharashtra State Candidature Seats: -**

The Candidates having Maharashtra State Candidature as specified in rule 5(1) of these rules, shall be eligible for these seats.

**(2) All India Candidature Seats: -**

The Candidates having Candidature as given in rule 5(2) of these rules shall be eligible for these seats.

**(3) Minority Quota Seats: -**

The Candidates having Candidature mentioned in rule 5(3) of these rules shall be eligible for these seats as specified in Schedule. These seats shall be filled in accordance with the provisions of sub-section (2) of section 6 of the Act.

**(4) Institutional Quota Seats: -**

The Unaided Institution can admit Eligible Candidates as specified in schedule, subject to following conditions: –

(i) The Candidates having Candidature mentioned in rule 5(1), 5(2), 5(3), 5(4), 5(5)

and 5(6) of Government Extra-Ordinary Gazette Part IV-B –No 113, 5th May2017,  
\* shall be eligible for these seats;

(ii) The maximum 5% seats may be filled in from the NRI or Foreign Student or OCI or PIO Candidates, at the Institution level on the basis of Inter-Se-Merit of candidates, as given in rule 8 of these rules.

(iii) The seats reserved for this NRI or Foreign Student or OCI or PIO quota remains vacant, those vacant seats may be filled in by the Institution, from the Eligible Candidates:

Provided that while filling of these vacant seats the preference shall be given to the Maharashtra State Candidature Candidates on the basis of Inter-Se- Merit.

**(5) Supernumerary Seats for Jammu and Kashmir Migrant Candidature: -**

(i) The Candidates having candidature as given in rule 5(6) of the rules\* shall be eligible for these seats;

(ii) The number of seats for this quota shall be as per the Policy of the Government;

(iii) These seats shall be filled in by the Competent Authority/ DHE after due verification of the documents and verifying the merit list

(iv) These seats will be lapsed, if remains vacant.

## 7.1 Reservations:-

All the reservations given below shall be applicable to **candidates belonging to Maharashtra State only** subject to the fulfillment of the eligibility criteria specified by respective authorities from time to time.

### (a) Reservation for Backward Class Category Candidates:-

The percentage of seats reserved for candidates of backward class categories belonging to **Maharashtra State only** is as given below. The percentage of reservation is the percentage of seats available for Maharashtra Candidates, coming under the CAP. Backward class candidate shall claim the category to which they belong to at the time of submission of application form for CAP.

Sr. No.	Category of Reservation	Percentage of Seats Reserved
01	Scheduled Castes and Schedule Caste converted to Buddhism (SC)	13.00 %
02	Schedule Tribes (ST)	7.00 %
03	Vimukta Jati (VJ)/ De Notified Tribes (DT) (NT-A)	3.00 %
04	Nomadic Tribes 1 (NT-B)	2.5%
05	Nomadic Tribes 2 (NT-C)	3.5%
06	Nomadic Tribes 3 (NT-D)	2.00 %
07	Other Backward Classes (OBC)	19.00 %
08	Socially and Educationally Backward Classes (SEBC)	10.00%
	<b>Total</b>	<b>60.00 %</b>

(Source: Maharashtra ACT No. XXX of 2006,

- i. **Candidates belonging to NT-A, NT-B, NT-C, NT-D, OBC, SBC and SEBC category of the State of Maharashtra will have to upload the Caste Certificate, Caste/Tribe validity Certificate and Non Creamy layer certificate valid up to 31 March 2025 while filling the online application form for CAP.** [If Caste/Tribe validity Certificate is not available, then candidate must upload Receipt of application form submitted for obtaining Caste/Tribe validity Certificate. But Candidates will have to upload the Caste/Tribe validity Certificate

before the last date of Admission Confirmation of the Second Round of Admission as declared in the Tentative schedule of CAP. Failing this Such Candidate will be considered in Open category for the subsequent rounds if he is otherwise Eligible.]

- ii. **Candidates belonging to S.C./ S.T. category from the State of Maharashtra will have to upload the Caste Certificate & Caste/Tribe validity Certificate while filling the on line application form for CAP. [If Caste/Tribe validity Certificate is not available, then candidate has to upload Receipt of application form submitted for obtaining Caste/Tribe validity Certificate. But Candidates will have to upload the Caste/Tribe validity Certificate before the last date of Admission Confirmation of the Second Round of Admission as declared in the Tentative schedule of CAP. Such Candidate will be considered in Open category for the subsequent roundsif he is otherwise Eligible.]**
- iii. **All candidates of Reserved Category will have to produce the Caste Certificate, Caste Validity Certificate & Non Creamy Layer Certificate(if applicable) at the time of documents verification for admission in Admitting College to Reserved Category Seat.**
- iv. **Candidates holding Caste certificate from any State other than Maharashtra will be considered as Open Category Candidate.**
- v. **Provision for Special Backward Class: Some of the castes under SBC category were earlier included in Other Backward Categories. Therefore, such SBC candidate shall be held eligible for reservation in the backward class in which they were included previously.**
- vi. **After implementing admission process by following the merit list, if some of the reserved seats remain vacant, and then SBC candidate will be given admission tofill up the seat on priority basis to the maximum limit of 2% of the total intake capacity.**

**(b) Reservation for sons/daughters of Defence Service Personnel:**

Five percent (5%) seats within sanctioned intake of an institute of MS quota, shall be reserved for Children of Ex-service personnel who are Domiciled in Maharashtra State (DEF-1), Children of Active Service Personnel who are Domiciled in Maharashtra State (DEF-2), Children of the Active Service Personnel (DEF-3) who are transferred to Maharashtra State but are not Domiciled in Maharashtra State, or who are not domiciled in Maharashtra State but their families are stationed in Maharashtra State under the provision of retention of family accommodation at the last duty station on grounds of children's education provided further that, such candidate should have appeared and passed the SSC & HSC / Qualifying examination from a school/college situated in the

State of Maharashtra or Outside Maharashtra State.

As per the F.No.6(1)/201/D (Res.II) Government of India, Ministry of Defence, Department of Ex-Servicemen Welfare dated May 21, 2018, Inter-se priority for reservation/ preference to the wards of Armed Forces personnel by States /UTs for admission to Professional/Non-Professional Courses is as follows :

Priority I	:	Widows/Wards of Defence personnel killed in action.
Priority II	:	Wards of disabled in action and boarded out from service
Priority III	:	Widows/Wards of Defence personnel who died while in service with death attributable to military service
Priority IV	:	Wards of disabled in service and boarded out with disability attributable to military service.
Priority V	:	Wards of Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards:  1. Param Vir Chakra 2. Ashok Chakra 3. Maha Vir Chakra 4. Kirti Chakra 5. Vir Chakra 6. Shaurya Chakra 7. Sena, Nau Sena, Vayu Sena Medal 8. Mention-in-Despatches.
Priority VI	:	Wards of Ex-Servicemen.
Priority VII	:	Wives of: i) Defence personnel disabled in action and boarded out from service. ii) Defence personnel disabled in service and boarded out with disability attributable to military service. iii) Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards.
Priority VIII	:	Wards of Serving Personnel
Priority IX	:	Wives of Serving Personnel

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**hese seats are within the sanctioned intake and are available as State Level seats. This quota will not be available in Un-Aided Minority Colleges and Aided Minority Colleges.**

- (i) A combined single merit list of all eligible candidates shall be prepared as per the priority mentioned above..
- (ii) Candidates claiming these seats shall produce additional documents in Proforma C, D, and /or E as applicable.
- (iii) This provision is NOT available to the children of **CIVILIAN STAFF** who is working/ who has worked in the Indian Defence Service.

**(c) Reservation for Persons with Disability Candidate:**

Five percent (5%) seats of total sanctioned intake of all the Institutions under CAP shall be reserved for Candidates having minimum 40% benchmark disability with following nature of Disabilities.

<b>Types of Specified Disability</b>	<b>Sub Type</b>
<b>1)Physical Disability</b>	
<b>A) Locomotor Disability</b>	1)Leprosy Cured Person 2)Cerebral Palsy a) Dominant Arm/BothArms affected b)Stiff Back & Hips 3)Dwarfism 4)Muscular Dystrophy 5)Acid Attack Victims
	6)Blindness 7)Low Vision
<b>B) Visual Impairment</b>	
	8)Deaf 9)Hard of Hearing
<b>C)Hearing Impairment</b>	
	10)Speech & Language Disability a)Laryngectomy/Aphasia
<b>D)Speech &amp; Language Disability</b>	
<b>2)Intellectual Disability</b>	11)Dyslexia 12)Dysgraphia 13)Dyscalculia 14)Dyspraxia 15)Developmental aphasia
<b>a) Specific learning disabilities</b>	
<b>b) Autism Spectrum Disorder</b>	16)Autism Spectrum disorder
<b>3)Mental Behavior</b>	17)Mental Illness
<b>4)Disability Caused due to: -</b>	18)Multiple Sclerosis 19)Parkinson's Disease
<b>a) Chronic Neurological Conditions</b>	
<b>b)Blood Disorder</b>	20)Haemophilia 21)Thalassemia 22) Sickle cell disease

The candidates claiming reservation under this category shall submit the certificates from the authority competent for issuing such certificate. The certificate (Pro-forma) should clearly state

that the extent of disability is not less than 40% (Forty percent) and the disability is permanent in nature. **This quota will not available in Aided Minority Colleges, Unaided & Unaided Minority Colleges.**

**Note:** - Candidates with Disability should note that on admission to degreecourse they will not be given any exemptions or additional facility in the academic activities other than those which may be provided by the respective Universities.

The allotment of seats reserved for the candidates with Disability shall be done on the basis of an *inter-se merit* of respective type of handicap of such candidates. **These seats are available for Maharashtra domiciled candidates.**

The candidates claiming reservation under this category shall Upload & submit the PWD Medical Certificate issued by Civil Surgeon of the District Hospital & or Approved Medical Board / or All India Institute established by Central Government Competent to certify the Disability.

(In addition to the basic qualification, candidate who is suffering from any one of the following permanent disability is eligible to seek admission against seats reserved for persons with Disability candidates (i.e. candidate who is visually impaired (blind) candidate type-P1, Candidate who is speech & hearing impaired (deaf & dumb) candidate type-P2, Candidate who has Orthopedic disorders, learning disabilities, Dyslexia, Dyscalculia, Dysgraphia, Spastic Candidate type-P3, provided they submit a certificate clearly stating that the extent of disability is 40% and above in case of P-1 and P-2 category candidates and No minimum % of disability is required in case of P-3 candidates but the nature of disability should be of permanent nature.)

**(d) Reservation for EWS Candidate:**

As per the provisions in Government Resolution No. राआध०-४०११/४.क.३१/१६-अ, Dated 12th February, 2019, 10% seats shall be reserved for EWS candidates. These seats shall be filled by the Competent Authority through CAP as per the policies of the Government declared from time to time. [If EWS Certificate is not available, then candidate has to upload Receipt of application form submitted for obtaining EWS Certificate. But Candidates will have to upload the original EWS Certificate before the last date of Admission Confirmation of the Second Round of Admission as declared in the Tentative schedule of CAP.]

**(e) Reservations for Orphan Candidates :-**

One percent (1%) seats of CAP Seats (excluding Minority institutions, All India Seats,

if any) shall be reserved for Orphan Candidates. These seats shall be filled by the Competent Authority through CAP as per Government Resolution, Women and Child Welfare Department, No. AMJ-2011/C.R. 212 / Desk 3, Dated 2<sup>nd</sup> April 2018 and the policies of the Government declared from time to time.

**(f) Reservation for female candidates:**

As per the provisions in Government Resolution No. GEC-1000/ (123/2000)/ Tech. Edu.-1, dated 17<sup>th</sup> April, 2000, 30% seats shall be reserved for female candidates. There shall be no reservation for Female candidates under Defense, Persons with Disability and Orphan categories.

## 7.2 Eligibility Criteria for LL.B-3 Year Course:-

Course	Eligibility Condition & requirement for Admission
First Year of LL.B-3 Years Degree Course.	<p><b>1) Maharashtra State Candidature Candidate.—</b></p> <p>(a) Candidate should be a Graduate in any Faculty of any University in Maharashtra established by an act of Parliament or by a State Legislature or an equivalent National Institution recognized as a Deemed to be University or Foreign University recognized as equivalent to the status of an Indian University by an Authority competent to declare equivalence, With Minimum of 45% marks in aggregate in qualifying examination in case of candidates belonging to OPEN, EWS, SEBC &amp; ORPHAN category Candidates (That is 45% marks for all the parts of the Degree Examination taken together). 40% marks in aggregate in qualifying examination (That is 40% marks for all the parts of the Degree Examination taken together) in case of Candidates belonging to SC &amp; ST Categories belonging to Maharashtra State. 42% marks in aggregate in qualifying examination (That is 42% marks for all the parts of the Degree Examination taken together) in case of candidates belonging to VJNT, NT-B, NT-C, NT-D, SBC and OBC Categories belonging to Maharashtra State.</p> <p>(b) An applicant/s who has passed the U.G. degree and 2/3 years P.G. degree from University in Maharashtra mentioned in (a) after processing the studies in the pattern 12<sup>th</sup>+3+2/3 with minimum marks as stated in (a):</p> <p>Provided that, the applicants who have obtained +2 Higher Secondary Pass Certificate or First Degree Certificate by Distance or Correspondence method shall also be considered as eligible for Three Year Law Course.</p> <p>Further provided that, no candidate from the open University having a degree contrary of the U.G.C. Act and regulations and contrary to Rules of Legal Education shall be eligible.</p> <p>(c) The qualifications of 10<sup>th</sup> (SSC), 12<sup>th</sup> (HSC) (+2) and Graduation may be obtained through any mode (Distance / Correspondence / Open schooling method).</p> <p>(d) The Applicant/s must obtain basic qualification for admission to Three Year Law course for which the Basic Qualification shall be 12<sup>th</sup> (HSC) which shall be required to be followed by Three Year Graduation.</p> <p>(e) Obtained score in CET conducted by the Competent Authority. i.e. Percentile Score in MAH-LLB-3 CET 2024.</p> <p><b>Note: The percentage of marks shall not be calculated by rounding off to nearest integer.</b></p>

Course	Eligibility Condition & requirement for Admission
First Year of LL.B-3 Years Degree Course.	<p><b>(2) All India Candidature Candidates, Union Territory of Jammu &amp; Kashmir and Union Territory of Ladakh Migrant Candidature Candidates. –</b></p> <p><b>(a) The candidate should be an Indian National;</b></p> <p><b>(b)</b> Candidate should be a graduate in any Faculty of any University established by an act of Parliament or by a State Legislature or an equivalent National Institution recognized as a Deemed to be University or Foreign University recognized as equivalent to the status of an Indian University by an authority competent to declare equivalence, With Minimum 45% marks in aggregate in qualifying examination (That is 45% marks for all the parts of the Degree Examination taken together).</p> <p><b>(c)</b> An applicant who has passed the U.G. degree and 2/3 years P.G. Degree from University in Maharashtra/ Outside Maharashtra/ Outside India mentioned in (b) after processing the studies in the pattern 12<sup>th</sup>+3+2/3 with minimum marks as stated in (b):</p> <p>Provided that, the applicants who have obtained +2 Higher Secondary Pass Certificate or First Degree Certificate by Distance or correspondence method shall also be considered as eligible for Three Year Law Courses.</p> <p>Further provided that, no candidate from the Open University having a Degree contrary of the U.G.C. Act and regulations and contrary to Rules of Legal Education shall be eligible.</p> <p><b>(d)</b> The qualifications of 10<sup>th</sup> (SSC), 12<sup>th</sup> (HSC) (+2) and Graduation may be obtained through any mode (Distance / Correspondence / Open schooling method).</p> <p><b>(e)</b> The Applicant/s must obtain basic qualification for admission to Three Year Law course for which the Basic Qualification shall be 12<sup>th</sup> (HSC) which shall be required to be followed by Three Year Graduation.</p> <p><b>(f)</b> Obtained score in CET conducted by the Competent Authority. i.e. Percentile Score in MAH-LLB-3 CET 2024.</p> <p><b>Note: The percentage of marks shall not be calculated by rounding off to nearest integer.</b></p>

Course	Eligibility Condition & requirement for Admission
First Year of LL.B-3 Years Degree Course.	<p>(3) NRI / OCI/ PIO, Children of Indian workers in the Gulf countries, Foreign National Candidature Candidate.—</p> <p>(a) Candidate should be a Graduate in any Faculty of any University established by an act of Parliament or by a State Legislature or an equivalent National Institution recognized as a Deemed to be University or Foreign University recognized as equivalent to the status of an Indian University by an authority competent to declare equivalence, With Minimum 45% marks in aggregate in qualifying examination (That is 45% marks for all the parts of the Degree Examination taken together).</p> <p>(b) An applicant who has passed the U.G. degree and 2/3 years P.G. degree from Any Recognized University in Maharashtra/ outside Maharashtra/ Outside India mentioned in (a) after processing the studies in the pattern 12<sup>th</sup>+3+2/3 with minimum marks as stated in (a):</p> <p>Provided that, the applicants who have obtained +2 Higher Secondary Pass Certificate or First Degree Certificate by Distance or Correspondence method shall also be considered as eligible for Three Year Law Course.</p> <p>Further provided that, no candidate from the Open University having a Degree contrary of the U.G.C. Act and regulations and contrary to Rules of Legal Education shall be eligible.</p> <p>(c) The qualifications of 10<sup>th</sup> (SSC), 12<sup>th</sup> (HSC) (+2) and Graduation may be obtained through any mode (Distance / Correspondence / Open schooling method).</p> <p>(d) The Applicant/s must obtain basic qualification for admission to Three Year Law course for which the Basic Qualification shall be 12<sup>th</sup> (HSC) which shall be required to be followed by Three Year Graduation.</p> <p><b>Note: The percentage of marks shall not be calculated by rounding off to nearest integer.</b></p>

### Important Notes for Calculating the marks & Percentage for LL.B-3 year Course:

- Aggregate Marks means the Marks for all the parts of degree examination taken together. For example, in case of Three-Years Degree Course Yearly Pattern candidates have to add the marks of all three years (First Year + Second year + Third Year) and calculate the Aggregate Marks & Percentage irrespective of the percentage declared by the University.
- Engineering Passed degree candidates should calculate their percentage as per their number of years of degree examination.
- Aggregate Marks means the marks for all the parts of degree examination taken together. For example, in case of Three Year Degree Course Semester pattern candidates have to add the marks of all Six Semesters (Semester-I + Semester-II + Semester-III + Semester-IV + Semester-V + Semester-VI).

V + Semester-VI) and calculate the Aggregate marks & Percentage irrespective of the Percentage declared by the University.

Engineering Passed degree candidates should calculate their percentage as per their number of Semesters of degree examination.

- The percentage of marks shall be calculated by rounding off to two places after decimal. This round off will be applicable to the Percentage above the Minimum Percentage of Marks required for qualifying examination mentioned in 3.2 (a) above i.e. 44.50% onwards till 44.99% cannot be round off to 45% in case of Open Category, All India Candidature Type candidates (OMS), EWS Candidates and 41.50% onwards till 41.99% cannot be round off to 42% in case of OBC, SBC, DTVJ, NT-1, NT-2, NT-3 candidates and 39.50% onwards till 39.99% cannot be rounded off to 40% in case of SC and ST candidates belonging to Maharashtra State candidates. Hon. High Court of Judicature AT Bombay has confirmed this stand in the combined judgement in WP No. 2719 of 2019 and 2720 of 2019 uploaded on their web site on 16/11/2019.
- Where the candidates are awarded CGPA (Cumulative Grade Point Average)/CGPI (cumulative grade percentile index) conversion to marks is the responsibility of the candidate applying for the CET. The candidate is to resolve the issue with the Active help of the School/College and Board /University from which he has completed the course and acquired the Certificate/Degree. It is the requirement of the Admission rules for tie-breaking purposes.

### **7.2 .1 Age Limit:**

There is no Upper Age limit at present for admission to LLB-3 Yrs. Course in view of the cases pending in Hon. Supreme Court of India, and the order passed by the Hon. High Court, Bombay in W.P. No3235/2016. The Admissions to LLB-3 Yrs. Course will be subject to the final outcome of the various Writ Petitions pending before various Hon. Courts.

### **7.3 Steps involved in the Admission Process of NRI/ OCI/ PIO/ CIWGC/ Foreign National Students/ will be as under:**

1. Candidate will register as NRI / OCI / PIO / CIWGC/ Foreign National Candidates on <https://llb3cap24.mahacet.org> as per the Schedule declared by Competent Authority.
2. Candidate will Fill up the Application form, upload the required documents and pay the Fee prescribed Rs. 5,000/- **online** as per the schedule.
3. NRI, OCI, PIO, CIWGC, FNS candidate after filling CAP Application form, will go to the Designated Centre for Document Verification.

- Candidate will take print out of the Form and Receipt and submit at the declared centre by Competent Authority, State Common Entrance Test Cell, Mumbai.

Sr. No.	Name of the Course	Name and Address of the Facilitation Centre
1	LL.B.-3 Years	Government Law College, A Road Churchgate, Mumbai, Maharashtra 400020.

- Expert Committee at the Facilitation Center will verify and check the Application form, Original documents, and will certify that the Candidate fulfills the basic Academic Eligibility criteria as per the Common Admission Process Brochure. No proxy will be allowed for verification.
- Merit list of all the documents verified eligible candidates will be prepared by Competent Authority based on the on line report submitted by the Expert Committee & will be displayed on the Website before the start of Second Round.

**Candidates who are not able to produce the required Original documents at the time of documents verification will be rejected & will not be considered as eligible candidates. Their name will not be considered for generation of Merit list.**

- NRI, OCI, PIO candidates are not required to fill in the on Line Option form if he is desirous of seeking admission in unaided colleges.
- If the Candidate is desirous of seeking admission in Government and Government Aided Colleges, then he /she have to fill the College Option Form.
- Facilitation Centre will update the approved status on line on <https://llb3cap23.mahacet.org>.
- NRI, OCI, PIO candidate will approach the unaided institutes for admission of their choice before as per the time schedule published on website.
- Institute will check the Eligibility, Documents and give him admissions by generating on line admission letter from their log in.
- The NRI, OCI, PIO, CIWGC, FNS quota in the Government and Aided colleges will be filled in by Competent Authority through CAP.
- Institute will update online his admission on <https://llb3cap24.mahacet.org> Portal before the beginning of the Round-III or in the Institutional Level

Round without fail. The unfilled NRI, OCI, PIO seats will be automatically transferred to All India Candidature. Even If NRI, OCI, PIO, CIWGC, FNS candidate has

appeared for CET; he has to register himself for NRI, OCI, PIO, CIWGC, FNS quota.

**Special Instructions for NRI, OCI, PIO, CIWGC, FNS Candidates: -**

The NRI/OCI/PIO/Foreign National Students/CIWGC/ candidates are advised to keep the following documents ready:

Sr. No.	Type of candidate	Following documents are to be scanned and uploaded while filling the online CAP Application form.
01	Foreign Nationals/ Foreign students	<p>1) SSC (Std. X) Mark sheet. [If candidate has Passed SSC from CBSC, ICSE, IGCSE, IB board etc., then such candidate will have to Prepare/Produce the Conversion Certificate with Self Attestation &amp; will have to upload SSC Mark sheet along with Conversion Certificate in single PDF format.] (The Sample Copy of Conversion Certificate will be displayed on the Website)</p> <p>2) HSC (Std. XII) Mark Sheet / or equivalent i.e. Engg. Diploma. [If candidate has Passed HSC from CBSC, ICSE, IGCSE, IB board etc., then such candidate will have to Prepare/Produce the Conversion Certificate with Self Attestation &amp; will have to upload HSC Mark sheet along with Conversion Certificate in single PDF format.] (The Sample Copy of Conversion Certificate will be displayed on the Website).</p> <p>3) Degree Mark Sheets. [All the Candidates has to Add the marks of All Six Semester or Marks of All Three Years together and Calculate the Percentage of Degree Examination irrespective of the marks considered by the University/ Board to award Certificate/ Diploma/Degree/PG Degree.]</p> <p>Candidate has to upload Self attested Conversion Certificate (<i>Annexure-DM</i>) along with Mark sheets of all Semesters/FY, SY Mark sheet /First year, Second Year Mark sheet &amp; final Third Year Mark Sheet as single PDF.</p> <p>{(1) If Degree Marks sheet contains marks of All Semester or Marks of All Three Year in single Mark sheet, such candidate can upload the Mark sheet along with conversion certificate.</p> <p>(2) If Mark sheets of First year, Second Year &amp; Third Year are separate, then such candidate will have to upload the Mark sheet of all three years along with the conversion certificate.} [Annexure-DM is attached after the proforma] And Or</p> <p>3) Post Graduate Degree Mark Sheet.</p>

		<p>[All the Candidates has to Add the marks of All Four Semester or Marks of All Two Years together and Calculate the Percentage of Post Graduate Degree Examination irrespective of the marks considered by the University/ Board to award Certificate/ Diploma/Degree/PG Degree.]</p> <p>Candidate has to Upload Self attested Conversion Certificate (<i>Annexure-PGM</i>) alongwith the final year Mark Sheet in single PDF format.</p> <p>{(1) If P.G. Marks Sheet of Two years are separate, such candidate will upload both the Mark sheet along with conversion certificate.</p> <p>(2) If P.G. Mark sheet contain marks of Both the Year in Single Mark Sheet, such candidate can upload only single mark sheet along with conversion certificate.}</p> <p>[Annexure-PGM is attached after the proforma]</p> <p><b>4)</b> Equivalence certificate from the Association of Indian Universities, New Delhi (AIU).</p> <p><b>5)</b> Eligibility certificate from concerned University in which candidates is seeking admission.</p> <p><b>6)</b> Certificate / Proof of foreign national or Foreign student status.</p> <p><b>7)</b> Passport of the candidate &amp; Valid Student Visa of the Candidate.</p> <p><b>8)</b> Original recent Affidavit (of current Academic Year) of the Mother/Father of the students in prescribed format (Marked as Annexure - A)</p>
02	Persons of Indian Origin/Overseas Citizen of India Candidates. PIO/OCI Candidates.	<p>1) SSC (Std. X) Mark sheet.</p> <p>[If candidate has Passed SSC from CBSC, ICSE, IGCSE, IB board etc., then such candidate will have to Prepare/Produce the Conversion Certificate with Self Attestation &amp; will have to upload SSC Mark sheet along with Conversion Certificate in single PDF format.]</p> <p>(The Sample Copy of Conversion Certificate will be displayed on the Website)</p> <p>2) HSC (Std. XII) Mark Sheet / or equivalent i.e. Engg. Diploma.</p> <p>[If candidate has Passed HSC from CBSC, ICSE, IGCSE, IB board etc., then such candidate will have to Prepare/Produce the Conversion Certificate with Self Attestation &amp; will have to upload HSC Mark sheet along with Conversion Certificate in single PDF format.]</p> <p>(The Sample Copy of Conversion Certificate will be displayed on the Website).</p> <p>3) Degree Mark Sheets.</p> <p>[All the Candidates has to Add the marks of All Six Semester or Marks of All Three Years together and Calculate the Percentage of Degree Examination irrespective of the</p>

marks considered by the University/ Board to award Certificate/ Diploma/Degree/PG Degree.]

Candidate has to Upload Self attested Conversion Certificate (*Annexure-DM*) along with Mark sheets of all Semesters/FY, SY Mark sheet

/First year, Second Year Mark sheet & final Third Year Mark Sheet as single PDF.

{(1) If Degree Marks sheet contains marks of All Semester or Marks of All Three Year in single

Mark sheet, such candidate can upload the Mark sheet along with conversion certificate.

(2) If Mark sheets of First year, Second Year & Third Year are separate, then such candidate will have to upload the Mark sheet of all three years along with the conversion certificate.}

[*Annexure-DM* is attached after the proforma]

And Or

3) Post Graduate Degree Mark Sheet.

[All the Candidates has to Add the marks of All Four Semester or Marks of All Two Years together and Calculate the Percentage of Post Graduate Degree Examination irrespective of the marks considered by the University/

Board to award Certificate/ Diploma/Degree/PG Degree.] Candidate has to Upload Self attested

Conversion Certificate (*Annexure-PGM*) along with the final year Mark Sheet in single PDF format.

{(1) If P.G. Marks Sheet of Two years are separate, such candidate will upload both the Mark sheet along with conversion certificate.

(2) If P.G. Mark sheet contain marks of Both the Year in Single Mark Sheet, such candidate can upload only single mark sheet along with conversion certificate.}

[*Annexure-PGM* is attached after the proforma]

4) Equivalence certificate from the Association of Indian Universities, New Delhi (AIU) if qualifying examination is from foreign Board

5) Eligibility certificate from concerned University in which the candidate is seeking admission.

6) Certificate /Proof of Persons of Indian Origin status.

7) Sponsor/Students Valid Passport & PIO/OCICard

Sponsor/Students original affidavit (of current Academic Year) in prescribed format (Marked as Annexure – D).

9) Original recent Affidavit (of current Academic Year) of the Mother/Father of the students in prescribed format

		<p>(Marked as Annexure - A)</p> <p><b>10)</b>Original Affidavit (of current Academic Year) of claimant disclosing his full identity i.e. full name, age, residence, Occupation, relationship with sponsor along family tree. duly signed by the candidate/student or his/her parents in prescribed format (Marked as Annexure - B).</p> <p><b>11)</b> School Leaving Certificates/ Birth Certificates/ Mark sheets/ PAN cards / Passports/ Marriage Certificates etc. of concerned relative members shown on family tree/chart.</p>
3	Workers in Gulf Countries/ Candidates	<p><b>1)</b> SSC (Std. X) Mark sheet.</p> <p>[If candidate has Passed SSC from CBSC, ICSE, IGCSE, IB board etc., then such candidate will have to Prepare/Produce the Conversion Certificate with Self Attestation &amp; will have to upload SSC Mark sheet along with Conversion Certificate in single PDF format.]</p> <p>(The Sample Copy of Conversion Certificate will be displayed on the Website)</p> <p><b>2)</b> HSC (Std. XII) Mark Sheet / or equivalent i.e. Engg. Diploma.</p> <p>[If candidate has Passed HSC from CBSC, ICSE, IGCSE, IB board etc., then such candidate will have to Prepare/Produce the Conversion Certificate with Self Attestation &amp; will have to upload HSC Mark sheet along with Conversion Certificate in single PDF format.]</p> <p>(The Sample Copy of Conversion Certificate will be displayed on the Website).</p> <p><b>3)</b> Degree Mark Sheets.</p> <p>[All the Candidates has to Add the marks of All Six Semester or Marks of All Three Years together and Calculate the Percentage of Degree Examination irrespective of the marks considered by the University/ Board to award Certificate/ Diploma/Degree/PG Degree.]</p> <p>Candidate has to Upload Self attested Conversion Certificate (<i>Annexure-DM</i>) along with Mark sheets of all Semesters/FY, SY Mark sheet/First year, Second Year Mark sheet &amp; final Third Year Mark Sheet as single PDF.</p> <p>(1) If Degree Marks sheet contains marks of All Semester or Marks of All Three Year in single Mark sheet, such candidate can upload the Mark sheet along with conversion certificate.</p> <p>(2) If Mark sheets of First year, Second Year &amp; Third Year are separate, then such candidate will have to upload the Mark sheet of all three years along with the conversion certificate.}</p>

[Annexure-DM is attached after the proforma] And Or

**3) Post Graduate Degree Mark Sheet.**

[All the Candidates has to Add the marks of All Four Semester or Marks of All Two Years together and Calculate the Percentage of Post Graduate Degree Examination irrespective of the marks considered by the University/ Board to award Certificate/ Diploma/Degree/PG Degree.]

Candidate has to Upload Self attested Conversion Certificate (*Annexure-PGM*) alongwith the final year Mark Sheet in single PDF format.

{(1) If P.G. Marks Sheet of Two years are separate, such candidate will upload both the Mark sheet along with conversion certificate.

(2) If P.G. Mark sheet contain marks of Both the Year in Single Mark Sheet, such candidate can upload only single mark sheet along with conversion certificate.}

[Annexure-PGM is attached after the proforma]

**4) Equivalence certificate from the Association of Indian Universities, New Delhi (AIU) if qualifying examination is from foreign Board.**

**5) Eligibility certificate from concerned University.**

**6) Certificate /Proof of Person having workers in Gulf Countries/ NRI Status.**

**OR**

**6) Letter from Employer on Company Letter Head along with the necessary information (i.e. date of appointment and working period in the said firm, address, etc.),**

**7) Passport and Visa of parent working in foreign country.**

**8) Certificate of Embassy stating NRI Status of the Concerned.**

**OR**

**8) Proof of residence showing minimum continuous 182 days of stay of claimant NRI in abroad for the Academic year of Admission, prior to the admission date.**

And/or

**9) Proof of Residence Such as : Driving License/Telephone Bill / Electric Bill / Water supply bill / Rent receipt / Lease Agreement / Property Tax Copy/ IT Return Copy, etc. from last six months (With full name & address of the Sponsor)**

**10) Original Affidavit (of current Academic Year) of claimant/sponsor disclosing his full identity i.e. full name, age, residence, occupation, relationship with candidate, etc. duly singed by the sponsor (Marked as Annexure - A).**

		<p><b>11)</b> Original Affidavit (of current Academic Year) of claimant disclosing his full identity i.e. full name, age, residence, Occupation, relationship with sponsor along family tree. duly signed by the candidate/student or his/her parents in prescribed format (Marked as Annexure - B)</p> <p>School Leaving Certificates/ Birth Certificates/ Mark sheets/ PAN cards / Passports/ Marriage Certificates etc. of concerned relative members shown on family tree/chart.</p>
04	Non Indian(NRI)	<p><b>1)</b> SSC (Std. X) Mark sheet.  [If candidate has Passed SSC from CBSC, ICSE, IGCSE, IB board etc., then such candidate will have to Prepare/Produce the Conversion Certificate with Self Attestation &amp; will have to upload SSC Mark sheet along with Conversion Certificate in single PDF format.]  (The Sample Copy of Conversion Certificate will be displayed on the Website)</p> <p><b>2)</b> HSC (Std. XII) Mark Sheet / or equivalent i.e. Engg. Diploma.  [If candidate has Passed HSC from CBSC, ICSE, IGCSE, IB board etc., then such candidate will have to Prepare/Produce the Conversion Certificate with Self Attestation &amp; will have to upload HSC Mark sheet along with Conversion Certificate in single PDF format.]  (The Sample Copy of Conversion Certificate will be displayed on the Website).</p> <p><b>3)</b> Degree Mark Sheets.  [All the Candidates has to Add the marks of All Six Semester or Marks of All Three Years together and Calculate the Percentage of Degree Examination irrespective of the marks considered by the University/ Board to award Certificate/ Diploma/Degree/PG Degree.]  Candidate has to Upload Self attested Conversion Certificate (<i>Annexure-DM</i>) along with Mark sheets of all Semesters/FY, SY Mark sheet/First year, Second Year Mark sheet &amp; final Third Year Mark Sheet as single PDF.  {(1) If Degree Marks sheet contains marks of All Semester or Marks of All Three Year in single Mark sheet, such candidate can upload the Mark sheet along with conversion certificate.  (2) If Mark sheets of First year, Second Year &amp; Third Year are separate, then such candidate will have to upload the Mark sheet}</p>

of all three years along with the conversion certificate.}

[Annexure-DM is attached below this table separately]

And Or

3)Post Graduate Degree Mark Sheet.

[All the Candidates has to Add the marks of AllFour Semester or Marks of All Two Years togetherand Calculate the Percentage of Post Graduate Degree Examination irrespective of the marks considered by the University/ Board to awardCertificate/ Diploma/Degree/PG Degree.]

Candidate has to Upload Self attested Conversion Certificate (*Annexure-PGM*) alongwith the final year Mark Sheet in single PDFformat.

{(1) If P.G. Marks Sheet of Two years are separate, such candidate will upload both the Mark sheet along with conversion certificate.

(2) If P.G. Mark sheet contain marks of Both the Year in Single Mark Sheet, such candidate canupload only single mark sheet along with conversion certificate.}

[Annexure-PGM is attached after the Proforma]

4)Equivalence certificate from the Association of Indian Universities, New Delhi (AIU) if qualifying examination is from foreign Board

5)Eligibility certificate from concerned University in which the candidate is seeking admission.

6)Original Affidavit (of current Academic Year) of claimant/sponsor disclosing his full identity i.e. full name, age, residence, occupation, relationship with candidate, etc. duly singed by the sponsor(Marked as Annexure - A).

7) Original Affidavit (of current Academic Year) of claimant disclosing his full identity i.e. full name, age, residence, Occupation, relationship with sponsor along family tree. duly signed by the candidate/student or his/her parents in prescribed format (Marked as Annexure - B)

8) School Leaving Certificates/ Birth Certificates/ Mark sheets/ PAN cards / Passports/ MarriageCertificates etc. of concerned relative members shown on family tree/chart. Sponsors valid Passport and VISA.

09) Certificate of Embassy stating NRI Status of the Sponsor.

OR

10) Proof of residence showing minimum continuous 182 days of stay of claimant NRI inabroad for the Academic

year of Admission, prior to the admission date.

And /or

**11) Proof of Residence Such as :-** Driving License/Telephone Bill / Electric Bill / Water supply bill / Rent receipt / Lease Agreement /Property Tax Copy / IT Return Copy, etc. from last six months(With full name & address of the Sponsor)

**To be filled by the Sponsor**

**Annexure-A**

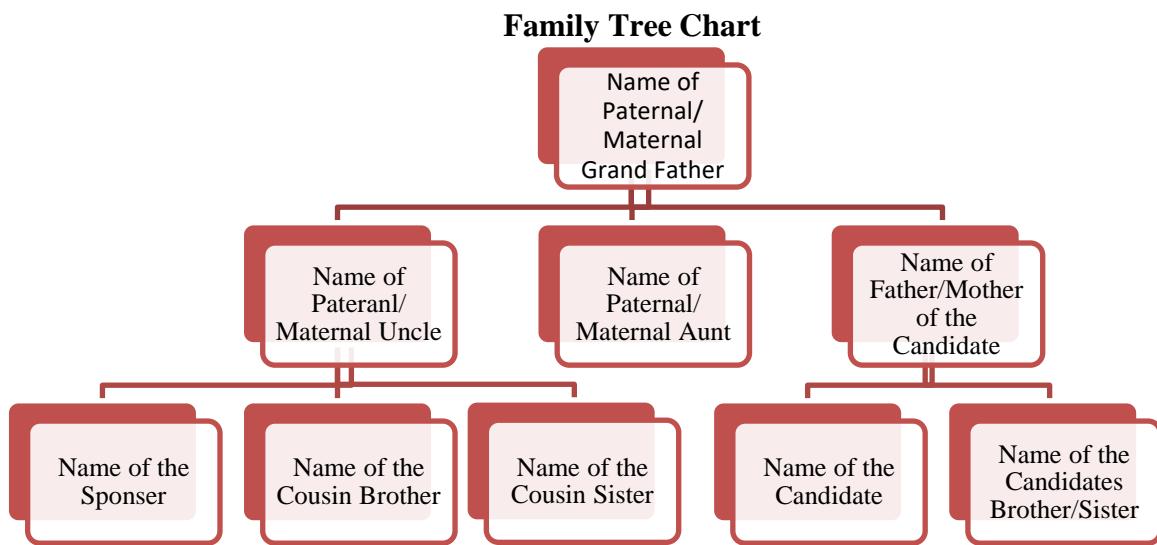
**UNDERTAKING OF PARENT / GUARDIAN FOR SPONSORSHIP**  
**(Should be notarized / registered)**

I, ----- age ----- residing at -----  
occupation ----- situated at ----- (office Add) do hereby  
solemnly state on affirmation as under:-  
I hereby give an undertaking to financially support my ward -----  
----- (Full name of the Candidate) aged ----- residing at ----- I am  
his/her ----- (relation of the sponsor with Candidate i.e. Real Brother, Sister or  
Maternal / Paternal aunt, uncle, etc) and submitting my information as to enable him/her to take  
admission in LL.B-3 Yrs. Integrated course under NRI Quota for Academic Year 2024-25.

1)	Full Name of Guardian	:	
2)	Age	:	
3)	Present Address	:	
4)	Occupation / Designation	:	
5)	Name of the Company / Organization	:	
6)	Office Address	:	
7)	Passport Details:	:	
8)	a) Passport Number	:	
	b) Date of Issue	:	
	c) Date of Expiry	:	
	d) Place of Issue	:	
9)	Period of residence in foreign Country	:	
10)	Phone No.	:	

### My family relationship is as under:

The below given image for Representation Purpose only, the Actual Family tree may vary according to Relationship of the Candidate and Sponsor.



**Note :** Family tree shown above is for representation and will change as per Maternal / Paternal relations/Sponsor's case

It is clearly understood by me that admission of my ----- (relation) on the basis of the documents and information submitted by me. In case, the information given will found incorrect and/or in case any illegality caused in granting this admission will brought to the notice of the Admissions Regulating Authority at latter point of time I will be fully responsible for any adverse effect of the same. It will be open for the Competent Authority to take appropriate action as deemed fit in this regard.

**Hence, the information stated above is correct to the best of my knowledge and belief.**

**Signature and Name of Parents / Guardian**

**Dated this .....(day) of .....(month), .....(year)**

**Before me**

**To be filled by Father/Mother of the Candidate**

**Annexure - B**

**UNDERTAKING OF PARENT FOR FAMILY**

**RELATIONSHIP**

**(should be notarized / registered in Rs. 100/- Stamp paper)**

I, \_\_\_\_\_ age ----- residing at -----  
occupation----- do hereby solemnly state on affirmation as under: -

Mr/Mrs/Ms. \_\_\_\_\_ is my \_\_\_\_\_ (relation) and  
his/her personal details are given below: -

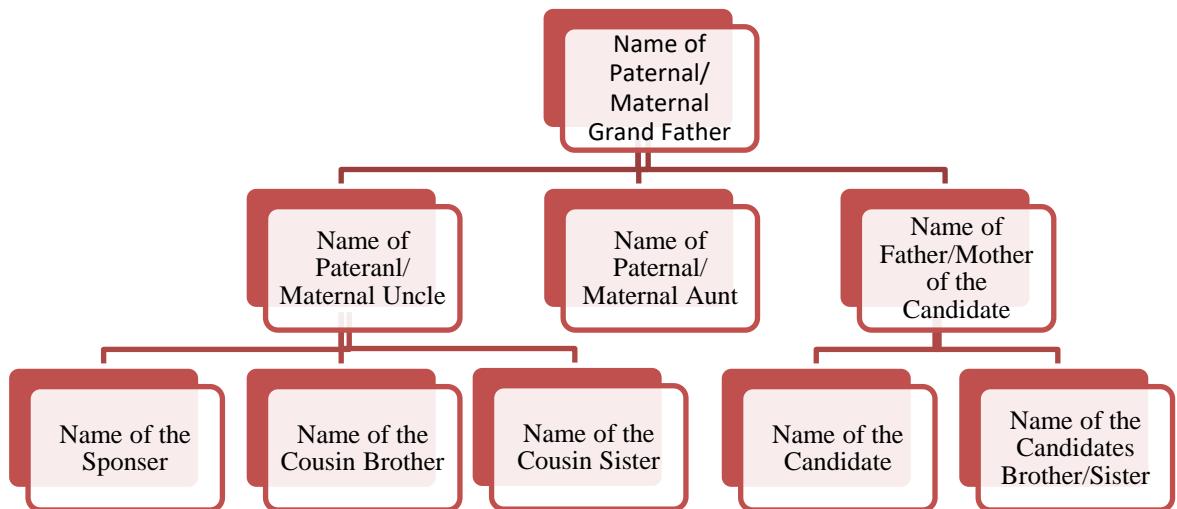
1)	Full Name of Sponsor	:	
2)	Age	:	
3)	Present Address	:	
4)	Occupation / Designation	:	
5)	Name of the Company / Organization	:	
6)	Office Address	:	

For that I have written this affidavit for shown of my family tree/chart, the details of which are as under:-

My family relationship is as under:

(The below given image for Representation Purpose only, the Actual Family tree may vary according to Relationship of the Candidate and Sponsor. Family tree shown below is for representation and will change as per Maternal / Paternal relations/Sponsor's case)

## Family Tree Chart



It is submitted that the information stated above is correct to the best of my knowledge and also the documents and information evidence submitted by me in this respect. In case, the information given will found incorrect and/or in case any illegality caused in granting this admission will brought to the notice of the Admissions Regulating Authority at latter point of time I will be fully responsible for any adverse effect of the same. It will be open for the Competent Authority to take appropriate action as deemed fit in this regard.

**Hence, the information stated above is correct to the best of my knowledge and belief.**

**Signature and Name of Parents / Guardian**

**Dated this .....(day) of ..... (month), .....(year)**

**Before me**

## **8. Preparation of Merit List:-**

### **(1) Assignment of Merit Number :-**

All the eligible Candidates who have submitted Application Form on or before the last date specified for the submission of Application Form for Admission through CAP shall be assigned a merit number. The merit list shall be prepared on the basis of Percentile Score or on the basis of marks obtained at qualifying examination, or any other criterion as specified in sub-section (3) of this rule.

### **(2) Change of Marks due to Verification: -**

If the marks in the qualifying examination are modified due to verification and the same is duly certified by the concerned Appropriate Authority or Board, the same shall be reported to the Competent Authority for admission through Centralized Admission Process (CAP) or its designated representatives prior to 5 p.m. on the day of display of final merit list.;

### **(3) Assignment of Merit Number in case of tie:-**

(I) the merit list for the Candidates as per rule 5(1) (MS), 5(2) (OMS), 5(3) (Minority) and 5 (6) (J&K Migrant) Candidates of these rules, shall be prepared on the basis of Percentile Score of the Relevant Academic Year:

Provided that, in case of tie, the relative merit of Candidates shall be resolved in the following order of preference and the methodology as specified below:-

- (i) First preference shall be given to the Candidate having Post Graduate degree of statutory University;
- (ii) Higher percentage of marks in Post Graduate degree of statutory University;
- (iii) Higher percentage of marks in Qualifying Undergraduate Examination (or equivalent examination);
- (iv) Higher percentage of marks in first language at HSC or equivalent examination;
- (v) Higher percentage of marks in SSC or equivalent examination;
- (vi) Older in age.

(II) The merit list for the NRI or OCI or PIO and Foreign Students stated at rule 5(4) and 5(5) of these rules shall be prepared on the basis of the percentage of marks in the Qualifying Examination:

Provided that, in case of tie, the relative merit of Candidates shall be resolved in the

following order of preference and the methodology as specified below,—

- (i) Higher percentage of marks in aggregate at HSC or equivalent examination;
- (ii) Higher percentage of marks in aggregate at SSC or equivalent examination;

## **9. Centralized Admission Process (CAP):-**

**(9.1)** The Unaided Private Professional Educational Institution shall admit Candidates through the Centralized Admission Process (CAP) as referred to in sub-section (3) of section 3 of the Act. The stages of CAP shall be as stated below, —

- (a) College / Institutes willing to participate in Centralized Admission Process (CAP) will have to register for CAP as per schedule declared by concerned Directorate. The Colleges confirmed by Directorate will only be considered for allotment in CAP Rounds. Provided that in any case any College / additional division will not be allowed to register for Institutional Level Round. Display or publishing of Information Brochure by the Competent Authority in consultation with the concerned Directorate;
- (b) Filling online application form by Candidate for participation in the Centralized Admission Process (CAP);
- (c) Uploading of scanned images of valid necessary original documents as per the requirement of the admissions while filling of online application form;
- (d) Document Verification at Admission Reporting Centre by the Candidate through the method prescribed by the Competent Authority for this purpose. It is mandatory on the Candidate's part to produce all original document in support of the claim made in the application form;
- (e) Display or publishing of provisional merit lists, submission of grievances, if any, through the method prescribed by the Competent Authority for this purpose and display or publishing of final merit lists;
- (f) Display of available Category Wise Seats (Seat Matrix) available for respective CAP Rounds;
- (g) Filling up and confirmation of online option form having preferences of Institutions prior to CAP Round-I and CAP Round-III. Candidates may fill in preferences of Institutes in decreasing order of their preference as specified by the Competent Authority. The option form once confirmed prior to CAP Round-I shall be considered for allotment in the CAP Round-I and II and the option form confirmed prior to CAP Round III shall be considered for allotment in CAP Round III only;
- (h) Display of provisional allotment of respective CAP Rounds indicating allotted institute;
- (i) Candidate shall accept the offered seat by paying seat acceptance fee at Admission Reporting Centre (ARC) from Candidate's login as per the schedule declared by the Competent Authority;

- (j) Only after seat acceptance as per clause (i), the Candidate should report to the allotted institute for seeking admission on the allotted seat as per final allotment in CAP rounds;
- (k) The time schedule prescribed by Competent Authority for compliances for various stages of CAP is mandatory.

#### **(9.2) Conduct of CAP Round -I:-**

The seats available for Round-I shall be published on the website. The Candidate whose names appeared in the final merit list of CAP shall be eligible to participate in this round by filling online option form. The Candidate shall fill and confirm the option form through Candidate's Login.

#### **(9.3) During the CAP:-**

- (a) If a Candidate is allotted the seat as per his first preference, such allotment shall be auto freezed and the Candidate shall accept the allotment so made. Such Candidate shall then be not eligible for participation in the subsequent CAP rounds. Such Candidates shall then report to ARC for verification of documents and payment of seat acceptance fee through Candidate's Login. Thereafter such Candidate shall report to the allotted institute and seek admission on the allotted seat. If such Candidate does not report to ARC for confirmation of seat acceptance, their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. For such Candidate, the allotment so made shall be the final allotment;
- (b) Candidate who have been allotted seat other than the first preference given by the Candidate and if the Candidate is satisfied with such allotment and do not wish to participate in further CAP rounds, such Candidate can freeze the offered seat through Candidate's Login. Once the Candidate freezes the allotted seat, such Candidate shall then report to ARC for verification of documents and payment of seat acceptance fee. Thereafter such Candidate shall report to the allotted institute and seek admission on the allotted seat. For such Candidate, the allotment so made shall be the final allotment. If such Candidate does not report to ARC for confirmation of seat acceptance, their claim on the allotted seat shall stand forfeited automatically and the seat shall become available for fresh allotment. The Candidate who freezes the seat shall then be not eligible for participation in the subsequent CAP rounds;

- (c) Candidate who have been allotted seat other than first preference and accepted the seat by reporting to the ARC for confirmation of seat by paying the seat acceptance fee through Candidate's Login shall be eligible for participation in the subsequent rounds for betterment;
- (d) Candidate who have been allotted seat other than first preference and not accepted the seat by not reporting to ARC for confirmation of seat acceptance and not paying the seat acceptance fee through Candidate's Login shall be eligible for participation in the subsequent rounds.

#### **(9.4) Conduct of CAP Round II:-**

- (a) The seats available for Round II shall be published on the website.
- (b) Round II will be betterment Round for those Candidates who have been allotted seat other than first preference and who have been not allotted any seat in Round-I.
- (c) There shall be no further betterment option available to the Candidate after Round II. The allotment made and/or allotment retained in Round II shall be final.

#### **(9.5) Conduct of CAP round III: -**

- (a) The seats available for Round III shall be published on the website.
- (b) The Candidates eligible for Round III are allowed to fill in and/or edit online option form filled in by the Candidate for the previous round. The CET qualified Candidates who has failed to register themselves before CAP Round I for the Centralized Admission Process (CAP) shall be eligible to register for Centralized Admission Process (CAP) before Round III. But the Merit List of such newly registered Candidates will be published separately and they will be placed below the Candidates whose names have been published in the first Merit List. The seats to be allotted during these rounds shall be available to the eligible Candidates falling under the following categories: —
  - (i) Candidates as per the sub-rule 3 (c) and 3(d) above;
  - (ii) Candidate who have not been allotted any seat in any of previous rounds;
  - (iii) CET Qualified Newly Candidates who did not participate (failure of filling CAP application form and option form) in previous round.
- (c) Candidates who have been allotted seat other than first preference and reported to Institution for confirmation of seat acceptance, whilst filling fresh option form, he need

not fill the preference already allotted to the Candidate in the previous round. Once upward preference is allotted to such Candidate, his earlier seat allotment shall stand automatically cancelled due to application of dynamic allocation. If the Candidate is not allotted seat in Round III, the seat allotted in Round I or II, as the case may be, shall be retained automatically but the Candidate will have to report to ARC and Concerned College or Institute for Confirmation of Admission.

- (d) At the time of reporting to the allotted college on Institution for confirming the allotted seat, the Candidate shall submit all the original documents in support of the claims made in the application. In that event, if the Candidate fails to produce the documents in support of the claims, so made in the application, the allotment shall stand cancelled automatically and the seat shall become available for allotment in further rounds;
- (e) The Candidate will be entitled to rectify the following errors in the application form at the time of scrutiny of documents at ARC viz.
  - (i) Change of gender from male to female and vice-versa;
  - (ii) Error while entering marks obtained by Candidate in examination, CET. However, the change in the merit number declared vide First Merit List due to increase in the marks will not be permitted.
  - (iii) Error with mentioning the caste, sub-caste, the category of backward class. A reserved category Candidate will be allowed to change his category from Reserved to General upon his failure to submit requisite documents like Caste Certificate, Tribal Certificate, Validity Certificate, Non-Creamy Layer Certificate, etc. as the case may be.
  - (iv) Removal of minority status due to failure of submission of supporting documents;
  - (v) Removal of Disability status due to failure of submission of supporting documents;
  - (vi) Removal of Defense status due to failure of submission of supporting documents;
  - (vii) Change in type of Candidature;
  - (viii) Change in Qualification.

Apart from the above, no other change or rectification shall be allowed.

(f) In case of additional round (if any), the category of Candidates mentioned in clause (b) above shall be entitled to participate and will be entitled to fill in fresh option Form. In such case, the Candidate need not fill in the previously allotted preference in their preference list. Once the upward allotment is made, the earlier allotment shall stand automatically cancelled. If the Candidate is not allotted seat in additional round (if any), the seat allotted in previous Round as the case may be shall be retained automatically but the Candidate will have to report to ARC and concerned College or Institute for Confirmation of Admission.

#### **(9.6) Reporting and Confirmation of Admission:-**

The Candidate shall report to the institution finally allotted to him and confirm his admission in College or Institution as per the schedule. The College or Institute shall verify the required documents and upload the admission of the Candidates in the online system through Institute Login immediately and shall issue a system generated receipt of confirmation of admission to the Candidate.

### **10. CAP allotment stages and process of allotment:**

Allotment of seats under CAP shall be made in the following manner:-

#### **(10.1) Maharashtra State Candidature Candidate:-**

(i) The stages of computerized allotment are as follows:-

##### **Stage –I : For all the Candidate :**

(a) All the Candidates (Open, Reserved, Male, Female) belonging to various categories shall be considered for allotment of seats as per their *Inter-Se-Merit*;

**(a-1).** Economically Weaker Section (EWS) and Orphan Candidates shall be considered for allotment of seats reserved for them as per their *Inter-Se-Merit*, and if seat is not available in the respective reserved category, then they shall be considered for allotment in Open Category as per the *Inter-Se-Merit*.;

(b) Backward Class Category Candidates shall be considered for allotment in Open Category seat by virtue of their *Inter-Se-Merit* or in their respective Category of reservation, if Open Category seats are not available at their merit;

(c) The Minority seats shall be allotted to the Candidates of the Maharashtra State belonging

to the Minority Community to which the institution belongs by virtue of merit or in Open Category as per their *Inter-Se-Merit* if the seats reserved for them are not available at their merit;

- (d) SBC Category Candidates shall be considered for allotment in Open Category by virtue of their merit and in case of SBC Candidates who were in Backward Class prior to their inclusion in SBC Category shall be considered in their original Backward Class Category;
- (e) Persons with Disability Category Candidates shall be considered for allotment of the seat reserved for them in their respective category, as per their Inter-Se-Merit and if seat in their respective reserve category is not available, then they shall be considered for allotment in Open Category as per their Inter-Se- Merit.
- (f) Defence Category Candidates shall be considered for allotment of the seats reserved for them in the respective category as per their Inter-Se-Merit and if seat in their respective reserve category is not available then they shall be considered for allotment in Open Category as per their Inter-Se-Merit.
- (g) If a seat is available for a candidate in more than one category then the seat allotment shall be done in the sequence as given below.—

- (i) Seat for Ladies;
- (ii) Seat for Persons with Disability candidate;
- (iii) Seat for Defence.

**Stage – II: For allotment of seats reserved for Female to Male Candidates.—**

If the seat remains vacant after allotment to Female Candidates of the Backward Class Category or Open Category, such seat shall be allotted to the Male Candidates belonging to respective Backward Class or Open Category.

**Stage –III: For SBC Category Candidates.—**

If the Backward Class Category seat remains vacant, such seat shall be considered for allotment to the Candidates of SBC Category, limited to the extent of 2% seats.

**Stage –IV, Stage-V & Stage VI: Deleted (As per Amendment Dated 14<sup>th</sup> June 2019).**

**Stage –VII: For all Candidates (without any type of Reservation).—**

The seats shall be considered for allotment to all the Candidates based on *Inter- Se-Merit*.

**Stage–VIII: For all Candidates (without Maharashtra State Seat and All India SeatTag)**

If the seat remains vacant after completion of Stage -VII then for allotment of such vacant seats, Stage VIII shall be executed by removing the Maharashtra State and All India Seat Tag.

(ii) For seats reserved for female candidates the procedure for reservation as given in Government Circular of General Administration Department, No. RSV. 1012/CN.16/12/16.A, dated 13th August 2014 shall be adopted.

**(10.2) All India Candidature Candidate.—**

- a) The allotment to these seats shall be done through CAP on the basis of CET score;
- b) All these seats are treated as —General Category: seats and no reservation is provided in these seats for Candidates of Backward Class Category, Ladies, Persons with Disability and Defence, etc.

**(10.3) Minority Quota Seats:-**

The stages of computerized allotment are as follows:-

**Stage- I** : The seats under minority quota in the minority institution linguistic orreligious shall be allotted to the candidate belonging to respective minority candidates. **Stage- II:** If the Seats remains vacant shall be allotted to the Maharashtra Statecandidature Candidates.

**Stage- III** : If the seats remains vacant shall be allotted to the all India candidature candidates.

**(10.4) For Jammu and Kashmir Candidature Candidates: -**

The Supernumerary seats for Jammu And Kashmir Candidature candidates shall be allotted to the eligible candidates as in 5(6) on the basis of the Score or Marks in the Entrance Test ( MAH-LLB 3 CET-2019) conducted by the Competent Authority, further if seats remain vacant then the seat shall be allotted to the candidates on the basis of CET conducted by the Competent Authority.

**a) Application Form Filling and Submission for Jammu & Kashmir Migrant Candidate:-**

The eligible Jammu & Kashmir Migrant candidate shall fill the Online Application Form, take the printout of the On-line Application form and required documents and send duly filled in and signed Application Form by Speed Post/Courier /by hand delivery for verification & confirmation to admission identified for these admissions to the following Address as per the Notification published by Director, Higher Education, Pune:-

**Directorate of Higher Education,  
First Floor, Central Building, Near Sassoon Hospital, Pune Station, Pune - 411  
001. M.S.**

- (i) The application should reach on or before the last date as notified.
- (ii) Applications received after last date or incomplete application will not be verified and confirmed and name of such candidate will not appear in the merit list prepared for the purpose of CAP.
- (iii) The Competent Authority shall publish the provisional Merit List as specified in Rule 8(4).
- (v) The candidates whose names do not appear in the merit list(s) will not be able to participate in entire Admission Process.
- (vi) The candidates will report to the college allocated to them by the Director Of Higher Education, Pune, M.S./Competent Authority and seek admission by completing all required formalities.
- (vii) Candidates seeking admission against these seats shall report to the Admitted College for admission as per the schedule by Director of Higher Education, Pune.
- (viii) The candidate shall produce the documentary evidence strictly as per the Proforma(s) in support of their claims.
- (ix) These admissions will be made strictly in the order of merit from amongst the candidates who report in person for admission at the Office of Director, Directorate of Higher Education, Government of Maharashtra, Central building, Pune: 411001 as per schedule displayed by Director of Higher Education, against the seat available in the various Institutes at the time when the candidate actually report for admission.
- (x) Admission once confirmed shall be final and candidate shall not be allowed to seek transfer of their admission to some other institution and/or some other course during entire duration of the course.
- (xi) The candidate reporting late for the admission shall be considered for allotment against seat available at that time. The decision of the admission centre in-charge shall be final and binding.

**c) Reporting at Institutes:**

- (i) The candidate shall confirm the admission by paying the requisite amount of fee and by submitting required documents in original to respective institute, to which admission is granted as per schedule.
- (ii) If the candidate fails to substantiate the claims made at the time of submitting necessary original documents within the reporting time for CAP round, the candidate forfeits the claim

on the allotted seat.

(iii) If a candidate is unable to produce original certificates at the time of his/her admission on account of admission already secured to some other institution, he or she shall produce a certificate from the Head of the institution where he/she has already taken admission indicating that he/she has been admitted to a particular course in that institution on a particular date and hence original certificates have been retained in that institution. The candidate shall produce the attested copies of the certificates duly attested by the Head of the concerned institution. Such candidates shall be required to pay the fees immediately at the time of admission and such candidates shall be permitted to submit the required original certificates within the 04 working days after the date of payment of fees.

**d) Important Note:**

**Candidates admitted under this provision are not allowed to change course or college in any year of the study.**

**11. Allotment of seats by CAP Round I, II and III—**

(1) CAP Round I, II and III shall be conducted by computerized allotment.

**(2) In CAP Round I.—**

(a) For Minority Institutions, the allotment shall be given to the candidates as per following Preference: -

- (i) Stage I of sub-rule (3) of rule 10,
- (ii) Stages I and II of sub-rule (1) of rule 10,
- (iii) Stage II of sub-rule (3) of rule 10,
- (iv) Sub-rule (2) of rule 10,
- (v) Stage III of sub-rule (3) of rule 10 ;

(b) For other than Minority Institutions, the allotment shall be given to the candidates as per following preference :-

- (i) Stages I and II of sub-rule (1) of rule 10,
- (ii) Sub-rule (2) of rule 10 ;

**(3) In CAP Round II.—**

(a) For Minority Institutions, the allotment shall be given to the candidates as per following Preference :-

- (i) Stage I of sub-rule (3) of rule 10,
- (ii) Stages I to IV of sub-rule (1) of rule 10,

- (iii) Stage II of sub-rule (3) of rule 10,
- (iv) Sub-rule (2) of rule 10,
- (v) Stage III of sub-rule (3) of rule 10 ;

- (b) For other than Minority Institutions, the allotment shall be given to the candidates as per following preference:
  - (i) Stages I to IV of sub-rule (1) of rule 10,
  - (ii) Sub-rule (2) of rule 10 of these rules.

**(4) In CAP Round III.—**

- (a) For Minority Institutions, the allotment shall be given to the candidates as per following Preference:-

- (i) Stage I of sub rule (3) of rule 10,
- (ii) Stages I to III & Stage VII of sub-rule (i) of rule 10,
- (iii) Stage II of sub rule (3) of rule 10,
- (iv) sub rule (2) of rule 10,
- (v) Stage III of sub rule (3) of rule 10,

- (b) For other than Minority Institutions, the allotment shall be given to the candidates as per following preference.-

- (i) Stages I to III & Stage VII of sub rule (1) of rule 10,
- (ii) Sub rule (2) of rule 10.

(5) If the seat remains vacant due to non-allotment and non-reporting such seat will be considered for allotment in subsequent round to all the candidate in 5(1), 5(2) and 5(3) irrespective of the seat type on the basis of *Inter-Se-Merit*.

**12. General provisions:-**

- (a) Allotment in CAP Round-I,II and III of State Level Seats will be carried out as per *Inter-Se-Merit* of Candidates having Maharashtra State Candidature. The seats will be allotted to Candidates as per *Inter-Se-Merit*, options filled and seats available at that point of time in the stage of CAP Round-I, II and III.
- (b) All Candidates eligible at a particular stage of allotment will be considered for allotment of a seat in that stage, even if they have been allotted or not allotted a seat in the previous stage.
- (c) During the allotment of any stage, the Candidate may get upward shift in the allotment with reference to the options filled by the Candidate according to availability of seats at that point of time.
- (d) There shall not be any reservation under different categories in an unaided private

Professional Educational Institutions for allocation of seats stated in rule 7(2), 7(3), 7(4) and 7(5) of these rules.

- (e) All reserved Category Candidates (including SBC in their original Category) shall be considered for allotment in all stages.
- (f) Due to upward shifts, the seats falling vacant shall be considered for allotment in further iterations of the same stage as per the provisions of that stage of allotment.
- (g) Allotment against the first available option in the order of preference filled in shall be retained as final allotment.
- (h) The allotment list displayed on website will show the provisional allotment offered to the Candidates. No personal communication or allotment letters in this regard shall be issued to the Candidates.
- (i) A Candidate who has been allotted a seat shall download the —Provisional Seat Allotment Letter.: At the time of seat acceptance, Candidate has to pay a Seat Acceptance Fee through Candidate's Login at an Admission Reporting Centre. Seat will be confirmed by the Reporting Centre after verification of the original documents and ensuring that the Candidate meets all the eligibility norms. The centre in-charge shall issue the Online Receipt of acceptance.
- (j) The seat acceptance fee shall be Rs. 1000/-, for all admitted Candidates and the same shall be treated as non-refundable.
- (k) Failure to report in person for Seat acceptance will be considered as if the Candidate has rejected the offer.
- (l) Admitting College will cancel the admission of the candidate if, at any time, any of the documents or certificates submitted by the candidate is found to be invalid or fraudulent and/or the Candidate does not meet the eligibility norms. It is the duty of the candidate to verify the eligibility Criteria.
- (m) Candidates who want to reject the allocated seat can do so by not remitting the seat acceptance fee at the Reporting Centre. Candidates who rejects allocated seat in CAP Round I, cannot participate in CAP Round II.
- (n) If any of the statement made in application form or any information supplied by the Candidate in connection with his admission is found to be false or incorrect, the Principal shall cancel his admission and forfeit the fees. An appeal against the action of cancellation of admission, may be preferred within seven days to the

Competent Authority. The Competent Authority shall decide the appeal within fifteen days and his decision thereon shall be final.

- (o) Complaints regarding the use of fake certificates to be investigated in time bound manner and if found guilty, such admission shall be cancelled. Further, appropriate action shall be initiated with due intimation to Competent Authority.
  - (p) Candidates belonging to constitutional reserved category must have claimed so in his online registration form of Maharashtra State quota seats, and those candidates who have filled application form from constitutional reserved category and admitted on seats reserved for constitutional category will have to submit the Caste Validity Certificate, also the candidates belonging to VJ/DT(A), NT(B), NT(C), NT(D), OBC (including SBC) must have to submit non-creamy layer certificate valid up to 31<sup>st</sup> March of the following year of CET examination.
  - (q) Candidates belonging to constitutional reserved category EWS must have claimed so in his online registration form of Maharashtra State quota seats, failing which such a claim will not be entertained subsequently.
  - (r) The Candidates belonging to constitutional reserved category who have secured admission on seats reserved for constitutional category in Round I & II on the basis of application receipt are required to upload the necessary certificate (CVC, NCL, etc.) on or before the last date of the Round II. Candidates who failed to upload the necessary certificate, their admission will be cancelled by the college / system. These students may apply for the next round from open category (if they meet the requirements and conditions for the open category).

### **13. Admissions in Institutional Quota and vacant seats after CAP:-**

The Principal or Director of the institution shall carry out the admissions for these seats in the following manner:-

- (a) Admissions shall be made in a transparent manner and strictly as per the *Inter-Se- Merit* of the Candidates who have applied to the Competent Authority for verification of documents and then to institution.
- (b) Information Brochure of the Course and Prospectus of the Institution which specifies rules of admission and facilities and infrastructure in the Institution should be published well before the commencement of the process of admission. All the information in the Brochures and Prospectus should also be displayed on the Institution's website.

- (c) Institution shall invite applications by notifying schedule of admission and the number of seats in the course to be filled by the institution, by advertisement on the web site of the institution.
- (d) Aspiring Candidates fulfilling the eligibility criteria as notified by the Government and specified by the appropriate authority, from time to time, shall apply to the Principal or Director of the respective institution for admission at the Institution level as provided in rule 3(2)(b).
- (e) The institution after verification of all required documents shall prepare and display the Inter-Se-Merit lists of the Candidates to be filled in at the institution level, in the Institutional Quota and Quota for NRI, PIO, OCI and Supernumerary Quota along with the vacant seats after CAP, on the notice board and shall publish the same on the website of the institution.
- (f) The Minority or Non-Minority institution intending to surrender the Institutional Quota (in part or full) of specified courses to the CAP shall communicate two days before the display of seat matrix of CAP Round I and the same shall be allotted as per the rules of CAP. The institute shall not be allowed to surrender Institutional Quota seats thereafter.
- (g) All the admissions and cancellations shall be updated by the Institution immediately through online system.
- (h) If any CAP seat remains or becomes vacant after the CAP Rounds, then in the Institutional Level Round, the same shall be filled in by the Candidate from the same Category for which it was earmarked during the CAP. Further if the seats remain vacant then the seats shall be filled on the basis of Inter-Se-Merit of the applicants.

Further, if any CAP seat (ACAP Seat), Institutional Quota Seats & Management quota Seats remains or becomes vacant after the cut-off date of the admission, then the vacant seats will remain vacant. Also, there will be no admission in any College/Institute after the cut-off date declared by Competent Authority.

#### **14. Approval of Merit List and the Admitted Candidates List:-**

- (i) After completion of Admission process every Unaided Private Professional Educational Institution shall submit the Admission-approval proposal to the Director, Higher

Education and after due verification of the admissions by the Expert panel appointed by Director of Higher Education, the Unaided Institutions will submit the verified admission report to the Admission Regulating Authority in accordance with the sub-section (5) of the section 9 of the Act.

- (ii) The Admission-approval proposal shall include the list of all Candidates admitted which shall have the quota, Candidature Type, Reservation, Qualification Marks, etc., as well as, the required documents of the Candidates admitted at Institution level.
- (iii) If a minority institution fails to admit minimum fifty-one percent of its sanctioned intake from the persons belonging to the concerned minority, for period of three consecutive years the Competent Authority shall inform the Department accordingly. The Department shall forward such cases along with observations to the Minorities Development Department as per provisions of sub-section (2) of section 6 of the Act.

## **15. Cancellation of Admission and Refund of Fees, Return of Documents by Institutions: —**

- (a) The Candidate shall apply online or off line for cancellation and submit duly signed copy of system generated application or hand written application for cancellation of admission to the Institution. Once the Candidate submits online or off line request for cancellation, his admission shall be treated as cancelled. The Institute shall consider the online or off line request made by Candidate for cancellation as final irrespective of whether he has submitted duly signed copy of system generated application or hand written application to the institute. Upon such cancellation, the Candidate shall lose the claim on the seat and such seat shall become available for further allotment. The Candidate shall then become entitled to and the institute shall refund the entire fee to the Candidate after deduction of Rs.1000/- towards processing charge and refund all his original documents submitted to the Institute within two day's form submission of duly signed copy of system generated application or hand written application to the institute.
- (b) Notwithstanding clause (a) above, Candidate shall not be entitled to any refund of his fee except the Security Deposit and Caution Money Deposit if the online cancellation is effected by the Candidate after 5.00 p.m. of the cut-off date prescribed by the Competent Authority.
- (c) No Institution, who has in its possession or custody, of any document in the form

of certificates of degree, diploma or any, other award or other document deposited with it by a person for the purpose of seeking admission in such Institution, shall refuse to return such degree, certificate, award or other document with a view to induce or compel such person to pay any fee or fees in respect of any course or program of study which such person does not intend to pursue or avail any facility in such Institution.

(d) The Institution shall not recover the fees for the subsequent years from the student seeking cancellation of his admission at any point of time.

#### **16. Change of Institution after First Year:-**

- 1) The Candidate seeking for a change in institution after successfully completing the First or Second or Third or Fourth Year (Whichever is applicable) of studies in unaided institution will be allowed to do so in any other unaided institution subject to the availability of seats and changes will be carried out based on the marks of First Year or relevant Year. The Principal shall be responsible for ascertaining the eligibility of the Candidates as laid down by the concerned University for the course.
- 2) Transfer of Candidates after one, two, three or four year shall be made in the following manner: -
  - a) The Candidate once admitted in First or Second or Third or Fourth Year shall not be eligible for transfer to any other institution during the same academic year.
  - b) The Candidate passing the First Year ( both first and second semester) or Second Year (both Third and Fourth Semester) or Third Year (both Fifth and Sixth Semester) or Fourth Year (both seventh and eighth Semester) examinations in full are considered as eligible for transfer of Institution or course provided that for transfer after Second Year the candidate should have passed the First year, and for transfer after Third Year the candidate should have passed First and Second Year and for transfer after Fourth Year the candidate should have passed First, Second and Third Year;
  - c) There shall be no transfer of students at any stage in any case from Unaided Institutions to Government or Government Aided, University Departments, University Managed Institutions. However, the Candidate from Government or Government Aided, University Departments, University Managed Institution may seek transfer to Unaided Educational Institution;
  - d) There shall be no transfer of students at any stage to Autonomous Institutions;

- e) The Principals of Unaidsed institutions shall consider the Candidates from other institutions for transfer with prior approval from the Directorate of Higher Education on submission of No Objection Certificate (NOC) from institution, Eligibility Certificate from University and Vacancy position. The Principal or Director shall ascertain the eligibility of Candidates as laid down by the concerned University for the course to which the Candidate is being transferred;
- 3) No application without recommendation of the Principal of Institution shall be entertained by the Directorate of Higher Education; The Candidates admitted under Supernumerary Quota seats are not eligible for change of Course or Institution;
- 4) There shall be no transfer of students at any stage in any case from the institutes whose admissions were not done from Centralized admission Process.
- 5) List of all such transfers shall be communicated by the Directorate of Higher Education to the office of the Admissions Regulating Authority for final approval.

## **17. Documents to be uploaded along with —On- line Application form for Centralized Admission Process:-**

The candidates are required to carry **All Original Certificates / Documents** in support of their claim at the time of filling up of application Form for Admission for the scrutiny and verification at Admitted College. The Admitted College will appoint an expert committee to verify the documents of the candidates before admitting them.

**If a candidate is unable to produce original certificates at the time of his/her admission on account of admission already secured to some other institution, he or she shall produce a certificate from the Head of the institution where he/she has already taken admission indicating that he/she has been admitted to a particular course in that institution on a particular date and hence original certificates have been retained in that institution. The candidate shall produce the attested copies of the certificates duly attested by the Head of the concerned institution. Such candidates shall be required to pay the fees immediately at the time of admission and such candidates shall be permitted to submit the required original certificates within the 04 working days after the date of payment of fees.**

- 17.1 Instructions for Uploading the Documents required while filling the on line Centralized Admission Process (CAP) Application form for admission to LL. B-3 Yrs. -2019**

**Candidates and Parents aspiring to seek admission to the Profession Full Time Degree Course in Law Leading to LL.B. Degree, are requested to neatly Scan the following documents & keep them ready for uploading on the Admission Portal from their Pen Drive / Desktop / Laptop, / Tablet while filling the on line CAP Application form.**

- (1) Photograph Image: Colour Passport size photograph of the Candidate Size of photo file should be between 20KB to 50KB. The Image file should be saved in JPG or JPEG format.
- (2) Signature Image: Applicant has to Sign on white paper-piece with Black or Blue Pen. Signature image Size file should be between 10KB to 20KB. The Image file should be saved in JPG or JPEG format.
- (3) The documents listed in following Table should be saved in PDF format of Size up to 500KB for all documents
- (4) The Scanned Uploaded documents should be readable; should be scanned by using original documents. Candidate to upload the documents only after ensuring the visibility/clarity. If the uploaded documents are not readable then such documents will not be considered as valid. Candidate himself will be responsible for the wrong document uploading.
- (5) After filling complete on line application form, candidate should take the print out of CAP Application form. Also, save the CAP Application form on their desktop or Lap top or in Pen Drive as it is required at the time of admission.

Sr. No.	Type of candidate	Following documents are to be scanned and uploaded while filling the online CAP Application form.
1.	<p><b><u>All Candidature type candidates</u></b></p> <p>[1) Maharashtra State Candidate, 2) Outside Maharashtra State Candidates (All India Candidature) including J&amp;K Migrant Candidates]</p>	<p><b>1)</b> SSC (Std. X) Mark sheet. [If candidate has Passed SSC from CBSC, ICSE, IGCSE, IB board etc., then such candidate will have to Prepare/Produce the Conversion Certificate with Self Attestation &amp; will have to upload SSC Mark sheet along with Conversion Certificate in single PDF format.] (The Sample Copy of Conversion Certificate will be displayed on the Website)</p> <p><b>2)</b> HSC (Std. XII) Mark Sheet / or equivalent i.e. Engg. Diploma. [If candidate has Passed HSC from CBSC, ICSE, IGCSE, IB board etc., then such candidate will have to Prepare/Produce the</p>

Sr. No.	Type of candidate	Following documents are to be scanned and uploaded while filling the online CAP Application form.
		<p>Conversion Certificate with Self Attestation &amp; will have to upload HSC Mark sheet along with Conversion Certificate in single PDF format.]  (The Sample Copy of Conversion Certificate will be displayed on the Website).</p> <p><b>3) Degree Mark Sheets.</b>  [All the Candidates has to Add the marks of All Six Semester or Marks of All Three Years together and Calculate the Percentage of Degree Examination irrespective of the marks considered by the University/ Board to award Certificate/Diploma/Degree/PG Degree.]</p> <p>Candidate has to Upload Self attested Conversion Certificate (<i>Annexure-DM</i>) along with Mark sheets of all Semesters/FY, SY Mark sheet /First year, Second Year Mark sheet &amp; final Third Year Mark Sheet as single PDF.</p> <p>{(1) If marks of All Semester or Marks of All Three Year/Four years are mentioned on a single Mark sheet, such candidate can upload the Mark sheet / the relevant document in which all Three/ Four Marks are displayed and Grand Total/ Final Grade is shown. along with conversion certificate in single PDF if the CGPA/GPA is indicated on the final Year Marks memo.</p> <p>(2) If Mark sheets of First year, Second Year &amp; Third Year are separate, then such candidate will have to upload the Mark sheet of all three years along with the conversion certificate in single PDF.}</p> <p><b>4) Online CET Application Form 2024</b></p> <p><b>5) MAH-LL.B.-3 Yrs.2024 CET Score card.</b></p> <p><b>6) Domicile Certificate.</b>  OR  Birth Certificate Mentioning place of Birth.  OR  School Leaving Certificate mentioning Place of Birth.  OR  Community, Nativity &amp; Date of Birth Certificate.</p> <p>Candidate has to upload any one document from these four documents mentioned in No.07 above.</p>

In addition to the above documents, candidates are required to upload following documents depending upon the Category and Candidature type of the Candidate to which they belong.

Sr. No.	Type of candidate	Following documents are to be scanned and uploaded while filling the online CAP Application form.
2	Maharashtra State Type-A Candidates	<p>Domicile Certificate of the candidate from the State of Maharashtra.</p> <p>OR</p> <p>Birth Certificate Mentioning the Place of Birth, which is in Maharashtra.</p> <p>OR</p> <p>School Leaving certificate of the candidate Indicating place of Birth in the State of Maharashtra.</p> <p>OR</p> <p>Community, Nativity &amp; Date of Birth Certificate.</p> <p>Candidate has to upload any one document from these four document.</p>
3	Maharashtra State Type-B Candidates	<p><b>Domicile certificate of the Candidate</b> / Domicile certificate of Father or Mother of Candidate indicating that he/she is domiciled in the State of Maharashtra.</p>
4	Maharashtra State Type-C Candidate	<p>Certificate from the Employer in Pro forma-A stating that Father or Mother of the Candidate who is a Central Government/Government of India undertaking employee is presently posted in/outside Maharashtra.</p>
5	Maharashtra State Type-D Candidate	<p>Certificate from the Employer in Pro forma-B-1, stating that Father or Mother of the Candidate who is a Maharashtra State Government or Maharashtra State Government undertaking employee.</p> <p>OR</p> <p>Undertaking along with documentary evidences from the retired employees stating the Place of Settlement in Proforma-B2.</p>
6	<p>Maharashtra State Type-E Candidates</p> <p>Maharashtra Karnataka disputed border area Candidates</p>	<p>1) Certificate stating that Candidate belongs to the disputed border area in Pro forma-G1.</p> <p>And</p> <p>2) Certificate stating that the mother tongue of the Candidate is Marathi in Pro forma-G2</p>

Sr. No.	Type of candidate	Following documents are to be scanned and uploaded while filling the online CAP Application form.
	Backward class candidates belonging to S.C./ S.T. from the State of Maharashtra only.	<p>1)Caste certificate. And 2)Caste/Tribe validity Certificate.</p> <p>If Caste/Tribe Validity certificate is not available, then candidate has to upload Receipt of application form for Caste/Tribe Validity Certificate. But Candidates have to upload the Caste/Tribe Validity certificate before the last date of confirmation of Admission of Second Round, otherwise candidate will be considered in Open category in the subsequent rounds.</p>
8	Backward class candidates belonging to SEBC, VJ, DT, NT(A), NT(B), NT(C), NT(D), O.B.C., S.B.C from the State of Maharashtra only.	<p>1)Caste certificate. And 2)Caste/Tribe validity Certificate.</p> <p>If Caste/Tribe Validity certificate is not available, then candidate has to upload Receipt of application form for Caste/Tribe Validity Certificate. But Candidates have to upload the Caste/Tribe Validity certificate before the last date of confirmation of Admission of Second Round, otherwise candidate will be considered in Open category in the subsequent rounds.</p> <p>And 3)Non creamy layer certificate valid up to 31<sup>st</sup> March 2025.</p>
8a	Economically Weaker Section Candidates, E.W.S from the State of Maharashtra only	1) Eligibility Certificate for Economically Weaker Section valid for academic year 2024-25
9	Ex-Servicemen (Def-1)	<p>1)Defence Service Certificate Pro forma-C. And 2)Domicile Certificate of Father/Mother who is an ex-service personnel is domiciled in the State of Maharashtra.</p>
10	Active Domicile Defence Candidates. (Def-2)	<p>1)Defence service Certificate Pro forma-C. And 2)Domicile certificate of Father/Mother who is active defence service person is domiciled in the State of Maharashtra.</p>

Sr. No.	Type of candidate	Following documents are to be scanned and uploaded while filling the online CAP Application form.
11	Active Non Domicile Defence candidates. ( Def-3 )	<p>1) Defence Service Certificate Pro forma-C And</p> <p>2) Certificate from the Employer in the Pro forma-D stating that Father/Mother of the candidate who is an active defence service person presently posted in Maharashtra.</p> <p>OR</p> <p>Certificate from the Employer in the Proforma-E stating that Father/Mother of the candidate who is an active defence service person and has retained the family in his previous place of posting in Maharashtra.</p>
12	Person With Disability Candidates [PWD].:- Locomotor disability Leprosy cured person Cerebral palsy Dwarfism Muscular dystrophy Acid attack victims Blindness Low-vision Deaf Hard of hearing Speech and language disability Intellectual disability Specific learning disabilities Autism spectrum disorder Mental illness Multiple sclerosis Parkinson's disease Hemophilia Thalassemia Sickle cell disease Multiple Disabilities	<p>1) PWD Medical Certificate issued by Civil Surgeon of the District Hospital &amp; or Approved Medical Board / or All India Institute established by Central Government Competent to certify the Disability.</p> <p>And</p> <p>2) Domicile Certificate of the candidate from the State of Maharashtra.</p> <p>OR</p> <p>2) Birth Certificate Mentioning the Place of Birth which is in Maharashtra.</p> <p>OR</p> <p>2) School Leaving certificate of the candidate Indicating place of Birth in the State of Maharashtra.</p>
13	Jammu and Kashmir Migrant Candidates.	<p>1) Certificate of posting in case of defence and Government servants in Proforma-J Or</p> <p>2) Certificate of stay in refugee camp for those staying in camp in Pro forma-K Or</p> <p>3) Certificate stating that the candidate belongs to displaced family in Pro forma-L</p>

Sr. No.	Type of candidate	Following documents are to be scanned and uploaded while filling the online CAP Application form.
14	Minority Candidates	<p>1) Domicile certificate of the candidate belonging to the State of Maharashtra.</p> <p>AND</p> <p>2) Declaration of the Candidate for the respective Linguistic / Religious Minority Community in Proforma "O"</p> <p>OR</p> <p>2) Leaving Certificate having Information pertaining to Religion / Mother tongue</p>
15	Certificate for Orphan Candidates	<p>1) Orphan Certificate issued by Competent Authority. These candidates claiming reservation under this quota as per G.R.No OCC-2011/C.N.212/Desk-3 Woman and Child Development Department, Mantralaya Mumbai 400032 dated 2<sup>nd</sup> April 2018 will produce Orphan Certificate from Regional Deputy Commissioner, Woman and Child Development.</p>

**Pro forma-A**  
**[For Type-C candidates]**

[For sons and daughters of Central Government/Government of India Undertaking Employees]

**CERTIFICATE**

This is certify that Shri/Smt. \_\_\_\_\_ is an employee in the capacity of \_\_\_\_\_ (Designation) in \_\_\_\_\_ (Name of the Organization/Establishment/Department)

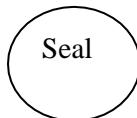
This Organization/Establishment/Department is Under \_\_\_\_\_ (Department of Central Government/ Government of India Undertaking)

Shri/Smt. \_\_\_\_\_ is transferred to \_\_\_\_\_ in Maharashtra State Vide transfer Order No. \_\_\_\_\_ Dated \_\_\_\_\_

He/ She has joined duty in Maharashtra on \_\_\_\_\_ and is currently working in the same post. This certificate is issued for the purpose of his/her son/ daughter \_\_\_\_\_ 's admission to the First year of the Three Year Full Time Under Graduate Degree Course in Law / First year of the Three Year Full Time Under Graduate Degree Course in Law for the Academic year 2024-25

**Outward No.& Date**

Place:



(Signature)

Name & Designation of the Head of the Office

**Note: This Pro forma is to be accompanied by attested copy of:-1) Transfer order 2) Joining report**

**Pro forma-B-1**  
**[For Type-D candidates]**

[For sons and daughters of Maharashtra state Government/Maharashtra State Government Undertaking Employees]

**CERTIFICATE**

This is certify that Shri/Smt. \_\_\_\_\_ is an employee in the capacity of \_\_\_\_\_ (Designation) in \_\_\_\_\_ (Name of the Organization / Establishment / Department)

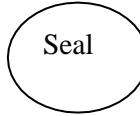
This Organization/Establishment/Department is Under \_\_\_\_\_ (Department Govt. of Maharashtra/ Government of Maharashtra Undertaking)

Shri/Smt. \_\_\_\_\_ is transferred to \_\_\_\_\_ in Maharashtra State Vide transfer Order No. \_\_\_\_\_ Dated \_\_\_\_\_

He/ She has joined duty in Maharashtra on \_\_\_\_\_ and is currently working in the same post. This certificate is issued for the purpose of his/her son/ daughter \_\_\_\_\_ 's admission to the First year of the Three Year Full Time Under Graduate Degree Course in Law for the Academic year 2024-25

**Outward No.& Date**

Place:



(Signature)

Name & Designation of the Head of the Office

**Note: This Pro forma is to be accompanied by attested copy of:- 1) Transfer order 2) Joining report.**

**Pro forma B-2**  
**(For Type-D Candidate)**

[For sons and daughters of Maharashtra state Government/Maharashtra State Government Undertaking retired Employee]

**UNDERTAKING**

This is to undertake that I, \_\_\_\_\_ have retired from the service from the post of \_\_\_\_\_

\_\_\_\_\_ (Designation) in \_\_\_\_\_ (Name of the Organization/Establishment / Department)

This Organization/Establishment/Department is Under \_\_\_\_\_ (Department of Maharashtra State Government/ Maharashtra State Government Undertaking).

I have retired on \_\_\_\_\_ and settled in \_\_\_\_\_ Taluka \_\_\_\_\_ District.

This undertaking is submitted for the purpose of my son/daughter \_\_\_\_\_'s admission to the First year of the Three Year Full Time Under Graduate Degree Course in Law / First year of the Three Year Full Time Under Graduate Degree Course in Law for the Academic year 2024-25

Place:

Signature

Date:

Name

Note: : This Pro forma is to be accompanied by attested copy of:- 1) Pension Order. 2) Proof of settlement(Ration Card/Electricity Bill/Aadhar card/ Telephone Bill/ Property Documents/Election card).

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**Pro forma –C**  
**(For Def-1, Def-2 and Def-3 Candidate)**  
**[For sons/daughters/widow/wife of Defence Service Personnel]**  
**CERTIFICATE**

1. This is certify that Master/Mr./ Miss/Mrs. ----- is the Son/  
 Daughter/ Widow/Wife  
 of Service No.: ----- Rank: ----- Name: -----  
 -----.

2. He /She (Defence Personnel) is presently serving in -----  
 (Unit/ Dept. / HQ)  
 He/She has put in ----- Years of Service in the Army/ Navy/ Air force/ BSF/CRPF with  
 effect from -----  
 to -----and is currently working in service .

**OR**

He/ She (Defence Personnel) retired/ was discharged from regular Army/ Navy/ Air force on -----  
 ----- (Date).

( Select & Type any one from below Two Options)

- 1)He/She is Permanently Disabled Since -----
- 2)He/She is killed in Action on -----

He belongs to the one of the following category: - (Select & Type any one option from below three)

- 1)He is Ex-service personnel, who is Domiciled in Maharashtra State,
- 2) He is Active Service Personnel, who is Domiciled in Maharashtra State.
- 3) He is Active Service Personnel, who is transferred to Maharashtra State but are not Domiciled in Maharashtra State, or who is not domiciled in Maharashtra State but their families are stationed in Maharashtra State under the provision of retention of family accommodation at the last duty station on grounds of children's education

As per the F.No.6(1)/201/D (Res.II) Government of India, Ministry of Defence, Department of Ex-Servicemen Welfare dated May 21, 2018, Inter-se priority for reservation/ preference to the wards of Armed Forces personnel by States /UTs for admission to Professional/Non-Professional Courses is as follows :

Priority I	:	Widows/Wards of Defence/BSF/CRPF personnel killed in action.
Priority II	:	Wards of Defence/BSF/CRPF personnel disabled in action and boarded out from service
Priority III	:	Widows/Wards of Defence/BSF/CRPF personnel who died while in service with death attributable to military service
Priority IV	:	Wards of Defence/BSF/CRPF personnel disabled in service and boarded out with disability attributable to military service.
Priority V	:	(a)Wards of Ex-Servicemen and serving Defence personnel who are in receipt of Gallantry Awards:  1. Param Vir Chakra

	2. Ashok Chakra
	3. Maha Vir Chakra
	4. Kirti Chakra
	5. Vir Chakra
	6. Shaurya Chakra
	7. Sena, Nau Sena, Vayu Sena Medal
	8. Mention-in-Despatches.
	b) BSF/CRPF personnel who are in receipt of Gallantry Awards:
	1. President's Police & Fire Service Medals for Gallantry.
	2. President's Police Medals for Gallantry.
	3. Police Medals for Gallantry
Priority VI	: Wards of Ex-Servicemen.
Priority VII	: Wives of: i) Defence/BSF/CRPF personnel disabled in action and boarded out from service. ii) Defence/BSF/CRPF personnel disabled in service and boarded out with disability attributable to military service. iii) Ex-Servicemen and serving personnel who are in receipt of Gallantry Awards.
Priority VIII	: Wards of Serving Defence/BSF/CRPF Personnel.
Priority IX	: Wives of Serving Defence/BSF/CRPF Personnel.

Master/Mr./Miss/ Mrs. -----Son/Daughter/Widow/Wife of Shri/Smt. -----is eligible for admission under the Priority No. - ----- (For Example: Priority-I, Priority -V etc.) & Priority Name:----- ( For example :- Widows/Wards of Defence/BSF/CRPF personnel who died while in service with death attributable to military service.)

This certificate is issued for the purpose of availing the benefits to the son/daughter/widow/wife of Ex-Servicemen/Service personnel for admission into the First year the Five Years full Time Integrated Course in Law for the Academic year 2024-2025.

**Office Seal**

**Signature (Not below Officer Rank)\***

**Name of Officer**

**Date:**

**Designation**

**\* Unit/ Dept. / HQ/ Records/ RSWO/ ZSWO/  
Army/ Navy/ Air Force HQ**

**Note:-**

1. This certificate is not to be issued for the Civilian Staff working in the Indian Army/Navy/Air Force.
2. For Def-1 and Def-2 candidates, above pro forma is to be accompanied by attested copy of Domicile Certificate of parent who is in active service personnel or Ex-Serviceman.

### **Pro forma-D (For Def-3 Candidates)**

[For sons and daughters of Active Defence service personnel not domiciled in Maharashtra state] CERTIFICATE  
This is to certify that Shri/Smt. \_\_\_\_\_, (Full name of the Employee with Rank of the employee) is a member of Armed forces of India, and is currently in Indian Army/Indian Navy/Indian Air Force.

Shri/Smt. \_\_\_\_\_ is transferred to \_\_\_\_\_ (Place of Posting) in Maharashtra State vide transfer order No. \_\_\_\_\_ Dated \_\_\_\_\_. He/ She has joined duty in Maharashtra on \_\_\_\_\_ (Date of Joining) and is currently working in the same post.

This certificate is issued for the purpose of his/her son/daughter's \_\_\_\_\_ admission to the First year of the Three Year Full Time Under Graduate Degree Course in Law for the Academic year 2024-25

Outward No.& date  
Place:



(Signature)

Name and Designation of the  
Head of the Office

**Note: This Pro forma is to be accompanied by attested copy of:- 1) Transfer order 2) Joining report.**

This certificate is **not** to be issued for the Civilian Staff working in the Indian Army/Navy/Air force.

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### **Pro forma-E (For Def-3 Candidates)**

[For sons and daughters of Active Defence service personnel not domiciled in Maharashtra state but retained their family accommodation ]

#### **CERTIFICATE**

This is to certify that Shri/Smt. \_\_\_\_\_, (Full name of the Employee with Rank of the employee) is a member of Armed forces of India, and is currently in Indian Army/Indian Navy/Indian Air Force.

Shri/Smt. \_\_\_\_\_ is presently posted at \_\_\_\_\_ (Place of Posting). His/Her previous posting was at \_\_\_\_\_ in Maharashtra state .

He/she has retained family accommodation in \_\_\_\_\_ in \_\_\_\_\_ Maharashtra State on account of posting in non- family station /for education purpose of son/daughter.

This certificate is issued for the purpose of his/her son/daughter's \_\_\_\_\_ admission to the First year of the Three Year Full Time Under Graduate Degree Course in Law for the Academic year 2024-25

Outward No.& date  
Place:



(Signature)

Name and Designation of the Head of the Office

This certificate is **not** to be issued for the Civilian Staff working in the Indian Army/Navy/Air force.

**Pro forma-G1**  
**(For candidates from Maharashtra and Karnataka disputed Border Area)**

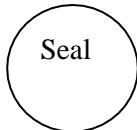
**CERTIFICATE**

This is to certify that Shri / Smt. \_\_\_\_\_ (Candidate himself/herself) is a resident of \_\_\_\_\_ Village in \_\_\_\_\_ Taluka \_\_\_\_\_ District. This village is a village which exists in Maharashtra Karnataka disputed border area.

This certificate is issued or the purpose of his / her ward's / candidate's admission to the First year of the Three Year Full Time Under Graduate Degree Course in Law for the Academic year 2024-25

Outward No.& Date:

Place:



District Collector/Deputy Commissioner/  
District Magistrate/ Additional District Magistrate/Taluka  
Executive Magistrate

**Pro forma-G2**  
**(For candidates from Maharashtra and Karnataka disputed Border Area)**

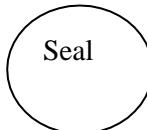
**CERTIFICATE**

This is to certify that Mr./Miss. \_\_\_\_\_ is a student of this School/College. He / She has passed Std.XII / \_\_\_\_\_ degree examination from this school / college located in Maharashtra Karnataka disputed border area. His / Her mother tongue is Marathi and he / she has passed Std.X / Std. XII / \_\_\_\_\_ degree examination with Marathi as one of the subjects.

This certificate is issued or the purpose of his / her admission to the First year of the First year of the Three Year Full Time Under Graduate Degree Course in Law for the Academic year 2024-25

Outward No.& Date:

Place:



Head Master/ Principal School / College

**Pro forma-J**  
**(For sons and daughters of defence/Para-military force/I.A.S. / I.P.S. /I.F.S./J&K Police officials posted in Jammu/ Kashmir to combat terrorist activities)**

**CERTIFICATE**

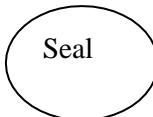
This is to certify that Shri / Smt. \_\_\_\_\_ is an official belonging to defence/Para-military force/I.A.S. / I.P.S. /I.F.S./J&K Police presently posted and working at \_\_\_\_\_ which is treated as disturbed area in Jammu & Kashmir.

This certificate is issued for the purpose of his / her son/ daughter's admission to the First year of the Three Year Full Time Under Graduate Degree Course in Law for the Academic year 2024-25

Outward No.& Date:

Head of the Office

Place:



**Pro forma-K**  
**(For Jammu/ Kashmir Migrant candidates)(Migrants staying in refugee camps)**

**CERTIFICATE**

This is to certify that Mr. / Miss. \_\_\_\_\_ belongs to a family residing in this refugee camp after being displaced after 1990 due to terrorist activities in Jammu & Kashmir.

The details of refugee status is as under.

Ration Card Number:

Name of the members on ration card:

This certificate is issued for the purpose of his / her admission to the First year of the Three Year Full Time Under Graduate Degree Course in Law for the Academic year 2024-25

Outward No.& Date:

Name & Signature of Head of the Office

Place:



Migrant / Refugee Camp

**Pro forma-L**  
**(For Refugees staying with relatives)**  
**(Displace Jammu / Kashmir candidates staying with relatives / friends in India otherthan**  
**Migrant / Refugee camp)**

**CERTIFICATE**

This is to certify that Mr. / Miss \_\_\_\_\_ is a displaced person from Jammu & Kashmir after 1990 due to terrorist activities in Jammu & Kashmir. He / She is staying with \_\_\_\_\_ ( Name & complete address of the Person with whom the candidate is staying at present) since past \_\_\_\_\_ years.

This certificate is issued for the purpose of his / her admission to the First year of the Three Year Full Time Under Graduate Degree Course in Law for the Academic year 2024-25

Outward No.& Date:

Name & Signature of District Collector

Place:

Seal

**Pro forma-O**  
**(For seats under Minority Quota)**

**MINORITY COMMUNITY STUDENT'S SELF DECLARATION**  
**For Admission to LL.B-3 Year-2024-25**

I , \_\_\_\_\_ Son / Daughter of \_\_\_\_\_

Resident of \_\_\_\_\_

\_\_\_\_\_ ( Full address) hereby

declare that

I belong to the Gujarati/Shindi/Hindi/Punjabi/Kannada /Linguistic minority community.

I belong to the Muslim/Sikh /Christian /Buddhist / Jain / Zoroastrian (Parsi)\*religious minority community

and / or

As my mother tongue is not mentioned in my Leaving/Transfer Certificate for deciding my candidature under linguistic minority status. I undertake that my mother tongue is

\_\_\_\_\_.

I undertake to submit the relevant documents supporting my claim for belonging to minority community as per government resolution Minority Department No.AVV- 2010C.No109/10Desk-5,Dated 1/7/2013 at the time admission to the Admitted Institution.

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Place: \_\_\_\_\_ Name of the Candidate \_\_\_\_\_

( \*Strike out whichever is not applicable)

## Annexure-DM

### **Candidate has to prepare the Marks/Grades/CGPA to Percentage Conversion Certificate**

**(In Case of Semester Pattern Candidates)**

#### **CONVERSION CERTIFICATE**

(For Graduate Degree Programme)

Name of the Degree/Examination Passed: \_\_\_\_\_ Year of Passing: \_\_\_\_\_

Name of the Passing University: \_\_\_\_\_

Name of the Candidate: \_\_\_\_\_

Name of the College: \_\_\_\_\_

Sr. No.	Semester	Marks Obtained	Out of Marks
1	Semester-I		
2	Semester-II		
3	Semester-III		
4	Semester-IV		
5	Semester-V		
6	Semester-VI		
	Total Marks of All Six Semesters in Degree Examination.		

Aggregate Percentage obtained on the basis of Total Marks of all Six Semesters for the qualifying Degree Examination: ----- / ----- = ----- %

I ----- have read all the rules of admission and on understanding these rules, I have filled this On Line Application form for admission to First Year of Three Year Degree Course in Bachelor of Laws leading to LL.B. (Regular Full Time Course) 2024-25.

The information given by me in this Conversion Certificate is true to the best of my knowledge and belief. If at latter stage, it is found that I have furnished wrong information and / or submitted false certificate (s), I am aware that my admission stands cancelled and fees paid by me will be forfeited. Further I will be subjected to legal and / or penal action as per the provision of the law.

( \_\_\_\_\_ )

Name of the candidate

( \_\_\_\_\_ )

Signature of the candidate

## Annexure-DM

### **Candidate has to Prepare the Marks/Grades/CGPA to Percentage Conversion Certificate**

#### **(In Case of Yearly Pattern Candidates)CONVERSION**

#### **CERTIFICATE**

(For Graduate Degree Programme)

Name of Degree/Examination Passed: \_\_\_\_\_ Year of Passing: \_\_\_\_\_

Name of the Passing University: \_\_\_\_\_

Name of the Candidate: \_\_\_\_\_

Name of the College: \_\_\_\_\_

Sr.No.	Year	Marks Obtained	Out of Marks
1	First Year		
2	Second Year		
3	Third Year		
	Total Marks of All Three Years in Degree Examination.		

Aggregate Percentage obtained on the basis of Total Marks of all Three Years for the qualifying Degree Examination: ----- / ----- = %

I ----- have read all the rules of admission and on understanding these rules, I have filled this On Line Application form for admission to First Year of Three Year Degree Course in Bachelor of Laws leading to LL.B. (Regular Full Time Course) 2024-25.

The information given by me in this Conversion Certificate is true to the best of my knowledge and belief. If at latter stage, it is found that I have furnished wrong information and / or submitted false certificate (s), I am aware that my admission stands cancelled and fees paid by me will be forfeited. Further I will be subjected to legal and / or penal action as per the provision of the law.

( \_\_\_\_\_ )

Name of the candidate

( \_\_\_\_\_ )

Signature of the candidate.

## Annexure-PGM

### **Candidate has to prepare the Marks/Grades/CGPA to Percentage Conversion Certificate**

**(In Case of Semester Pattern Candidates)**

### **CONVERSION CERTIFICATE**

**(For Post Graduate Degree Programme)**

Name of P.G. Degree /Examination Passed: \_\_\_\_\_ Year of Passing: \_\_\_\_\_

Name of the Passing University: \_\_\_\_\_

Name of the Candidate: \_\_\_\_\_

Name of the College: \_\_\_\_\_

Sr.No.	Semester	Marks Obtained	Out of Marks
1	Semester-I		
2	Semester-II		
3	Semester-III		
4	Semester-IV		
	Total Marks of All Four Semesters in Post Graduate Examination.		

Rows can be added if semesters are more than four.

Aggregate Percentage obtained on the basis of Total Marks of all Four Semesters for the qualifying Post Graduate Examination: ---- / ---- = %

I ----- have read all the rules of admission and on understanding these rules, I have filled this On Line Application form for admission to First Year of Three Year Degree Course in Bachelor of Laws leading to LL.B. (Regular Full Time Course) 2024-25.

The information given by me in this Conversion Certificate is true to the best of my knowledge and belief. If at latter stage, it is found that I have furnished wrong information and / or submitted false certificate (s), I am aware that my admission stands cancelled and fees paid by me will be forfeited. Further I will be subjected to legal and / or penal action as per the provision of the law.

( \_\_\_\_\_ )

Name of the candidate

( \_\_\_\_\_ )

Signature of the candidate.

## **Annexure-PGM**

Candidate has to Prepare the Marks/Grades/CGPA to Percentage Conversion Certificate  
(In Case of Yearly Pattern Candidates)

### **CONVERSION CERTIFICATE** (For Post Graduate Degree Programme)

Name of P.G. Degree/Examination Passed: - \_\_\_\_\_ Year of Passing: \_\_\_\_\_

Name of the Passing University: \_\_\_\_\_

Name of the Candidate: \_\_\_\_\_

Name of the College: \_\_\_\_\_

Sr. No.	Year	Marks Obtained	Out of Marks
1	First Year		
2	Second Year		
	Total Marks of All Two Years		

Aggregate Percentage obtained on the basis of Total Marks of all Two Years for the qualifying Post Graduate Examination: ----- / ----- = %

I ----- have read all the rules of admission and on understanding these rules, I have filled this On Line Application form for admission to First Year of Three Year Degree Course in Bachelor of Laws leading to LL.B. (Regular Full Time Course) 2024-25.

The information given by me in this Conversion Certificate is true to the best of my knowledge and belief. If at latter stage, it is found that I have furnished wrong information and / or submitted false certificate (s), I am aware that my admission stands cancelled and fees paid by me will be forfeited. Further I will be subjected to legal and / or penal action as per the provision of the law.

( \_\_\_\_\_ )

Name of the candidate

( \_\_\_\_\_ )

Signature of the candidate

**Schedule-I**  
**(For First Year Admission to LL.B-3 Yrs.)**

Allocation of seats for admission to the Professional Under Graduate Degree Course in Law into the Government, Aided Professional Educational Institutions and Aided Undergraduate Degree Departments/Courses in Law into Non-Agricultural Universities. (Annexure to the Government Resolution No. CET- 2017/C.R.124/17/C.E.2, Dated 12<sup>th</sup> May, 2017.)

Sr. No.	Type of Institution	No. Of Seats- As % of sanctioned Intake			
		CAP Seats			
		Maharashtra State Candidates	All India Seats	*Quota for NRI, OCI, PIO, Foreign Candidate	Minority Quota
1	Government Institution@	85%	10% #	5%	Nil
2	Government Aided Institution	85%	10%	5%	Nil
3	Government Aided Minority Institution	35%	10%	5%	50%
4	University Department/Course (Government Aided)	85%	10%	5%	Nil

The Admissions to the Courses in these institutions shall be done by adopting the procedure laid down in Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admission to the Full Time Professional Undergraduate Law courses) Rule,2017 except rule 3(2)(b), rule 13.

- Maximum 5% Seats within sanctioned intake will be filled through NRI, OCI, PIO, Foreign Candidates by Competent Authority by adopting following procedure:-
  - (a) The Competent Authority shall invite Online Application from NRI, OCI, PIO, Foreign Candidates seeking admission to these institutes;
  - (b) The Competent Authority shall first prepare Merit List of all such applicants by following the procedure specified in rule 8(3) of the said rules;
  - (c) The Competent Authority shall give admission to the eligible NRI, OCI, PIO, Foreign Candidates strictly on the basis of Inter-Se-merit;
  - (d) If the seats remain vacant from NRI, OCI, PIO, Foreign Candidates Quota, it will be filled from the All India Candidature Candidates on the basis of Inter-Se-Merit by Competent Authority.

@ Applied for courses run by Government in Government Law College, Mumbai.

# One seat of the Government Law College, Mumbai will be filled through the nominated candidate from Bhutan Government. This seat shall be within the sanctioned intake capacity and shall be filled at the Institute level with due permission of government. If this seat remains vacant, it will be filled through All India Seats by Competent Authority.

**Schedule-II**  
**(For First Year Admission to LL.B-3 Yrs.)**

Allocation of seats for admission to the Professional Undergraduate Degree Course in Law into the Unaided (Vina-Anudanit) Professional Educational Institutions and Unaided/Self-Financed Undergraduate Degree Departments/Courses in Law into Non-Agricultural Universities. (Annexure to the Government Resolution No. CET- 2017/C.R.124/17/C.E.2, Dated 12<sup>th</sup> May, 2017.)

Sr.No.	Type Of Institute	No. of Seats- as % of Sanctioned Intake			
		CAP Seats			Institute Level Seats
		Maharashtra State (M.S) Candidates	All India Seats	Minority Quota	Institute Level Seats (Including 5% Quota for NRI, OCI, PIO, Foreign Candidate if applicable)
1	Unaided* (Vina-Anudanit) Institution	65%	15%	Nil	20%
2	Unaided* (Vina-Anudanit) Minority Institution	100% of M.S. Seats \$	15% #	51% @	20%
3	University Department/Course (Self-Financed/ Unaided)	65%	15%	Nil	20%

The Admissions to the Courses in these institutions shall be done by adopting the procedure laid down in Maharashtra Unaided private Professional educational Institutions (Regulation of Admission to the Full time Professional Undergraduate Law Courses) Rules, 2017.

- Seats of the Unaided (Vina-Anudanit) Courses will be distributed as above till they become eligible for Government aid.

CAP Seats = Sanctioned Intake – Institutional Quota#

CAP seats excluding Minority Quota

\$ M.S. Seats = CAP Seats – ( All India Seats + Minority Quota Seats )

The seats excluding the Minority Quota and the Institutional Quota shall be filled in the stipulated percentage from the Maharashtra Candidature Candidates and All India Candidature candidates.

@These are the Minimum percentage of seats to be filled in the Minority Institution through CAP, this may be extended up to 100%. However, before the commencement of the CAP, such Institution shall declare & inform to the Competent Authority about the maximum percentage of minority quota to be filled in their Institution.

## B. Allocation of Supernumerary Seats

(1) Jammu and Kashmir Migrant Candidates seats to be filled by the Competent Authority/Nodal Officer-Director, Higher Education M.S. Central Building Pune- The number of seats for this quota shall be as per the policy of the Government.

## INFORMATION REGARDING THE GOVERNMENT SCHOLARSHIPS/FREE SHIP

- Applicants from Schedule Castes, Various Backward Classes and Economically Backward Classes who have secured & confirmed their final admission in the college through the Centralized Admission Process (CAP) can avail the benefit under State Government various Scholarships/Free ship Schemes etc. by filling online Application form through State Government official website <https://mahadbt.maharashtra.gov.in/> portal.
- For availing the prescribed benefit of Scholarship/Free ship Schemes, etc. the candidate must fulfil the Scheme eligibility and submit the online application form through Maha DBT portal within One Month from the date of securing final admission in the college/Institution allotted through CAP Round.

## Important General Instructions to the Candidates

1. The detailed schedule for Admission for LL.B-3 Yrs. is uploaded on <https://www.mah-llb3admission.in>
2. Separate schedule will be uploaded for NRI, OCI, PIO, and Foreign National Candidates on <https://www.mah-llb3admission.in>
3. Candidates are advised to keep in touch with the web site for Notices and change in schedule if any.
4. Candidates are advised to read the Information Brochure and the information of the Colleges including infrastructure, facilities, faculty, library, fee structure, Staff, and other amenities before making the choice.
5. The Admission Process is based on Merit (CET Score), Academic Score in case of tie in CET Score, options of the candidates for colleges, category of the candidate and Candidature type.
6. In case of difficulty candidate can call the Help line No .020-67635959 and sendmail to 1) [cetcell@mahacet.org](mailto:cetcell@mahacet.org) and 2) [llb3helpdesk@gmail.com](mailto:llb3helpdesk@gmail.com)
7. **Candidate who wants to edit their category from reserved category to open category filled in the CET Application form can do so by paying the balance amount of fee on line.**
8. **Fee structure of Govt/Govt-Aided and Unaided colleges will be displayed on the web site in All College list details.**
9. **Candidates should study the table given below for giving options to colleges of their choice**



**Wish You Good Luck!**