

# USER GUIDE TO FILL IN THE Ed.CET- 2013 ONLINE APPLICATION FORM

# USER GUIDE TO FILL IN THE ONLINE APPLICATION FORM FOR Ed.CET 2013

Before filling the Online Application Form, keep the **following mandatory details** ready to fill in the appropriate fields:

#### The Mandatory details are as follows:

S.NO.	DETAILS REQUIRED	DOCUMENT TO BE REFERRED
1.	AP Online / e-Seva / Mee-Seva Center Transaction Id.	Receipt form from AP Online / e-Seva / Citizen Services Center
	(if payment is being made through AP Online / e-Seva / Mee-Seva Center)	o sevar cinizen services center
	Credit or Debit card details (If payment is being made through Credit/Debit card	Credit Card / Debit Card
2.	<ul> <li>❖ Qualifying Examination appeared or passed</li> <li>❖ Hall ticket Number of the Qualifying Examination</li> </ul>	Marks Memo / Hall Ticket Number of Degree or equivalent
3.	Date of Birth	Birth Certificate / SSC or Equivalent Certificate
4.	Hall Ticket Number of SSC or Equivalent examination Certificate	SSC or Equivalent Certificate
5.	Local Status (OU/AU/SVU/ Non-local)	The local candidate certificate issued by MRO or Competent Authority
6.	Income of Parents (Income less than Rs. 2.0 lakhs or more than Rs. 2.0 lakhs)	The Income certificate issued by MRO / Competent Authority
7.	Category (SC, ST, BC etc.)	The Caste Certificate issued by the MRO / Competent Authority
8.	Special Category (NCC, PH, Sports, CAP, etc.)	The Certificate issued by Competent Authority

<sup>1.</sup> On your Internet Browser (preferably Internet Explorer version 6.0 and above) type the website address <a href="www.apedcet.org">www.apedcet.org</a>, press <a href="ENTER">ENTER</a> button and you will see the following screen displayed on the computer screen.



2. (a) Click on the "APPLY ONLINE" field as shown encircled below.



3. The following "Registration Fee Payment Procedure" Web Page will appear on the screen:



### **Ed.CET 2013**



EDUCATION COMMON ENTRANCE TEST
Conducted by Andhra University, Visakhapatnam on behalf of APSCHE

ABOUT US COURSES ELIGIBILITY USER GUIDE APPLY ONLINE CET COMMITTEE Registration FeePayment Procedure AP Online / mee Seva (e-Seva) Debit / Credit card 1. Visit any of the AP Online / mee Seva (e-Seva) centers with the following 1. If you choose to make payment using Debit / Credit card mode, go through the Instruction booklet / User Guide carefully and be ready with ALL the required mandatory details given below. mandatory details: ▶ Hall Ticket number of the Qualifying Examination 2. After entering the details above, Click on the "Make Payment" Button ▶ Name of the Candidate and proceed to fill the online application form. ► Candidate's Father Name 3. During the payment process don't click the Back/Refresh buttons or OR ▶ Date of Birth of the Candidate don't close the browser page abruptly. ► Hall Ticket number of S.S.C(10th Class) 4. After successful payment through Debit/Credit Card, a "Transaction Id" Mobile number is generated and displayed on the screen. Then proceed to fill the online application by clicking the button "Proceed to fill Online 2. Pay the requisite fee and Obtain a receipt for Registration fee paid and ensure that it contains a Transaction Id. 3. Logon to www.apedcet.org using the "Transaction Id" given above. Click here if paid through AP Online / mee Sava (e-Seva)

4. In the above page, select the appropriate Registration Fee payment mode (AP Online / e-Seva

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/ Mee Seva or Debit / Credit card)

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- (a) If the selected payment mode selected is AP Online / e-Seva / Mee Seva follow the instructions given in the screenshot above of the "Registration Fee Payment Procedure" web page.
- (b) Keep all the mandatory details ready required for filling in the Online Application form along with the Transaction Id. and click on the encircled "Click here if paid through AP Online / e-Seva/Mee Seva" button below.



5. After clicking the above button, the following "Payment Verification" web page will appear.

Fill in all the details in the respective fields and Click on the encircled button "Proceed to

Online Application form filling".



For example, refer the "Payment Verification" page with the details entered:

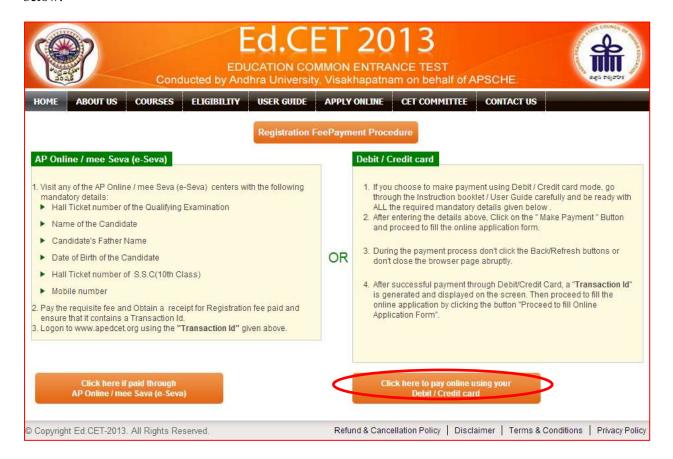


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After clicking the above button is clicked, it will proceed to the Step 7 where the Online Application Form will be displayed on the screen. Ignore Step 6 as it belongs to Debit card / Credit card payment mode.

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6. If the payment selected mode is Debit card / Credit card, follow the instructions given in the above screenshot of the **Registration Fee Payment Procedure** web page and Click on the encircled box below:



If the selected payment mode is through the **DEBIT / CREDIT CARD (PAYMENT GATE WAY)** the control will be navigated to the PAYMENT GATEWAY, for payment purpose. Once the payment is completed, the candidate will be automatically redirected to the <a href="https://www.apedcet.org">www.apedcet.org</a> page to complete the Online Application Form with the required details.

(NOTE: During the Payment process, DO NOT click on Back / Refresh buttons or DO NOT close the Browser page abruptly.)

The following pages will be displayed during the Registration Fee Payment through Debit / Credit card and proceed to the **ONLINE APPLICATION FORM.** 



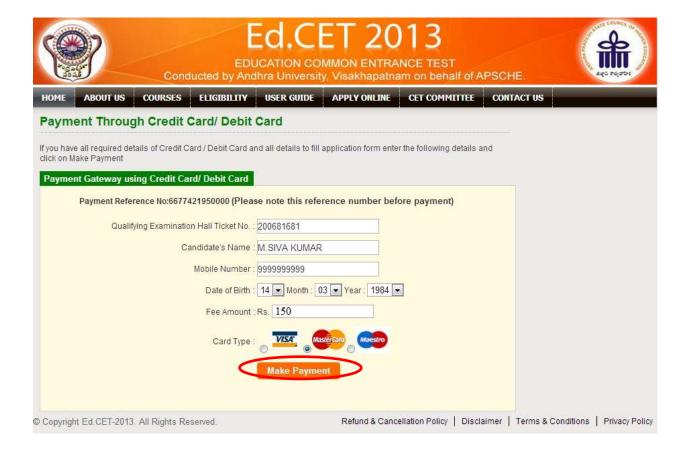
Select Proceed to Pay the Fee Through Payment Gateway Using Credit Card/Debit

Card. If already fee paid using Credit Card / Debit Card then select

Proceed to Verify and fill Application form if already paid through Credit Card / Debit

#### Payment Through Credit Card / Debit Card page:

After entering the correct and mandatory details in the given below in the page of **Payment**Through Credit card / Debit card page given below, select the card type (VISA or MasterCard or Maestro) mentioned on the card and click the encircled button Make Payment. Be ready with the Card related details (Card number, Expiry date / From date, Security Code / CVV number etc).



The control will take you to the **BANK page** (eg: AXIS BANK). Select the relevant card logo, it will proceed to the next page.



Enter the relevant details like Card Number, Expiry Date & Security Code and click the encircled button PAY NOW.



MasterCard.

#### **TEST MODE**

PAY NOW

#### Merchant name: AP STATE COUNCIL OF HIGHER EDUCATION Enter your card details You have chosen MasterCard as your method of payment. Please enter your card details into the form below MasterCard: and click "pay" to complete your purchase. Card Number ::: 5123456789012346 / 13 month/year Expiry Date III 05 Security Code ::: The 3 digits after the card number on the signature panel of your card. 5000 0000 0000 000 86/20 06/20 88 John Goe Purchase Amount ::: INR 150.00

I hereby authorise the debit to my MasterCard Account in favour of AP STATE COUNCIL OF HIGHER EDUCATION

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**TEST MODE** 

Merchant name:

AP STATE COUNCIL OF HIGHER EDUCATION



Please wait while your payment is processed

#### Please wait...

The server is processing your payment using MasterCard for the value of INR 150.00

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SECURE PAYMENTS POWERED BY DIALECT



#### TEST MODE

Merchant name:

AP STATE COUNCIL OF HIGHER EDUCATION

#### **Transaction Results**

#### Result of your transaction:

Your payment has been approved.
Please wait while you are redirected back to the merchant...

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SECURE PAYMENTS 🐴 POWERED BY DIALECT

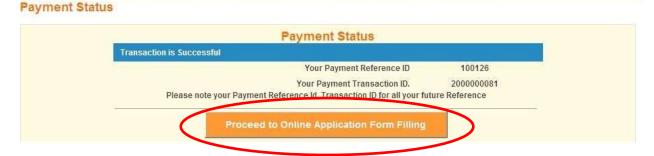
The confirmation of successful payment of Registration Fee is shown with the "Transaction is successful" item in the below page "Payment Status". Click on the encircled button "Proceed to Online Application Form Filling" and you will be taken to the next page in Step 7.



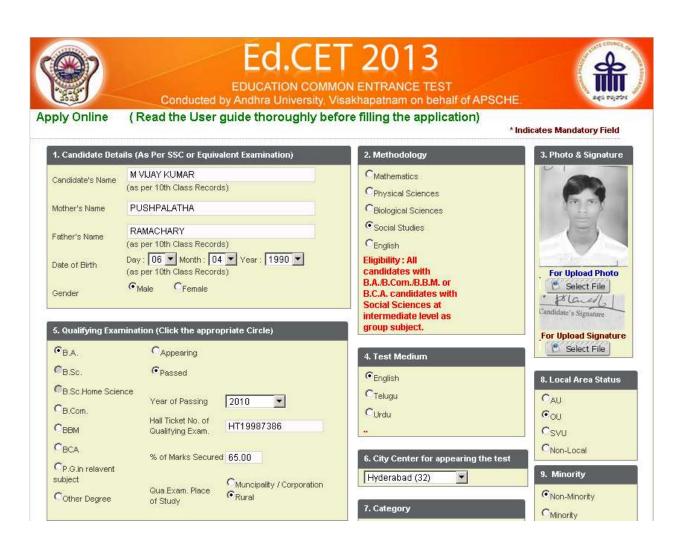
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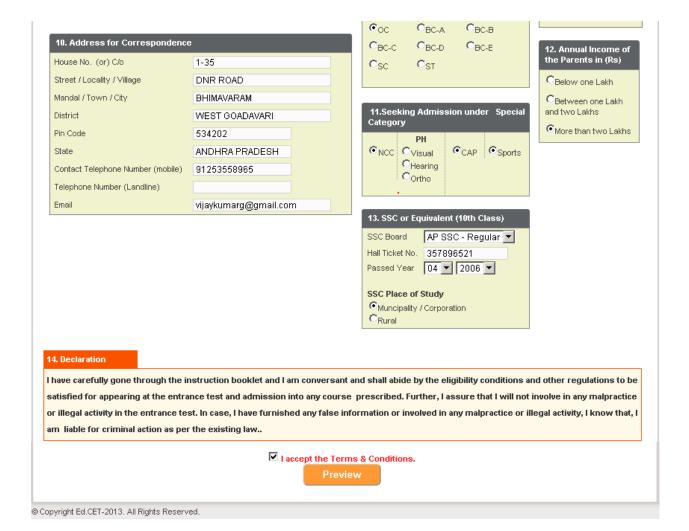


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7. Please note that in the Online Application form: (A Model of the Online Application Form is available for your reference on the Ed.CET 2013 website)

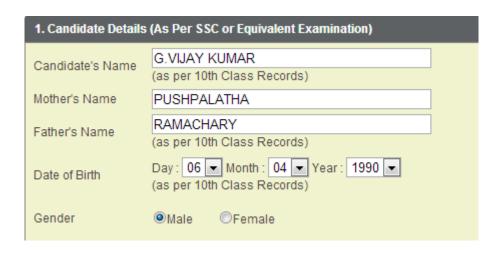




#### **Item No. 1: Candidate Details**

For example, Candidate's Name is G.VIJAY KUMAR, Father's Name is RAMACHARY, Mother's Name is PUSHPA LATHA Date of Birth is 06-04-1990, Gender is Male.

- \* Enter the Candidate's Name
- \* Enter the Father's Name
- \* Select the correct **Date of Birth (as per your SSC(10th Class) or equivalent records)** from drop down boxes **Date, Month and Year** respectively.
- \* Choose the radio button Male or Female for Gender



**Item No. 2: Qualifying Examination** 

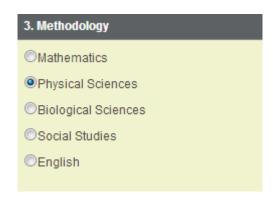
For example, Qualifying Examination is B.A, Passed and Year of Passing is 2011, Hall Ticket No of Qualifying Exam is H19987386 Percentage of Marks is 65.00%, Place of Study of Degree is is Rural.

2. Qualifying Examination (Click the appropriate Circle)				
●B.A.	OAppearing			
◎B.Sc.	Passed			
©B.Sc.Home Science ©B.Com.  ©BBM  ©BCA  ©P.G.in relavent subject	Year of Passing Hall Ticket No. of Qualifying Exam. % of Marks Secured Qua.Exam. Place of Study	2011 THT19987386 65.00  Muncipality / Corporation Rural		
Other Degree				

**Item No. 3: Choice of Methodology for Entrance Test** 

For example, **Choice of Methodology for Entrance Test** is Physical Science then select the relevant radio button corresponding to the methodology. Select the radio button as shown in the

image below.



Item No. 4: Choice of Test Medium for Entrance Test

For example, Choice of Test Medium for Entrance Test is English then select the relevant radio button corresponding to the Test medium. Select the radio button as shown in the image below.



**Item No. 5: Choice of Regional Center of Entrance Test** 

For example, **Choice of Regional Center for Entrance Test** is Hyderabad then select the Center from dropdown box.

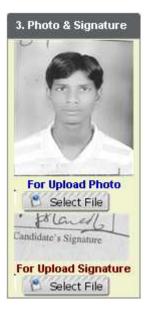


**Item No.6: Photo & Signature** 

You have to click button "Select file" to upload the photograph file. The photograph file should be in the .jpg file format and the size should be less than 30 KB.

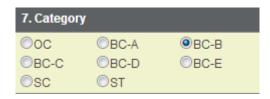
To upload the **Signature** Press the button "Select file" and ensure that the Signature's file format should be .jpg format and the size has to be less than 15 KB.

For example, **photo** and **signature** can be uploaded by clicking on the encircled buttons of "Select file" as shown below. Later, browse for the **photo** and **signature** files available on your computer system of prescribed file sizes respectively.



Select the relevant Radio button corresponding to the **Category** that the candidate belongs to as per the Caste certificate.

For example, if you belong to **BC-B Category**, select the radio button as shown in the image.



**Item No. 8: Local Area Status** 

Select the **Local Area** you belong:

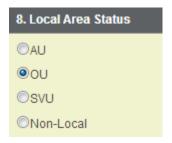
\* AU : Andhra University

\* OU : Osmania University

\* SVU : Sri Venkateswara University

\* Non Local : As per the Non Local conditions mentioned in the Instruction booklet

For example, if you belong to **Osmania University (OU)**, please refer to the image shown below:



# Item No. 9: Special Category:

If you belong to the **Special Category** mentioned in the categories given, select the corresponding radio button.

- - \* VH Visually Handicapped
  - \* HI Hearing Impaired
  - \* OH Orthopaedically Handicapped

For example, if you belong to the special category, NCC, and you are a Children of Armed

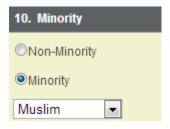
**Personal (CAP)** and a **Sports** Person.



Item No.10: Non-Minority / Minority:

Select the **Non-Minority**, if you do not belong to the Minority community. Otherwise, if you belong to a Minority community, then select the **Minority** radio button and using the drop down box, select the relevant Minority community you belong to.

For example, your option is Muslim, select **Muslim** as shown below:



# Item No.11: Address for Correspondence:

Provide the House No. or C/o.; Village / Street / Locality; Mandal / Town / City; District; State,

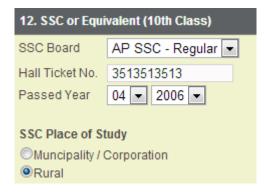
Pin Code; Contact Telephone Number (Mobile); Telephone Number (Landline) and Email.

For example, your address is **House No. / C/o.,** 1-35 **Village / Street / Locality** is DNR Road **Mandal / Town / City** is Bhimavaram , **District** is West Godavari, **State** is Andhra Pradesh, **Pin Code:** 534202, **Contact Telephone Number (Mobile):** 9125355885, **Telephone Number (Landline):** 0840 23300333 and **Email** is <u>vijaykumarg@gmail.com</u>, refer the image shown.



#### Item No. 12: SSC or Equivalent(10<sup>th</sup> Class)

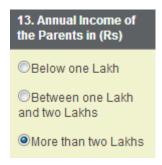
- \* Select the Board
- \* Enter the Hall Ticket No.
- \* Select the Month and Year of Passing
- \* Select the Urban / Rural



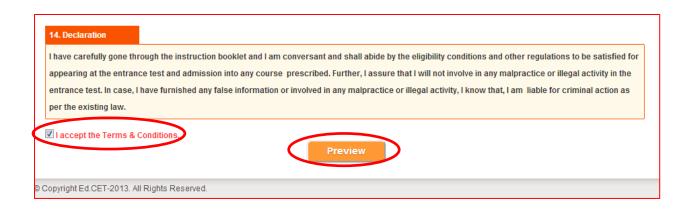
# Item No.13: Annual Income of the Parent:

Select the option from the two options given regarding the "Annual Income of the Parent".

For example, if your Parental Income is "More than Two Lakhs", refer the image shown below:



After furnishing **ALL** the required data and correct particulars, **verify thoroughly** the details and **go through** the **Declaration** at the end of the page. Select the check box encircled against – "**I accept the Terms & Conditions**" if you are done with Online Application Form filling. Then, press the encircled **Submit** button to proceed to the next page.



In case you have not completed the application form, **red flag alerts** on each field will flash (as shown below), which need to be properly completed. If all the details are furnished, then the screen

will change to the next page after the **Submit** button is pressed.



## **Ed.CET 2013**



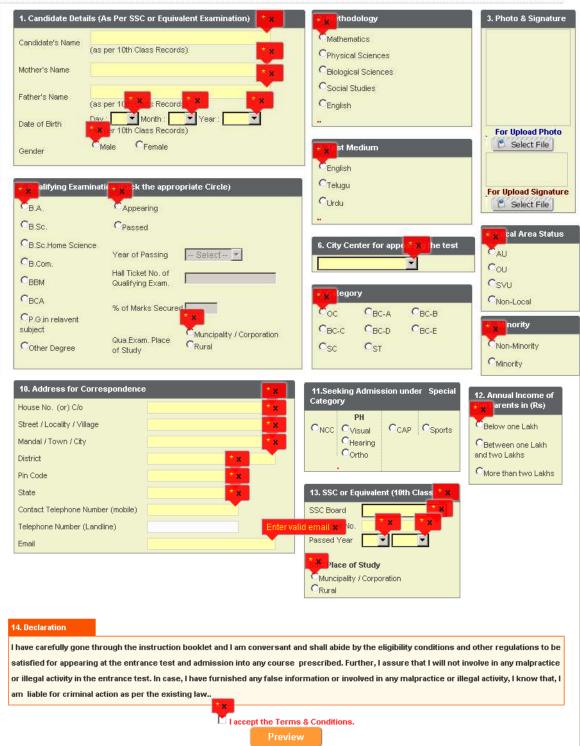
EDUCATION COMMON ENTRANCE TEST

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**Apply Online** 

(Read the User guide thoroughly before filling the application)

\* Indicates Mandatory Field



7. After the Online Application Form is completed and submitted, a Preview of the FILLED IN ONLINE APPLICATION form page will appear on the screen. The Candidate's details and a Registration Id. (which should be used for ALL future correspondence) will appear on the right side of the page. If you want to still make any changes to the Application form, you have the option

of Edit to go back. If you are satisfied, then click Submit as shown below.



#### **EDCET - 2013**

#### **Education Common Entrance Test**

Conducted by Andhra University, Visakhapatnam on behalf of APSCHE

#### Filled In Online Application Form.



#### 1.Methodology

2.Candidate Details
Candidate's Name
Mother's Name
Father's Name

Date of Birth Gender

3.City Center

4.Test Medium

5.Qualifying Examination

Year of Passing/App. the qualifying Exam. Hall Ticket Number of Qualifying Exam.

Percentage of Marks

Place of study of Qualifying Exam.

6.Category 7.Local Area Status

8.Special Category 9.Non-Minority / Minority

10.Address for Correspondence

Mobile No.

Land line with STD Code

E-Mail

11.SSC or Equivalent

SSC Board SSC Hall Ticket No SSC Year of Passing SSC Place of Study

12.Annual Income Of the Parents

13.Payment Details

Amount Paid Payment made through Transaction ID :Social Studies

:M VIJAY KUMAR

:PUSHPA LATHA :RAMACHARY :06/04/1990

:Male

: Hyderabad (32)

:English

:B.A.

:Passed in

82 83

:Rural

:BC-B :OU

:NCC, ,Sports,CAP

: Non-Minority

:1-35

:DNR ROAD :BHIMAVARAM :WEST GODAVARI

:534202

:ANDHRA PRADESH

:9125355885 :084023300333

:vijaykumarg@gmail.com

:AP SSC - Regular :3513513513

:04 / 2006 :Rural

: More than Two Lakhs

Edit

Submit



#### You will view a FILLED IN ONLINE APPLICATION FORM page.

This page can be directly given for a print by clicking on the icon **Print** which is encircled as shown in the figure.



#### **EDCET - 2013**

#### **Education Common Entrance Test**

Conducted by Andhra University, Visakhapatnam on behalf of APSCHE

#### Filled In Online Application Form.

1.Methodology

:Social Studies

2.Candidate Details

Candidate's Name Mother's Name Father's Name Date of Birth Gender

: M VIJAY KUMAR : PUSHPA LATHA :RAMACHARY :06/04/1990 : Male

3.City Center

: Hyderabad (32)

4.Test Medium

:English

5.Qualifying Examination

Year of Passing/App. the qualifying Exam. Hall Ticket Number of Qualifying Exam.

Percentage of Marks

Place of study of Qualifying Exam.

:B.A. :Passed in

:Rural :BC-B :OU

6.Category 7.Local Area Status

8.Special Category

:NCC, ,Sports,CAP : Non-Minority

9.Non-Minority / Minority 10.Address for Correspondence

:1-35 DNR ROAD BHIMAVARAM :WEST GODAVARI

:534202

:ANDHRA PRADESH

:9125355885

:084023300333

E-Mail

:vijaykumarg@gmail.com

11.SSC or Equivalent

Mobile No.

SSC Board SSC Hall Ticket No SSC Year of Passing SSC Place of Study

Land line with STD Code

:AP SSC - Regular :3513513513 :04 / 2006 :Rural

12. Annual Income Of the Parents

: More than Two Lakhs

13.Payment Details

Amount Paid Payment made through Transaction ID



#### This is not a Hall Ticket

Preserve Registration Number for all future correspondance...

Registration No: 3



14. Photo and Signature

