USER GUIDE TO FILL THE ONLINE APPLICATION FORM FOR AP ECET-2022

URL: https://cets.apsche.ap.gov.in/ECET

The candidates are required to be ready with the **following mandatory / optional details** to fill in the appropriate fields before filling the Online Application Form:

The Mandatory / Optional details are as follows:

S.NO	Details Required	Document to be Referred
	Credit card or Debit card details	Credit Card / Debit Card
	(If payment is being made through Credit	
	card / Debit card	
	Net banking User ID and Password	Net banking User ID and Password
2	Qualifying Examination appeared or	Marks Memo / Hall Ticket Number of
	passed	Diploma holders of Engineering
	Hall ticket Number of the Qualifying	& Technology and B.Sc.
	Examination	(Mathematics)
3	Stream Applied for Engineering/Pharmacy	Eligibility Criteria in the AP ECET-
	Courses	2022 website
4	Date of Birth	Birth Certificate / SSC or Equivalent
		Certificate
5	Hall Ticket Number of SSC or Equivalent	SSC or Equivalent Certificate
	examination Certificate	
6	Local Status (OU/AU/SVU/ Non-local)	The local candidate certificate issued
		by MRO or Competent Authority
7	Income of Parents	The Income certificate issued by
		MRO / Competent Authority
8	STUDY DETAILS	Study certificates from Class I to
		Intermediate / 10+2 / Equivalent
9	Category (SC, ST, BC, etc.) and Application	The Caste Certificate issued by the

	number of the Caste Certificate (in case of	MRO/ Competent Authority
	SC/ST only)	
10	Special Category (NCC, PH, Sports, CAP,	The Certificate issued by Competent
	etc.) Anglo Indian	Authority
11	Aadhaar Card details	Aadhaar Card

The following system requirements need to be available to comfortably browse ECET-2022 official website https://cets.apsche.ap.gov.in/ECET

SYSTEM REQUIREMENTS:

For better viewing of ECET-2022 website and smooth Application submission through ONLINE mode, the candidates are hereby informed that the following computer system requirements are most desirable:

- Chrome Browser: Latest Version
- .pdf Reader: Adobe Acrobat Reader 8.0 and above
- Disable the pop-up blocks and uninstall all the Script blockers.

ECET 2022- FEE PAYMENT AND ONLINE APPLICATION FORM FILLING PROCESS

VISIT https://cets.apsche.ap.gov.in/ECET



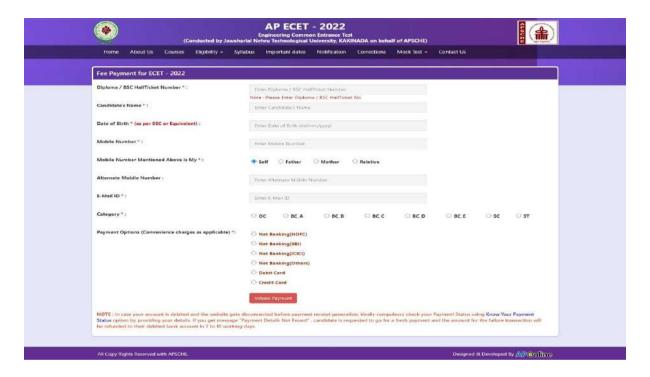
There are 5 **Steps** in filling the ECET 2022 online application.

- Step-1: Fee Payment: Candidate can make Online Fee Payment through this option.
- Step-2: Know your Payment status: Candidate can check Success/Failure status of Fee Payment
- **Step-3**: **Fill Application (Only After Fee Payment):** After fee payment by Debit/Credit/Net Banking modes, candidate should fill in the Application through this option.
- **Step-4**: **Print Application Form (Only After Submitting Application Form):** After application form submission, candidate can print the submitted form.

Step 1 Fee Payment: Select/Click on Fee Payment Tab as shown in the screen below.



After clicking on **Fee Payment** Tab, a fee payment webpage will be displayed as shown in the screen below.

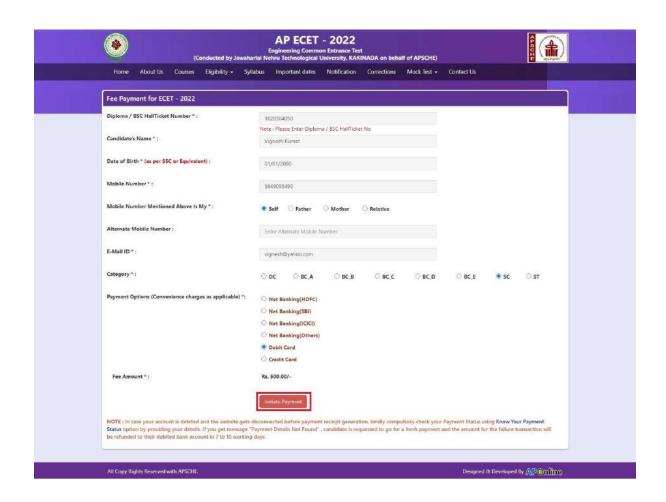


After clicking on Fee Payment Tab, a fee payment webpage will be displayed as shown in the screen below.

Fill in ALL the mandatory details given in the above web page. The details are Qualifying Examination Hall Ticket No., Candidate's Name, Date of Birth, Mobile Number, Mobile No Mentioned above is My: Alternate Mobile No, E-Mail ID, Stream, Fee Amount (will be populated automatically based on the stream selected by the candidate).

AP ECET Application Form 2022 Fee:

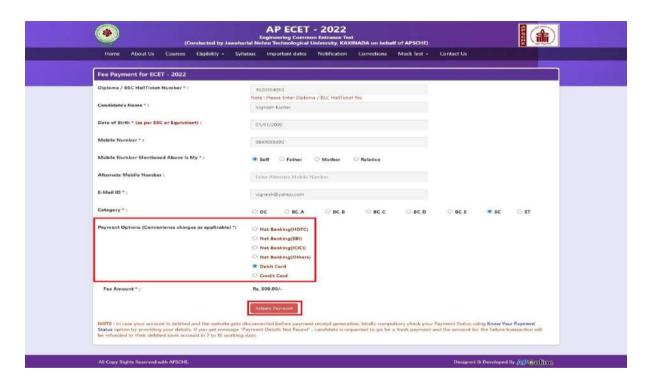
OC	BC	SC/ST
Rs 600	Rs 550	Rs 500



After filling the mandatory details and clicking on **Initiate Payment** button, the control will lead you to the BANK PAYMENT GATEWAY as shown in the screen below.

PAYMENT BY NETBANKING / CREDIT / DEBIT CARD MODE: Registration fee can be paid through Net Banking or Credit Card or Debit Card provided his / her Card is a VISA or MASTERCARD or MAESTRO type.

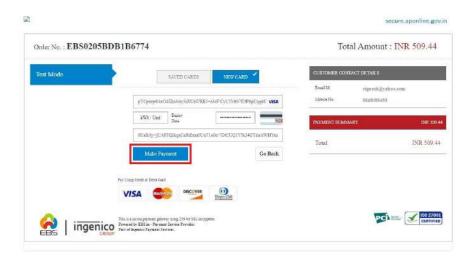
Select the appropriate radio button for payment of registration fee as shown in the screen below:



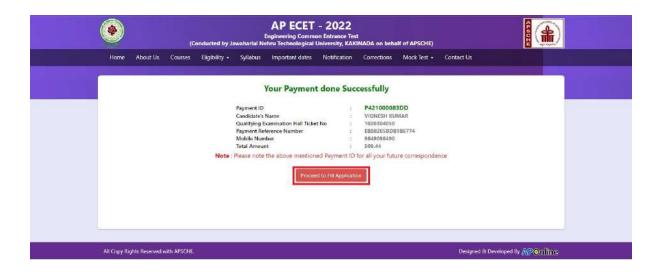
After the relevant **Card Type** is selected by the candidate, click on the button "**Pay Now**" and the control will automatically take you to the **BANK PAYMENT GATEWAY** screen.

(NOTE: During the Payment process, DO NOT double click on button or click on Back / Refresh buttons or DONOT close the Browser web page abruptly, instead maintain patience as prompted on the screen).

Clicking on **Debit/Credit Card** button, the following page will be displayed, fill in all the credit card details and click on **Make Payment** button as shown in the screen below.



The confirmation of successful payment of Registration Fee is shown with the "Transaction is successful" item in the below web page Payment Status along with "Payment Id". (Note: Preserve both the IDs for future correspondence). Click on the encircled button "Proceed to Fill Application" and you will be taken to the next screen.



Note: Preserve "Payment Reference ID" (after payment) for future correspondence.

Candidate has two options either to proceed to fill in the application immediately or at a later date [** Refer to last dates]. Click on "Proceed to Fill Application" to fill the application immediately and you will be taken to the Application screen as described in step 3. If you choose another day to fill the application, simply close the window and in such case, you need to start from step3.

In a rare case, if the amount is deducted from your account and message of "Transaction is successful" or the payment reference ID is not displayed, wait for few hours and check your payment status as described in step 2.

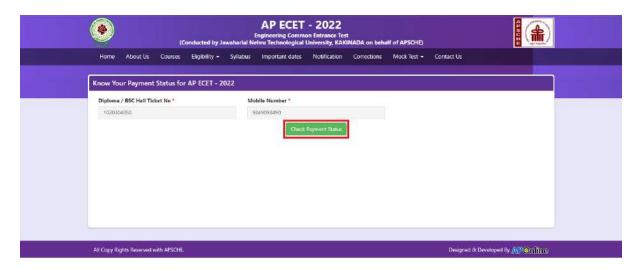
Otherwise pay the registration fee again as in step 1 on the next day. The amount deducted from your account made in the first attempt will be refunded or rolled back into your account.

Step 2: Know Your Payment Status, in case your account is debited and the website gets disconnected before payment receipt generation, kindly check your Payment Status using Know Your Payment Status option by providing your details as shown below.

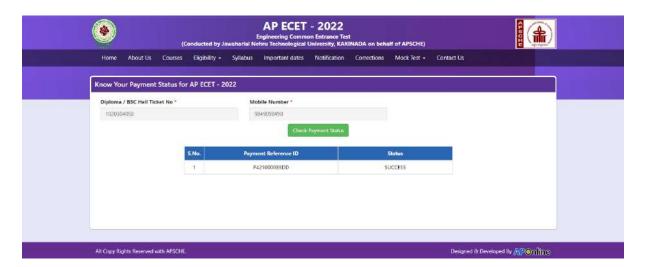
Click on **Know Your Payment Status** tab for checking the status of the payment as shown in the below screen.



After clicking on **Know Your Payment Status** Tab, the following page will be displayed. Furnish the same hall ticket number, mobile number, Date of Birth as given in step 1 and click on **Check Payment Status** button as shown in the screen below.



Payment Status will be displayed by clciking on Check Payment Status button as shown in the screen beloew

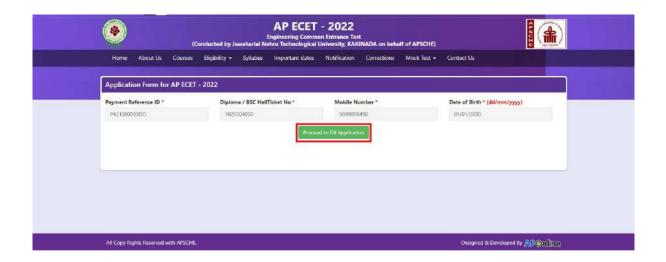


Step 3: FILL APPLICATION (Only After Fee Payment):

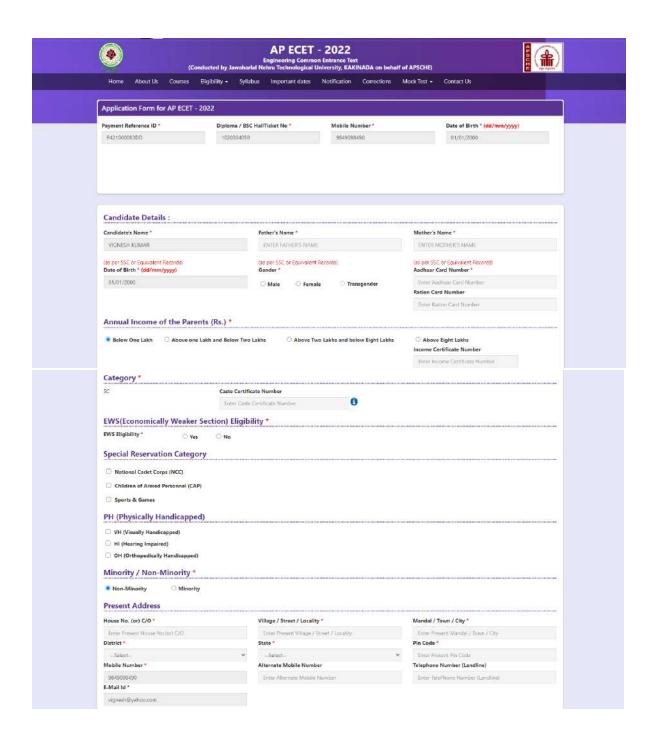
The candidate can start filling the application by selecting the tab "Fill Application (only after fee payment)"

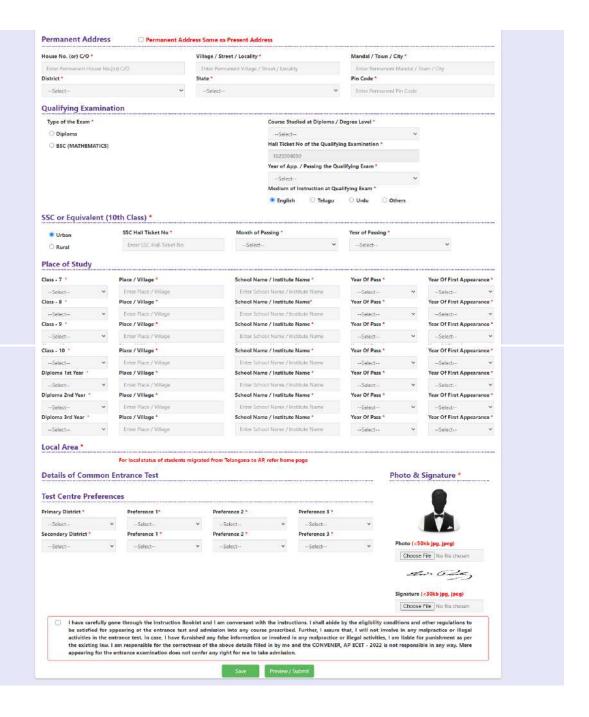


Fill in the details of payment reference ID, Qualifying examination Hall ticket number, mobile number and date of birth and click on **Proceed to fill application**.



In the application form, the fields marked with '*' symbol are MANDATORY which cannot be left blank without providing information. The details provided during the Registration Fee payment are frozen and cannot be edited.





Candidates need to fill in the following details in the application form:

1. <u>Candidate Details:</u>

Candidate's Name *	Father's Name *	Mother's Name *
VIGNESH KUMAR	SHIVA KUMAR	LAKSHMI
(as per SSC or Equivalent Records) Date of Birth * (dd/mm/yyyy)	(as per SSC or Equivalent Records) Gender *	(as per SSC or Equivalent Records) Apdhear Card Number *
01/01/2000	Male O Female O Transgender	1234 90000RXX
01/01/2000	Male O Female O Trantgender	Ration Card Number

Candidate Name: Name of candidate as entered in fee payment screen will be displayed here and cannot be modified or edited.

Father's Name: The candidate has to enter his / her father's name as per 10th class records in the provided space in CAPITAL LETTERS.

Mother's Name: The candidate has to enter his / her mother's name as per 10th class records in the provided space in CAPITAL LETTERS.

Date of Birth: Date of Birth as entered in fee payment screen will be displayed here and cannot be modified or edited.

Gender: Select your Gender among the three options given.

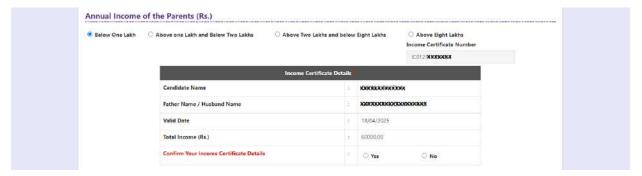
Aadhaar Card Number/Enrollment No.: Enter your Aadhar Card number if not available, enter the Aadhar Enrolment number.

Ration Card Number: Enter the Ration card number of your family.

Annual Income of the Parents (in Rs.): Select any one of the three options provided as given below regarding the "Annual Income of the Parents (Rs.):" A valid income certificate issued by competent authority and its number should be entered.

Note: Annual Income of the Parents will be auto populated on entering Income Certificate Number. Select Yes or No to confirm the details populated by the application system as shown in the screen below.

If the candidate's **Annual Income of the Parents** are not auto populated on entering **Income Certificate Number**, candidate should enter the **Income Certificate Number** manually.



Caste Category: Click on the relevant option of your caste category as per the Caste certificate. Enter the caste certificate number issued by the competent authority n case your caste category is other than OC.

Note: Caste Certificate Details will be auto populated on entering Caste Certificate

Number. Select Yes or No to confirm the details populated by the application system as shown in the screen below.



If the candidate's **Caste Certificate Details** are not auto populated on entering **Caste Certificate Number**, candidate should enter the **Caste Certificate Number** manually.

Eligible for **EWS** (**Economically Weaker Sections**): Click on Yes if you are eligible for EWS and have a valid EWS certificate issued by Tahsildar and it is latest by 2020. After clicking on 'Yes' you have to enter the EWS certificate number manually and this will be verified at Helpline Centre.



Special Reservation Category: Reservations are provided for candidates with NCC, CAP, and Sports & Games categories also. Select the applicable categories for which supportive certificates are available and should be up as shown in the screen below.

National Cadet Corps (NCC): Enter NCC Merit Number (refer list of priorities) and upload certificate in .PDF format

Children of Armed Personnel (CAP): Enter CAP Merit Number (refer list of priorities) and upload certificate in .PDF format

Sports & Games: Enter Sports & Games Merit Number (refer list of priorities) and upload certificate in .PDF format



Physically Handicapped:

In case of PH, the medical board certificate issued through SADAREM shall be entered.

Note: If the candidate is Physically Handicapped, select the type of disability [Visually impaired (VH) Hearing Impaired (HI), Physically/orthopedically disabled (OH)] check box and enter Sadarem Number.

Sadarem Certificate Details will be auto populated on entering Sadarem Number.

Select Yes or No to confirm the details populated by the application system as shown in the screen below.



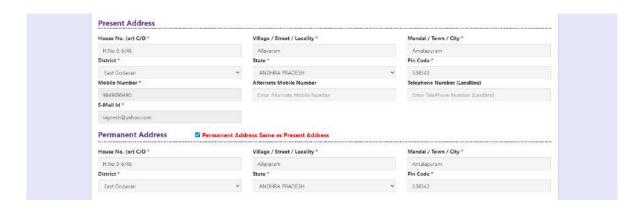
If the candidate's **Sadarem Certificate Details** are not auto populated on entering **Sadarem Number**, candidate should enter the **Sadarem Number** manually.

Minority/ Non-Minority: If the candidate belongs to any of the minority communities such as Muslim, Christian, Buddhist, Sikh, Jain, Zoroastrian or another minority, click on Minority button and select the applicable minority. Otherwise, if the candidate does not belong to a Minority community, then the non-Minority option has to be clicked.



2. Present/Permanent Address:

Candidate should enter his/her Present/Permanent address with the following fields House No or C/O, Village/Street/Locality, Mandal/Town/City, District, State, Pin code, Mobile No & Email ID as shown in the screen below.



House No. (Or) C/O: Candidate should enter his/her House Number.

Village/Street /Locality: Candidate should enter his/her Street Number or Locality Number or Village Name.

Mandal/Town/City: Candidate should enter his/her Mandal Name or Town Name or City Name.

District: Candidate should enter his / her District Name.

State: Candidate should enter his/her State Name.

Pin Code: Candidate should enter his/her State Pin Code Number.

Mobile Number, Alternate Mobile Number and Telephone Number:

Candidate should enter his/her Mobile Number, Alternate Mobile Number and Telephone Number.

Email Id: Candidate should enter his/her Email ID.

Note: Select **Permanent Address** check box if the present address is your **Permanent Address**

3. Qualifying Examination:

(a) They should have obtained a Diploma in Engineering and Technology/ Pharmacy from the State Board of Technical Education of Andhra Pradesh State or any other Diploma from an AICTE approved institution recognized by the Government of Andhra Pradesh as equivalent thereto for admission into the relevant B.E./ B.Tech./ B. Pharmacy courses into the Courses corresponding to the Diplomas as given in the instruction booklet.

(OR)

They should have passed the 3-year B.Sc. Degree examination with Mathematics as one of the subjects in the group combination from a recognized University in the state or its equivalent

(b) Candidates should have passed Diploma in Engineering and Technology/ Pharmacy/ B.Sc. Degree as the case may be with at least 45% marks (40% in case of candidates belonging to reserved category) for entry into relevant courses.

Select the appropriate type of qualifying examination Diploma /Degree and also select the name of course studied at Diploma / Degree level.

Enter the hall ticket number of the qualifying examination (Diploma / Degree as applicable) and the year of passing the qualifying examination / appearing for the final year of qualifying examination.

Medium of Instruction at Qualifying Exam: Enter the medium of instruction at the qualifying examination (diploma or degree as applicable).



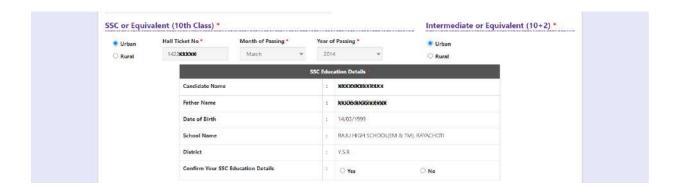
Local Area: Based on the places of study during the preceding 7 years of the qualifying examination, local area is decided.

On entering the candidate's places of study, local area of the candidate is auto populated by the application system i.e., AU, SVU, OU or NL. However, these credentials will be verified based on the certificates produced at the time of admission.

SSC or Equivalent (10th Class): Candidate should select Urban or Rural location where he pursued his 10th class study, Enter the SSC (10th class) or Equivalent Hall Ticket No., Month of Passing and Year of Passing.

On entering SSC Hall Ticket No, Month of Passing & Year of passing, Candidate details will be populated, if not should enter manually.

If SSC details populated Select Yes or No to confirm the details populated by the application system as shown in the screen below.



Intermediate or Equivalent (10+2): Candidate should select Urban or

Rural location where he pursued his 10+2 classes of study. Enter the Intermediate / 10+2 or Equivalent Hall Ticket No., Month of Passing and Year of Passing [if applicable]

Places of Study: The candidate has to select the district name from the drop-down values related to his study for each Class However, if a candidate has studied in a state other than Andhra Pradesh or Telangana, then select OTHER STATE. If studied outside India, select OTHER COUNTRY.



4 Details of Common Entrance Test



Depending on the eligibility table given below, candidate can select the ECET engineering subject paper

ELIGIBILITY BRANCHES FOR VARIOUS APECET PAPERS				
ECET ENGINEERING SUBJECT PAPER	ELIGIBLE DIPLOMA CANDIDATES			
BIO-TECHNOLOGY	BIOTECHNOLOGY, PHARMACY, CHEMICAL ENGINEERING			
CERAMIC TECHNOLOGY	CERAMIC TECHNOLOGY			

CHEMICAL ENGINEERING	CERAMIC, LEATHER, TEXTILE, CHEMICAL ENGINEERING, CHEMICAL-PETROCHEMICAL, CHEMICAL-PLASTICS & POLYMERS, CHEMICAL-OIL TECHNOLOGY, CHEMICAL-SUGAR TECHNOLOGY, PETROLEUM TECHNOLOGY, PETROCHEMICAL TECHNOLOGY
CIVIL ENGINEERING	CIVIL, CIVIL-CONSTRUCTION TECHNOLOGY
COMPUTER SCIENCE AND ENGINEERING	COMPUTER ENGINEERING, ELECTRONICS AND COMPUTER, SPECIAL DIPLOMA IN ELECTRONICS WITH COMPUTER, INFORMATION TECHNOLOGY
ELECTRONICS AND COMMUNICATION ENGINEERING	ELECTRONICS AND COMMUNICATION ENGINEERING, SPECIAL DIPLOMA IN ELECTRONICS-BIOMEDICAL, TV AND SOUND, INDUSTRIAL ELECTRONICS, COMMUNICATION ENGG, EMBEDDED SYSTEMS, APPLIED ELECTRONICS AND INSTRUMENTATION, ELECTRONICS AND INSTRUMENTATION, ELECTRONICS AND TELEMATICS
ELECTRICAL AND ELECTRONICS ENGINEERING	ELECTRICAL AND ELECTRONICS ENGINEERING
ELECTRONICS AND INSTRUMENTATION ENGINEERING	ELECTRONICS AND INSTRUMENTATION, SPECIAL DIPLOMA IN ELECTRONICS-INDUSTRIAL ELECTRONICS, APPLIED ELECTRONICS AND INSTRUMENTATION
MECHANICAL ENGINEERING	AUTOMOBILE ENGINEERING, FOOT WEAR TECHNOLOGY, INDUSTRIAL ENGINEERING, INDUSTRIAL PRODUCTION ENGINEERING, JEWELLARY DESIGN AND MANUFACTURING, MECHANICAL ENGINEERING, MECHANICAL ENGINEERING (SANDWICH), PACKAGING TECHNOLOGY, PRINTING TECHNOLOGY, AERONAUTICAL ENGINEERING, REFREGIRATION AND AIR CONDITIONING
METALLURGICAL ENGINEERING	METALLURGICAL ENGINEERING
MINING ENGINEERING	MINING ENGINEERING, INDUSTRIAL ENGINEERING, MECHANICAL ENGINEERING, INDUSTRIAL PRODUCTION ENGINEERING
PHARMACY	PHARMACY
B.SC	B.Sc. WITH MATHEMATICS AS ONE OF THE OPTIONAL SUBJECTS

Test Centre Preference:

Candidates are given option to choose two district preferences of centers of their choice as shown in the screen below

However, Convener reserves the right to allot candidates to any other center(s) in unavoidable circumstances.



Photo and Signature:



DON'T FORGET to upload your Photograph & Signature. A good quality passport size photograph in .jpg or .jpeg of less than 50Kb and signature signed with a black pen on a white paper shall be scanned and saved as .jpg or .jpeg of less than 30Kb shall be uploaded by clicking on browse button under the photograph and signature panels and selecting the files already kept ready.

Save and Preview/Submit

After furnishing ALL the required data and correct particulars, read the declaration at the end of the page and select the check box if you are done with Online Application Form filling. Then, click on save to save the data.



If you are sure of the data entered, you can Preview/submit the online application.



Further, the same will be displayed at the bottom of the page. If all the details are furnished, then the screen will change to the next page after the Submit button is clicked.

Modify and Confirm/Freeze

Once the online application is **Submitted**, two more buttons will pop up I.e., **MODIFY** and **CONFIRM/FREEZE**.



A click on **Modify** button enables the candidate to re-inspect the entire application to correct any errors or mistakes in the saved application.



After the data is modified and saved, the data need to be confirmed by clicking on **CONFIRM/FREEZE** to finally submit the application. The

data in the application is frozen and no more editing is allowed.



"Your application is submitted successfully. Please note your Registration Number for further reference".

Candidate can take print out of the application by clicking on Print Application button which is useful for further correspondence.

Save the "Filled in Online Application Form" and take a print out of the "Filled in Online Application Form" and should be submitted in the test center. Use the Registration number for future reference.



Step 4: Print Application Form (Only After Submitting Application Form):

The candidate can print the submitted application through this option.



After clicking on Print Application Form link from Application tab of APECET-2022 Home page, the Print Application Form for APECET-2022 page will be displayed then enter all the mandatory details and click on **Get Application Details** button as show in the screen below.



After entering all the mandatory details and clicking on Get Application Details button, the print copy of the APECET -2022 will be displayed for printing as show in the screen below.



Prin