



सत्यमेव जयते

महाराष्ट्र शासन

GOVERNMENT OF MAHARASHTRA

राज्य सामाईक प्रवेश परीक्षा कक्ष

STATE CET CELL

INFORMATION BROCHURE FOR ONLINE CET

FOR

FIRST YEAR OF TWO YEAR FULL TIME POST GRADUATE  
DEGREE COURSE IN HOTEL MANAGEMENT AND CATERING  
TECHNOLOGY (M.HMCT)

2017-18

**STATE COMMON ENTRANCE TEST CELL**

305, Government Polytechnic Building, 49, Kherwadi, Ali Yavar Jung Marg, Bandra (E),  
Mumbai 400 051 (M.S.)

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## Activities and Scheduled Dates

| Sr.No. | ACTIVITY  | SCHEDULE                        |            |
|--------|---|---------------------------------|------------|
|        |   | First Date                      | Last Date  |
| 1      | Online registration for MAH-M.HMCT-CET 2017 through computer connected to Internet on the website <a href="http://www.dtemaharashtra.gov.in/MHMCT2017">http://www.dtemaharashtra.gov.in/MHMCT2017</a> | 20.04.2017                      | 12.05.2017 |
| 2      | Issue of Hall Ticket through login of successfully registered candidates  | 22.05.2017 Onwards              |            |
| 3      | Date of Online MAH-M.HMCT-CET 2017  | <b>28.05.2017</b>               |            |
| 4      | Declaration of result of the MAH-M.HMCT-CET 2017 on the website <a href="http://www.dtemaharashtra.gov.in/MHMCT2017">http://www.dtemaharashtra.gov.in/MHMCT2017</a>                                   | Up to 4 <sup>th</sup> June 2017 |            |

The schedule displayed above is provisional and may change under unavoidable circumstances. The revised schedule, if any, will be notified on website <http://www.dtemaharashtra.gov.in/MHMCT2017>



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GOVERNMENT OF MAHARASHTRA  
राज्य सामाईक प्रवेश परीक्षा कक्ष  
State Common Entrance Test Cell

## 1.0 Introduction

Government of Maharashtra has established a State Common Entrance Test Cell (CET CELL) under Admission Regulating Authority (ARA) as per the provision in Section 10 of Maharashtra Unaided Private Professional Educational Institutions (Regulation of Admissions and Fees) Act, 2015, (Herein after called the Act).

The Competent Authority shall conduct the MAH-M.HMCT-CET 2017 for admission to first year of two year full time post graduate degree course in Hotel Management and Catering Technology (M.HMCT), for Academic Year 2017-18.

The admissions to the following institutes will be based on the score of CET , provided they are approved & recognized by Government of Maharashtra and are affiliated to any of the Non- Agricultural University in Maharashtra State.

1. All Government Aided Institutes offering MHMCT Course
2. All Un-Aided MHMCT Institutes covered as per the Act

## 2.0 Competent Authority

“Commissioner, State CET Cell' is the **Competent Authority** to conduct the MAH-M.HMCT-CET 2017 as per the Provisions of 2(e) and Section 10(2) of the Act.

## 3.0 Eligibility for Appearing MAH-M.HMCT-CET 2017

The candidate should fulfill the following eligibility criteria:

- (i) The candidate should be an Indian National;
- (ii) Passed Bachelor Degree in Hotel Management and Catering Technology from All India Council for Technical Education or Central or State Government approved institutions or its equivalent, with at least 50 % marks (at least 45% marks in case of candidates of Backward class categories and persons with disability belonging to Maharashtra State only)
- (iii) Candidates appearing for final year of qualifying examination are also eligible to appear for CET

**Note:**

- Aggregate marks means the grand total of marks obtained by the candidate in subjects on which the class declaration is made in the particular University from which the candidate is passing the qualifying examination.
- In case the candidates are awarded grades/CGPA instead of marks, the conversion of grades/CGPA to percentage of marks would be based on the procedure certified by the University/institution from where they have obtained the bachelor's degree.
- The percentage of marks shall be calculated by rounding off to two places after decimal.
- The candidates belonging to SC, VJ/DT (NT (A)), NT (B), NT(C), NT (D), OBC and SBC categories should produce "Caste Validity Certificate" issued by Scrutiny Committee of Social Welfare Department and the Candidate belonging to ST category should submit "Tribe Validity Certificate" issued by Scrutiny Committee of Tribal Department and valid Non Creamy Layer certificate except SC, ST candidates at the time of verification of documents.

**4.0 MAH-M.HMCT-CET 2017 Schedule**

MAH-M.HMCT-CET 2017 shall be conducted only in the **ONLINE** mode. MAH-M.HMCT-CET 2017 will be conducted on **28<sup>th</sup> May 2017** in multiple sessions (if required). Candidates shall appear for the CET strictly as per the date and session allotted to them at allotted centre. No candidate shall be allowed to appear for test in other than the allotted session.

**5.0 Examination Fees for CET**

Application form processing fees as stated below is to be paid through online system only by Internet Payment, Credit Card/ Debit Card (RuPay/Visa/MasterCard/Maestro), Internet Banking, IMPS, Cash Cards/ Mobile Wallets for which the service charges, as per rules, shall be applicable in addition to the application form processing fees. No other mode of payment shall be permitted. This fee is non-refundable and non transferable under any circumstances.

|   |                       |
|---|-----------------------|
| <b>General Category</b> Candidates from Maharashtra State, Outside Maharashtra State (OMS), J & K Migrant candidates  | <b>Rs.<br/>1000/-</b> |
| <b>Reserved Category</b> Candidates of Backward Class Categories [SC, ST, VJ/DT-NT(A), NT(B), NT(C), NT(D), OBC, SBC] & Persons with Disability Candidates belonging to Maharashtra State only. | <b>Rs.<br/>800/-</b>  |

**6.0 Procedure for Online Application Form Filling and Registration for MAH-M.HMCT-CET 2017**

In order to appear for MAH-M.HMCT-CET 2017, the candidates are required to apply online as per the procedure given below. No other mode of application will be accepted.

**Important Points to Be Noted Before Registration**

Before applying online, candidates should-

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.
- ii. Have a valid personal email ID and mobile no., which should be kept active till the completion of admission Process. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID and mobile no. before applying on-line and must maintain that email account and mobile number.
- iii. Arrange for Application Fees (Non refundable), Bank Transaction charges for Online Payment of application fees will have to be borne by the candidate.

### **6.1 How to apply for registration for CET**

1. Candidates to go to the <http://www.dtemaharashtra.gov.in/MHMCT2017> website and click on the option "**APPLY ONLINE**" which will open a new screen.
2. To register application, choose the tab "**Click here for New Registration**" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
3. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify/ get the details verified to ensure that the same are correct prior to final submission.
4. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.
5. The Name of the candidate or his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Certificates/ Mark sheets/Identity proof. Any change/alteration found may disqualify the candidature for CET & Admission.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature.
8. Candidates can proceed to fill other details of the Application Form.

9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

## **6.2 Payment of Examination Fees**

### **ONLINE MODE**

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. **The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.**
3. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE
4. On successful completion of the transaction, an e-Receipt will be generated.
5. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
6. Candidates are required to take **a printout of the e-Receipt** and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful.**
7. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
8. To ensure the security of your data, please close the browser window once your transaction is completed.
9. There is facility to print application form containing fee details after payment of fees.

## **6.3 Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & Signature**

Before applying online a candidate will be required to have a scanned (digital) image of his/ her photograph and signature as per the specifications given below.

### **6.3.1 Photograph Image:**

- Photograph must be a recent passport style colour picture.
- Make sure that the picture is in colour, taken against a light-coloured, preferably white, Background.
- Look straight at the camera with a relaxed face
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows
- If you have to use flash, ensure there's no "red-eye"
- If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred)
- Size of file should be between 20kb–50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

### **6.3.2 Signature Image:**

- The applicant has to sign on white paper with Black Ink pen.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb
- Signature in CAPITAL LETTERS shall NOT be accepted.

### **6.3.3 Scanning the photograph & signature:**

- Set the scanner resolution to a minimum of 200 dpi (dots per inch)
- Set Color to True Color
- File Size as specified above
- Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- Candidates using MS Windows/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in

.jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see point (i) & (ii) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.

- If the file size and format are not as prescribed, an error message will be displayed.
- While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

#### **6.3.4 Procedure for Uploading the Photograph and Signature**

- There will be two separate links for uploading Photograph and Signature
- Click on the respective link "Upload Photograph / Signature"
- Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button

**(Your Online Application will not be registered unless you upload your photograph and signature as specified.)**

#### **Note:**

(1) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/her application and re-upload his/ her photograph or signature, prior to submitting the form.

(2) After registering online candidates are advised to take a printout of their system generated online application forms.

#### **7.0 Download Hall Ticket through candidates Login**

As per the schedule. Candidates will have to visit the <http://www.dtemaharashtra.gov.in/MHMCT2017> website for downloading Hall Ticket for online test. Intimation for downloading Hall Ticket will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for Hall Ticket download. The candidate is required to use (i) Registration Number/Roll Number, (ii) Password/Date of Birth for downloading the Hall Ticket. Candidate needs to affix recent recognizable photograph on the Hall Ticket preferably the same as provided during registration and appear at the examination centre with (i) Hall Ticket (ii) Photo Identity Proof as stipulated below and also specified in the Hall Ticket and Photo Identity Proof as brought in original.

#### **Identity Verification**



In the examination hall, the Hall Ticket along with original of the candidate's currently valid photo identity (bearing reasonably the same name as it appears on the Hall Ticket) such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the Hall Ticket, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Examination.

**Ration Card is not valid id proof.**

**Candidates Reporting Late** i.e. after the reporting time specified on the Hall Ticket for Examination will not be permitted to take the examination. The reporting time mentioned on the Hall Ticket is prior to the Start time of the test. Though the duration of the examination is 60 minutes, candidates may be required to be at the venue for about 120 minutes including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

**Note:** Candidates have to produce in original the photo identity proof along with Examination Hall Ticket while attending the examination, without which they will not be allowed to take up the examination. Candidates must note that the name as appearing on the Hall Ticket (provided during the process of registration) should reasonably match the name as appearing on the photo identity proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Hall Ticket and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

## **8.0 Test Centre for CET**

1. MAH-M.HMCT-CET 2017 will be conducted in the selected cities in Maharashtra State. The cities in which MAH-M.HMCT-CET 2017 will be conducted are designated as "Centre" for the CET.
2. Each centre may have many "Venues" depending upon the number of candidates appearing at that centre.
3. A candidate appearing for CET shall give his/her preference for the centre, however the Competent Authority reserves the right to allocate the centre and venue.
4. The examination will be conducted online at venues given in the respective Hall Ticket.

5. No request for change of centre/venue/date/session for Examination shall be entertained.
6. Competent Authority, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
7. Competent Authority also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
8. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and Competent Authority will not be responsible for any injury or losses etc. of any nature.
9. Choice of centre once exercised by the candidate will be final.
10. If sufficient number of candidates does not opt for a particular centre for "Online" examination, Competent Authority reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, Competent Authority reserves the right to allot any other centre to the candidate.

### 9.0 Syllabus and Marking Scheme for MAH-M.HMCT-CET 2017

The On Line test will have 50 Questions based on Topics given below

| Sr. | Topics  | No of Questions | Mark/s per Question | Maximum Marks | Total Marks |
|-----|---|-----------------|---------------------|---------------|-------------|
| 1   | <b>Food and Beverage Operation</b><br>Food and Beverage Service Operations, related terminology, Inventory control, Food & Beverage equipment and infrastructure  | 10              | 02                  | 20            | 100         |
| 2   | <b>Food Production</b><br>Food Production operations, Indian & International cuisines and related terminology, Bakery and Confectionary, Hygiene and Safety standards, Kitchen equipments and Infrastructure. | 10              | 02                  | 20            |             |
| 3   | <b>Rooms division</b><br>Housekeeping and front office operations and related terminology, fabrics & textiles, Planning & designing of hospitality organisations, Laundry operations and procedures.          | 10              | 02                  | 20            |             |

|   |  |    |    |    |  |
|---|--|----|----|----|--|
| 4   | <b>English</b><br>(Word meaning , comprehension, autonyms and synonyms, idioms and phrases, word spellings)  | 10 | 02 | 20 |  |
| 5   | <b>Hospitality Industry related</b><br>(Types of tourism, hotel and restaurant brands and segments , Airlines, hospitality terms, hospitality related organizations and regulatory bodies) | 10 | 02 | 20 |  |
| The test will comprise of multiple choice objective type questions (Four Options) |  |    |    |    |  |
| There is no negative marking System for this test.                                |  |    |    |    |  |
| Test Duration: <b>60 minutes</b>  |  |    |    |    |  |
| Medium of CET: English  |  |    |    |    |  |
| Mode of Examination - Online  |  |    |    |    |  |

#### **10.0 Guidelines for persons with disabilities using a scribe**

The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe at his/her own cost.
- The scribe arranged by the candidate should not be a candidate for the same examination .If violation of the above is detected at any stage of the process; candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe may be from any academic stream.
- Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfill any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination.
- Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be

possible for the Competent Authority to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

(ii) Guidelines for Candidates with locomotors disability and cerebral palsy

A compensatory time of twenty minutes per hour or otherwise advised shall be permitted for the candidates with locomotors disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

(iii) Guidelines for Visually Impaired candidates

- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- The facility of viewing the contents of the test in magnifying font will not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

**11.0 Action against candidates found guilty of misconduct/ use of unfair means**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application. At the time of examination or in a subsequent admission procedure, if a candidate is (or has been) found guilty of –

(i) Using unfair means or

(ii) Impersonating or procuring impersonation by any person or

(iii) misbehaving in the examination hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or

(iv) Resorting to any irregular or improper means in connection with his/ her candidature or

(v) Obtaining support for his/ her candidature by unfair means, or

(vi) Carrying mobile phones or similar electronic devices of communication in the examination hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable: to be disqualified from the examination/admission for which he/ she is a candidate

**12.0 Sample Questions**

The time for the test is 60 minutes; however you may have to be at the venue for approximately 2 hours including the time required for logging in, collection of the Hall

Ticket, going through the instructions etc. All tests will be provided in English. You can attempt any question at any point of time within these 60 minutes. All the questions will have multiple choices. Out of the four answers to a question only one will be the correct answer. You have to select the most appropriate answer and 'mouse click' that alternative which you feel is appropriate/correct. The alternative/ option that you have clicked on will be treated as your answer to that question. There will be no penalty for wrong answers marked by you. However, you are advised, not to mark answers by random guessing.

Q1. A service salver is

1. **A silver or stainless steel tray**
2. A silver plate
3. A service mat
4. A service bowl

Q 2. Bacon is the meat cut from the belly of a

1. Buffalo
2. Cattle
3. Camel
4. **Other than those given as options**

Q 3. IHG stands for

1. International hotel group
2. **Intercontinental Hotel group**
3. Internal grand group
4. Inter hotel group

Q 4. A stay over means

1. Guest will check out after stay
2. **Guest will not be checking out of room on the current day**
3. Guest will stay again after few days
4. He may never go to other hotel

**The Scores of Online Examination will be obtained by adopting the following procedure:**

(i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score.

(ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores\*

\*Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.

(iii) Test wise scores and scores on total is reported with decimal points upto two digits.