

## INSTRUCTIONS FOR FILLING AND SUBMITTING 'MET/PAM-CAT-2012' APPLICATION FORM

1. For Online filling and submitting of MET-2012 application form, candidate shall visit the website [www.met2012.com](http://www.met2012.com). Registration form will be available on the home page.
2. Candidate can opt for MBA/MCA or both. If student opts for MCA or Both (MBA and MCA) of the courses, then student has to select one subject from mathematics and computer science.
3. Candidate has to opt two locations for Examination Center in order of preference out of which one will be allotted by the University.
4. Candidate has to select the category. If a candidate belongs to a category for which option is not available, then he/she will select 'other' category.
5. In the Personal Particulars, candidate will fill Name, Father's Name, Mother's Name (If given) and Date of Birth exactly as per Matriculate Certificate only.
6. After filling all the information in the Personal Particulars, candidate has to click upon 'Submit' button.
7. Upon submission, Login Page will open automatically. 'USER ID' and Password will be available through SMS and E-Mail ID as uploaded at S.No. 8 and 10 in the Personal Particulars.
8. Upon login, using USER ID and password, a candidate's home page will open showing the following options on the top of the page :
  - Home
  - Change Password
  - Student Navigation.
9. Candidates are advised to change their password immediately for safety purposes.
10. In the **Student Navigation** icon on student home page, the following three options will be displayed ;
  - Update Qualification
  - Edit profile
  - View profile
11. Candidate will update his/her educational qualification by clicking the update qualification option in student navigation icon.
12. Candidate can edit or view his/her profile upon clicking the respective options given in the student navigation before the last date of online Registration.
13. For submission of Examination Fee, click at fee submission Icon in login, Detailed Instructions for submission of Examination fee are available at page No. 9.
14. Admit card will be available in login ID after 20.5.2012. No admit card will be sent through post.
15. Candidates are advised to take printout of their submitted application form and keep it with them for use during Admission Process.
16. For latest updates, candidates are advised to keep visiting their logins regularly.

**Note :** For any query related to examination and application form please contact 75894-01150.