

**Documents to be uploaded along with “On - line CAP Application form in Centralized Admission Process 2023 for LLB 3 Years Course Admissions**

- (i) Candidates and Parents are requested to Scan the following documents & keep ready for uploading while filling the on line Application form in their Pen Drive OR Desktop **OR** Laptop.
- (ii) Photograph Image: Passport size color photograph. Size of photo file should be between 20KB to 50KB. The Image file should be in JPG or JPEG format.
- (iii) Signature Image: Applicant has to Sign on white paper with Black or Blue Pen. Signature image Size file should be between 10KB to 20KB. The Image file should be in JPG or JPEG format.
- (iv) The documents listed in following table should be in PDF format of Size up to 500KB.
- (v) The Scanned Uploaded documents should be readable; upload the documents only after ensuring this. If the uploaded documents are not readable, then such documents will not be considered as valid and the responsibility of the same shall completely be with the candidate.

Sr. No.	Type of candidate	Following documents are to be scanned and uploaded while filling the online CAP Application form.
1	<p data-bbox="318 264 529 296"><b><u>All Candidates.</u></b></p> <p data-bbox="318 338 574 478">[Maharashtra State Candidate, Outside Maharashtra State Candidates]</p> <p data-bbox="318 510 574 684">(All India Candidature) including Jammu &amp; Kashmir Migrant Candidates]</p>	<p data-bbox="630 264 976 296">1) SSC (Std. X) Mark sheet.</p> <p data-bbox="630 321 1395 653">[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 along with the Name &amp; Signature of the Parents &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 data-bbox="630 705 1344 772">2) HSC (Std. XII) Mark Sheet / or equivalent i.e. Engg. Diploma.</p> <p data-bbox="630 810 1395 1142">[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 along with the Name &amp; Signature of the Parents &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 data-bbox="630 1194 1395 1640">3) Degree Mark Sheets. [Candidate has to Add the marks of All Semesters or All Years of degree course together and Calculate the Percentage of Degree Examination irrespective of the marks considered by the University/ Board to award Certificate/ Diploma/Degree/PG Degree.] <b>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 &amp; final Third Year Mark Sheet as single PDF. .</b></p> <p data-bbox="688 1650 1312 1713"><b>[Annexure-DM is attached after the Proforma] And Or</b></p> <p data-bbox="630 1724 1395 1921">3) Post Graduate Degree Mark Sheet or Equivalent along with Grade/GP/CGPA to Marks Conversion Certificate. [Candidate has to Add the marks of All Semesters or All Years of degree course together and Calculate the Percentage of Degree Examination irrespective of the</p>

		<p>marks considered by the University/ Board to award Certificate/ Diploma/Degree/PG Degree.]</p> <p><b>Candidate has to Upload Self attested Conversion Certificate (Annexure-PGM) along with the final year Mark Sheet in single PDF format.</b></p> <p><b>{(i) If P.G. Marks Sheet of Two years are separate, such candidate will upload both the Mark sheet along with conversion certificate.</b></p> <p><b>(ii) 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.}</b></p> <p><b>[Annexure-PGM is attached after the Proforma]</b></p> <p>4) LL.B.-3 Year CET-2023 on line application form.</p> <p>[ If candidate has lost CET Application form, then Such candidate can download/ Upload their CET Application form in Place of CET Application form while filling CAP Application form.]</p> <p>5)MAH-LL.B.-3 Yrs.2023 CET Score card.</p> <p>6)Domicile Certificate</p> <p style="text-align: center;"><b>OR</b></p> <p>Birth Certificate Mentioning place of Birth</p> <p style="text-align: center;"><b>OR</b></p> <p>School Leaving Certificate mentioning Place of Birth</p> <p style="text-align: center;"><b>OR</b></p> <p>Valid Passport (In case of ALL India Candidature Candidate)</p>
<p><b>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.</b></p>		
2	Maharashtra State Type-A Candidates	<p>Domicile Certificate of the candidate from the State of Maharashtra.</p> <p style="text-align: center;"><b>OR</b></p> <p>Birth Certificate Mentioning the Place of Birth which is in Maharashtra.</p> <p style="text-align: center;"><b>OR</b></p> <p>School Leaving certificate of the candidate Indicatingplace of Birth in the State of Maharashtra.</p> <p style="text-align: center;"><b>OR</b></p> <p>Community, Nativity &amp; Date of Birth Certificate.</p> <p>Candidate has to upload any one document from these four documents.</p>

3	Maharashtra State Type-B Candidates	Domicile certificate of father <b>or</b> mother of candidate indicating that he/she is domiciled in the State of Maharashtra.
4	Maharashtra State Type-C Candidate	Certificate from the employer in <b>Pro forma-A</b> stating that father or mother of the candidate who is a Central Government/Government of India undertaking employee is presently posted in/outside Maharashtra.
5	Maharashtra State Type-D Candidate	Certificate from the employer in <b>Pro forma-B-1</b> stating that father or mother of the candidate who is a Maharashtra State Government or Maharashtra State Government undertaking employee.  <b>OR</b> Undertaking along with documentary evidences from the retired employees stating the Place of Settlement in Proforma-B2.
6	Maharashtra State Type-E Candidates of Maharashtra Karnataka disputed border area.	1) Certificate stating that candidate belongs to the disputed border area in <b>Pro forma-G1</b> . <b>And</b> 2) Certificate stating that the mother tongue of the candidate is Marathi in <b>Pro forma-G2</b>
7	Backward class candidates belonging to S.C./ S.T. from the State of Maharashtra only.	1) Caste Certificate. <b>And</b> 2) Caste/Tribe Validity Certificate. [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 <b>before the Last Date of Confirmation of Admission of Second Round</b> , otherwise candidate will be considered in Open category in the subsequent rounds.]
8	Backward class candidates belonging to VJ/ DT/ NT(A)/ NT(B)/ NT(C) /NT(D)/ O.B.C/ S.B.C from the State of Maharashtra only.	1) Caste certificate. <b>And</b> 2) Caste/Tribe Validity Certificate. [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 <b>before the Last Date of Confirmation of Admission of Second Round</b> , otherwise candidate will be considered in Open category in the subsequent rounds.]  <b>And</b> 3) Non Creamy Layer Certificate <b>valid upto 31<sup>st</sup> March, 2024.</b>

8a	Economically Weaker Section Candidates (E.W.S.) from the State of Maharashtra only	1) Eligibility Certificate for Economically Weaker Section. [ Candidates have to upload the Economically Weaker Section (E.W.S.) Certificate <b>before the Last Date of Confirmation of Admission of Second Round</b> , otherwise candidate will be considered in Open category in the subsequent rounds.]
9	Ex-Servicemen ( Def-1)	1) Defence service Certificate Pro forma-C. <b>And</b> 2) Domicile Certificate of Father/Mother who is an ex-service personnel is domiciled in the State of Maharashtra.
10	Active Domicile Defence Candidates. ( Def-2 )	1) Defence service Certificate Pro forma-C. <b>And</b> 2) Domicile certificate of father/mother who is active defence service person is domiciled in the State of Maharashtra.
11	Active Non Domicile Defence candidates. ( Def-3 )	1) Defence service Certificate <b>Pro forma-C</b> <b>And</b> 2) Certificate from the employer in the <b>Pro forma-D</b> stating that Father/Mother of the Candidate who is an active defence service person presently posted in Maharashtra. <b>OR</b> Certificate from the employer in the <b>Proforma-E</b> 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.

12	<b>Person with Disability Candidates [PWD]. :-</b> 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	1) 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. <p style="text-align: center;"><b>And</b></p> 2) Domicile Certificate of the Candidate.
13	Jammu and Kashmir Migrant Candidates.	1) Certificate of posting in case of defence and Government servants in <b>Proforma-J</b> <p style="text-align: center;"><b>OR</b></p> 2) Certificate of stay in refugee camp for those staying in camp in <b>Proforma-K</b> <p style="text-align: center;"><b>OR</b></p> 3) Certificate stating that the candidate belongs to displaced family in <b>Proforma-L</b>
14	Minority Candidates	1) Domicile certificate of the candidate belonging to the State of Maharashtra. <p style="text-align: center;"><b>OR</b></p> 1) Birth Certificate Mentioning the place of Birth which is in Maharashtra state <p style="text-align: center;"><b>AND</b></p> 2) Declaration of the Candidate for the respective Linguistic / Religious Minority Community in Proforma "O"

		<b>And OR</b>
		<b>3)</b> Leaving Certificate having Information pertaining to Religion / Mother tongue
15	Certificate for Orphan Candidates	1) Orphan Certificate issued by Competent Authority. These candidate claiming reservation under this quota asper 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.

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## Pro forma-A

[For Type-C candidates]

[For sons and daughters of Central Government/Government of India

Undertaking Employees]

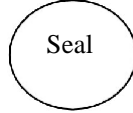
### CERTIFICATE

This is to 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 Degree Course in Law for the academic year 2023-24.

**Outward No.& Date**

**Place:  
Office**



**(Signature)**

**Name & Designation of the Head of the**

**Note: This Proforma 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

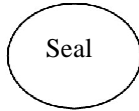
This is certify that Shri/Smt. \_\_\_\_\_  
\_\_\_\_\_ is an employee in the capacity  
of \_\_\_\_\_ (Designation) in \_\_\_\_\_  
(Name of the Organization / Establishment / Department).

This Organization/Establishment/Department is Under \_\_\_\_\_  
(Department 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 First year of the Three-Year Full- Time Degree Course in  
Law for the academic year 2023-24.

**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 First year of the Three-Year Full- Time Degree Course in Law for the academic year 2023-24.

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).

# Pro forma -C

(For Def-1,Def-2 and Def-3 Candidate)

[For sons and daughters of Defence Service Personnel]

## CERTIFICATE

This is to certify that Shri/Smt. \_\_\_\_\_, (Full name of the Employee with Rank of the employee) is/has been a member of Armed forces of India. He /she has put in \_ Years of service in Indian Army/ Indian Navy/ Indian Air Force from \_\_\_\_\_ to \_\_\_\_\_ and is currently working/retired from service on \_\_\_\_\_ / permanently disabled since \_\_\_\_\_ / killed in action on \_\_\_\_\_.

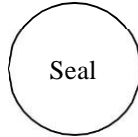
This certificate is issued for the purpose of his/her son/daughter's \_\_\_\_\_ admission to the First year of the Three-Year Full- Time Degree Course in Law for the academic year 2023-24.

Outward No.& date

Signature

Name and Designation of the Authority not  
below the rank of Commandant or equivalent/  
District Sainik Welfare Officer

Place:



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 parents who is in active service 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 Degree Course in Law for the academic year 2023-24.

Outward No.& date  
Place:

Seal

(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.

## Pro forma-E

(For Def-3 Candidates)

[For sons and daughters of Active Defense 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 .

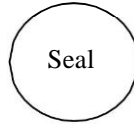
He/she has retained family accommodation in \_\_\_\_\_ in Maharashtra State on account of posting in non- family station /for education purpose of son/daughter.

This certificate is issued for the purpose of his/her son/daughter's \_\_\_\_\_ admission to First year of the Three-Year Full- Time Degree Course in Law for the academic year 2023-24.

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

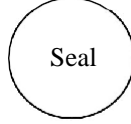
(For candidates from Maharashtra and Karnataka disputed Border Area)

### 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 on the purpose of his / her ward's / candidate's admission  
to the First year of the First year of the Three-Year Full- Time Degree Course in Law for the  
academic year 2023-24.

Place  
Date



Outward No.& Date: District  
Collector/Deputy Commissioner/  
District Magistrate/ Additional District  
Magistrate/ Taluka Executive  
Magistrate

## Pro forma-G2

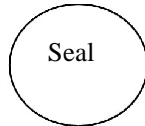
(For candidates from Maharashtra and Karnataka disputed Border Area)

### 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/Post Graduate Degree examination with Marathi as one  
of the subjects.

This certificate is issued on the purpose of his / her admission to the First year of the  
Three-Year Full- Time Degree Course in Law for the Academic Year 2023-24.

Outward No.& Date:



Head Master/  
Principal School /  
College

Place:  
Date

## 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/Ladakh to combat terrorist activities)

### CERTIFICATE

This is to certify that Shri / Smt. \_\_\_\_\_ is an official belonging to defense/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 on the purpose of his / her son/ daughter's admission to the First year of the Three-Year Full- Time Degree Course in Law for the academic year 2023-24.

Outward No.& Date:

Head of the Office

Seal

Place:

Date

## Pro forma-K

(For Jammu/ Kashmir/Ladakh 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 First year of the Three-Year Full- Time Degree Course in Law for the academic year 2023-24.

Outward No.& Date:

Seal

Name & Signature of Head of the Office  
Migrant / Refugee Camp

Place: & Date

# Pro forma-L

(For Refugees staying with relatives)

(Displace Jammu / Kashmir/ Ladakh candidates staying with relatives / friends in India other than 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 Degree Course in Law for the academic year 2023-24.

Outward No.& Date:  
Collector

Sea

Name & Signature of District

Place:



## Pro forma-O

(For seats under Minority Quota)

### MINORITY COMMUNITY STUDENT'S SELF DECLARATION

For Admission to LLB 3 Yrs Course -2023-24.

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

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

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

declare that I belong to the Gujarati/Sindhi/Hindi/Panjabi/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 \_\_\_\_\_.

As my Religion is not mentioned in my Leaving/Transfer Certificate for deciding my candidature under Religious minority status. I undertake that my religion is \_\_\_\_\_.

I undertake to submit the relevant documents supporting my claim for belonging to Linguistic/ Religious Minority Community as per government resolution Minority Department Nava- 2010C.No109/10Desk-5, Dated 1/7/2013 at the time admission to the Admitted Institution and upload the same on the CAP admission portal.

Date: .../..../20...

Signature

Place:

Name of the Candidate

(\*Strike out whichever is not applicable)

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