Guidelines to fill up the Online Application Form for B.Ed. & Shiksha Shastri Common Entrance Test (CET-B.Ed.)-2023

बी.एड. एवं शिक्षा शास्त्री संयुक्त प्रवेश परीक्षा (CET-B.Ed.)-2023 के लिए ऑनलाइन आवेदन भरने के लिए दिशा-निर्देश

Applicants are required to keep the following things ready before applying:

आवेदन करने से पूर्व आवेदक इन्हें अपने पास रखें:

1. An E-mail Accountfor registration and for receiving all future correspondence till the admission process is over.
   पंजीयन एवं नामांकन प्रक्रिया पूरी होने तक भविष्य में सभी प्रकार के पत्राचार के लिए ईमेल एकाउंट।
2. One Mobile Number to receive SMS based notifications/communications related to the online application; Admit card etc. till the admission process is over.
   ऑनलाइन आवेदन, प्रवेश-पत्र इत्यादि से सम्बंधित SMS आधारित सूचनाओं/सन्देशों को प्राप्त करने के लिए मोबाइल नम्बर।
3. A **scanned** copy of recent passport sized colour photograph (Scanned in 'jpeg' format only. File size of scanned photograph should not be more than 100KB).
   अद्यतन रंगीन पासपोर्ट आकार के फोटो का स्कैन कॉपी। (केवल 'jpeg' फॉर्मेट में स्कैन किया हुआ। स्कैन फोटो का आकार 100 KB से ज्यादा नहीं होना चाहिए।)
4. Your **scanned** signature using **Black** ball pen only on white sheet (Scanned in 'jpeg' format only. File size of scanned signature should not be more than 100KB).
   सफ़ेद कागज पर केवल काले रंग के बॉल पेन से हस्ताक्षर की स्कैन की हुई कॉपी। (केवल 'jpeg' फॉर्मेट में स्कैन किया हुआ। स्कैन हस्ताक्षर का आकार 100 KB से ज्यादा नहीं होना चाहिए।)
5. Access to an online payment facility/service such as:
   ऑनलाइन पेमेंट की सुविधा/सेवा की उपलब्धता जैसे-
   1. Net Banking नेट बैंकिंग
   2. Credit Card क्रेडिट कार्ड
   3. ATM-cum-Debit Card एटीएम-कम-डेबिट कार्ड

Steps for filling the online application:

ऑनलाइन आवेदन भरने के चरण:

The entire process of filling online Application form can be completed in below steps:
निम्नलिखित चरणों में ऑनलाइन आवेदन करने की पूरी प्रक्रिया को पूरा किया जा सकता है:

1. Register yourself for the online application process on the website www.biharcetbed-lnmu.in by filling up required entries.
   ऑनलाइन आवेदन पूरा करने के लिए www.biharcetbed-lnmu.in पर आवश्यक प्रविष्टियों को भर कर अपने आपको पंजीकृत करें।
2. Activate and validate your registration through link sent to your Email and Activation Code sent on your Mobile Number/Email.

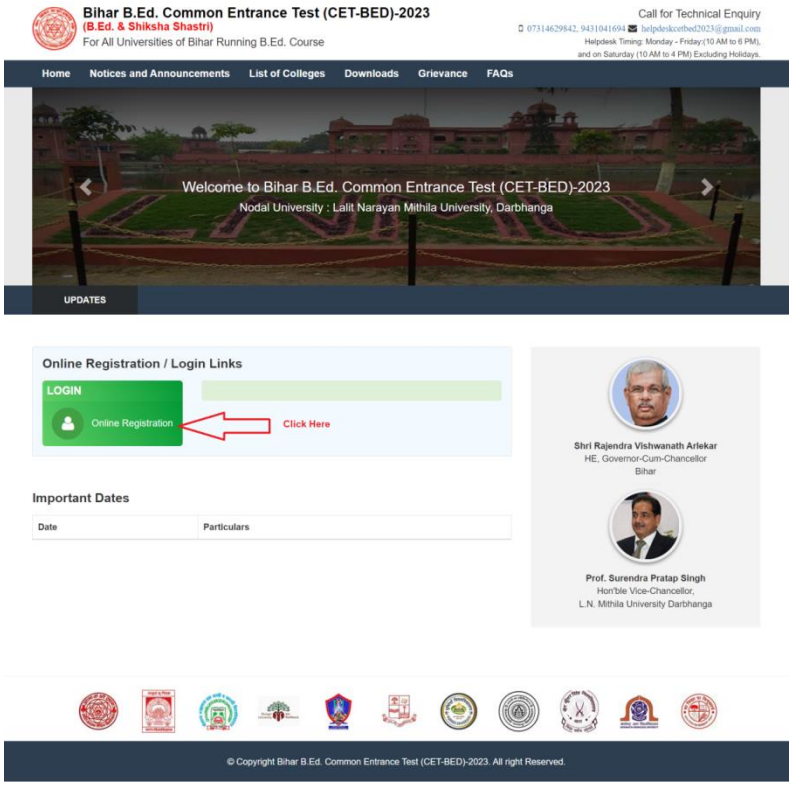
आपके ईमेल पर भेजे गए लिंक तथा मोबाइल पर भेजे गए एक्टिवेशन कोड के द्वारा अपने पंजीयन को एक्टिवेट तथा वैलीडेट करें।

3. After Activation/Validation, you have to login again through Email ID and Password. Your Email ID is your Login ID for CET-BED 2023.
एक्टिवेशन/वैलीडेशन के बाद आपको ईमेल तथा पासवर्ड के द्वारा पुनः login करना होगा CET-BED 2023के लिए आपका ईमेल ही आपका LoginID रहेगा।
4. On Login, your Dash Board will appear. Click on "My Application" and complete your Application Form in following sequence:
Login करने के बाद आपको अपना डैश बोर्ड दिखेगा। "My Application" को क्लिक कीजिये तथा अपना आवेदन इस क्रम में पूरा कीजिये:
   a) **Applicant Detail:** Here you have to fill up personal details.
   यहाँ आपको अपना निजी विवरण भरना होगा।
   b) **Upload Photo and Signature:** Next, you have to upload your photo and signature.
   आगे, आपको फोटो तथा हस्ताक्षर अपलोड करना होगा।
   c) **Educational Detail:** After that, you have to enter your educational details.
   उसके बाद आपको अपना शैक्षिक विवरण भरना होगा।
   d) **Document Upload:** Next, you have to upload your educational documents. Along with them upload Caste Certificate, Divyang Certificate, SMQ Certificate whichever is applicable.
   आगे, आपको शैक्षिक दस्तावेज अपलोड करना होगा। इसके साथ ही, यदि लागू हो तो, जाति प्रमाण-पत्र, दिव्यांग प्रमाण-पत्र, पूर्व सैनिक कोटा से सम्बंधित प्रमाण-पत्र अपलोड करना होगा।
   e) **Examination Centre:** Choose cities for Examination Centre (You can choose three cities).परीक्षा केंद्र के लिए शहरों का चयन करें। (आप तीन शहरों का चुनाव कर सकते हैं)
   f) **Preview and Confirm:** After choosing your examination centre, your Application Form completes. Preview your Application Form carefully, and edit if there is any error. When you are fully satisfied, then "Confirm". After clicking on 'Confirm' you will not get chance to edit any entry of your Application Form.
   परीक्षा केंद्र का चुनाव कर लेने के बाद आपका आवेदन प्रपत्र पूरा होता है। अपने आवेदन प्रपत्र को सावधानीपूर्वक फिर से देख लें । यदि कोई त्रुटि हो तो उसे सुधार कर लें। जब आप पूरी तरह संतुष्ट हैं तो "Confirm" करें। "Confirm" को क्लिक कर देने के बाद आप अपने आवेदन प्रपत्र में किसी भी प्रकार का सुधार नहीं कर सकेंगे।
5. **Proceed to Payment:** After "Confirm" you will see link "Proceed to Payment". Click on it and complete your payment of Application Fee. You can pay through Net Banking/Credit Card/Debit Card.
"Confirm" के बाद आपको "Proceed to Payment"का लिंक दिखेगा। इसे क्लिक करें तथा आवेदन शुल्क का भुगतान करें। आप नेट बैंकिंग/क्रेडिट कार्ड/डेबिट कार्ड के द्वारा भुगतान कर सकते हैं।
6. **Taking Print out of Application Form:** After successful payment, you will get complete detail of your Application Form. Take Print of this Application Form and keep it safe with you for any future reference. Do not sent print out of Application Form to Lalit Narayan Mithila University or anywhere for any kind of further processing.
सफलतापूर्वक भुगतान हो जाने के बाद, आपको अपने आवेदन पत्र का पूर्ण विवरण दिखेगा। इसका प्रिंट ले लें तथा इसे अपने पास भविष्य के सन्दर्भ के लिए सुरक्षित रख लें।

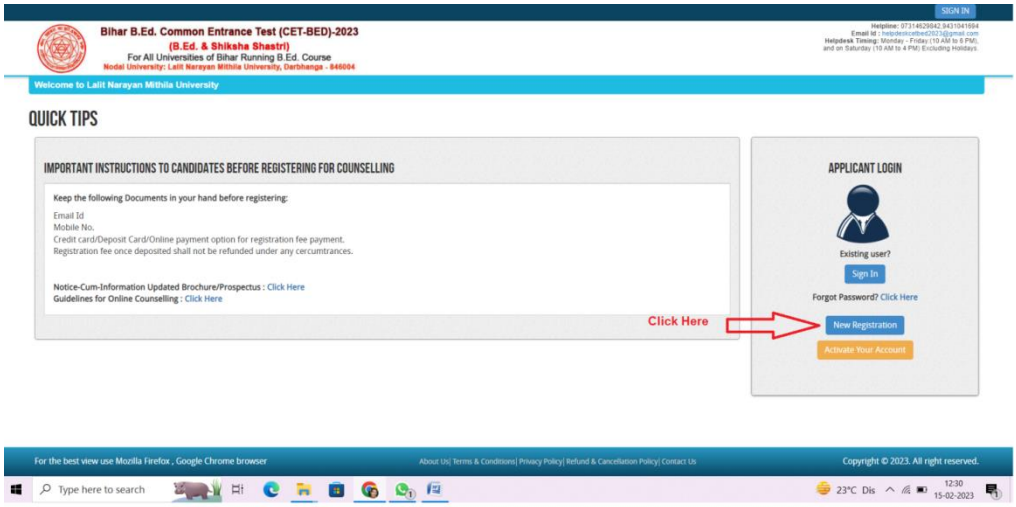
इस प्रिंट को ललित नारायण मिथिला विश्वविद्यालय या अन्यत्र कहीं किसी प्रकार के अग्रतर कार्रवाई के लिए प्रेषित न करें।

Illustration how to complete Online Application Process

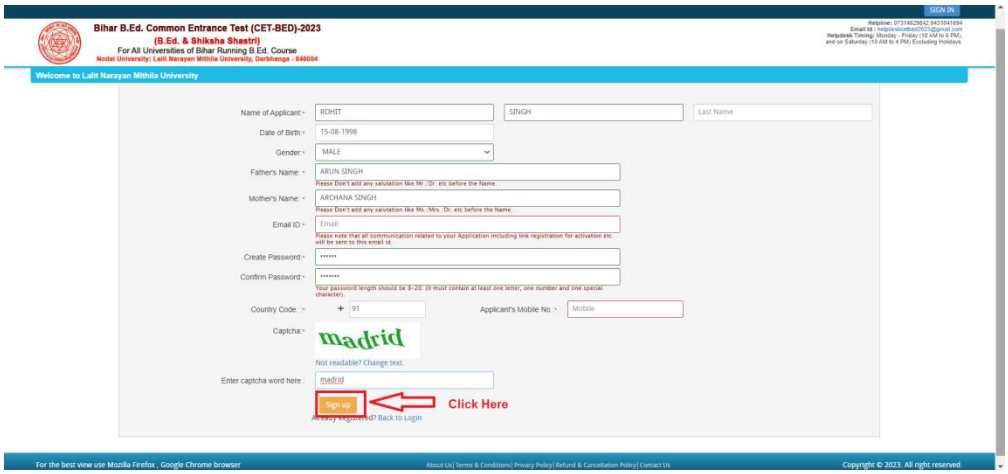
Step 1: Please click on**"Login"**button given on the home page of the http://biharcetbed-lnmu.in/ Application Portal from website.



Step 2: On clicking the button, you will be directed to a new page having an Applicant Login Box. Below the login fields there is a link **"New Registration"**. Please click on this link.



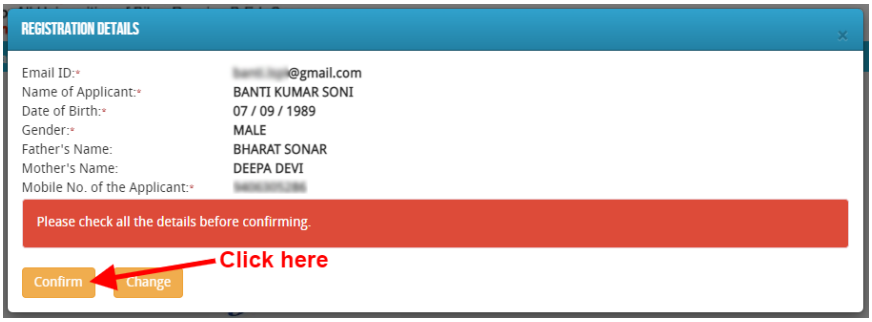
Step 3: When you click the **New Registration** button, you will be shown a Registration Form asking for various details. Fields for information which is mandatory is marked with "**Red colored bullets**" and selects your **Course group** and essentially filled up. These fields cannot be left blank. Once you fill the details, you can click on the **"Sign up"** button at the bottom for completing the registration process.



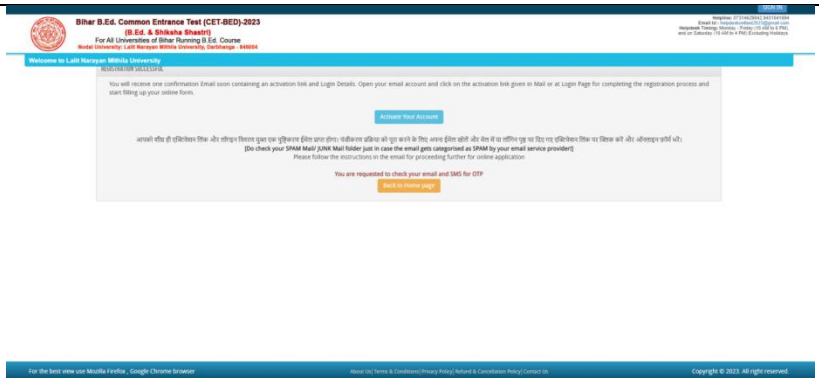
** Here should be fill some fields are two times this is very sensitive part, **both should be same** otherwise it will shown **ERROR.**

NOTE: PLEASE NOTE THAT DETAILS SUBMITTED DURING REGISTRATION CANNOTBE CHANGED LATER. SO MAKE SURE YOU DO NOT MAKE ERRORS IN THE INFORMATION YOU FILL IN THIS FORM.

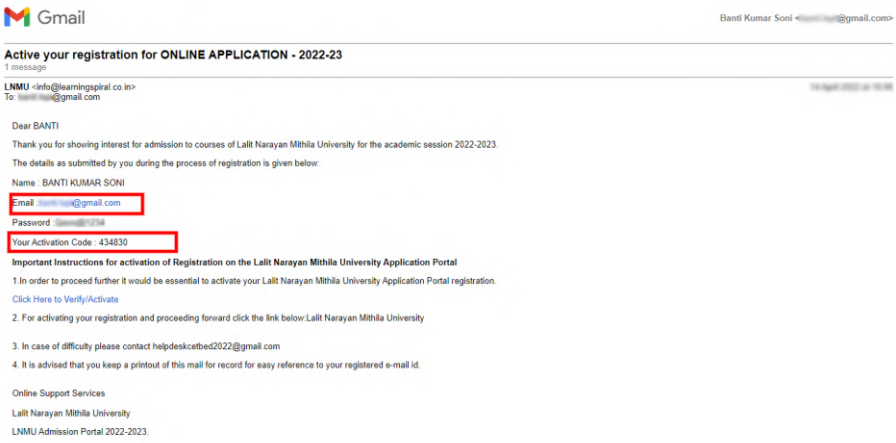
When you click "Sign up" button here get a new pop-up for Registration Details Confirmation click **"Confirm"** button for completing the registration process.



Step 4: Activation and validation of Registration:

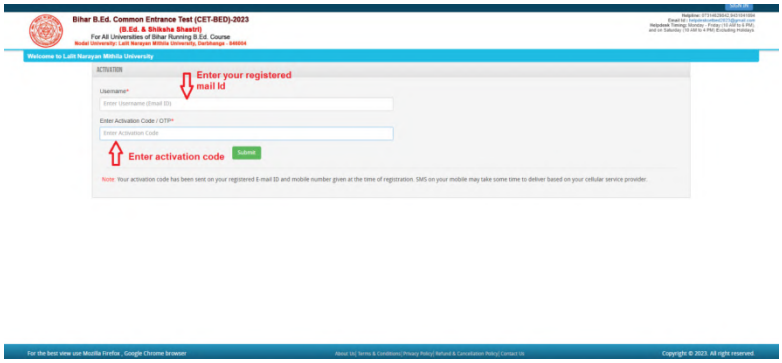


On successful submission of registration details, you would be shown a confirmation message on the screen. You will also **receive an e-mail** on the e-mail ID provided by you in the Registration Form and a validation code on your registered mobile number. This email will contain an **activation link**. You should click on this activation link to confirm and complete your registration process.

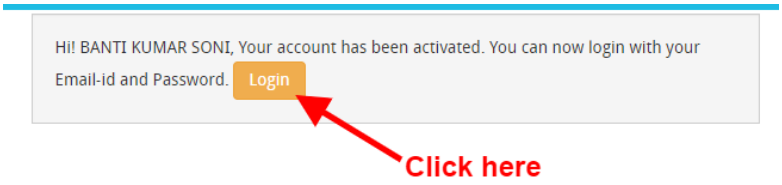


Note: This confirmation and activation link e -mail might land up in your "**Spam Folder**" or **"Junk Folder**'. So, in case you do not find the registration confirmation e-mail in your "Inbox", please check your "Spam Folder" or "Junk Folder'. If you find the e-mail from**(**helpdeskcetbed2023@gmail.com**)**in your "Spam Folder" or "Junk Folder', please report it as "Not Spam" and/or add the same to your contact list so that the subsequent e-mails from helpdeskcetbed2023@gmail.comalways come in your Inbox. Always check your "Spam Folder" or "Junk Folder' for e-mails from the CET-B.Ed. - 2023 Online Application Portal.

1. Click on this activation link received in the e-mail. You account will not be activated until you have clicked on this activation link, so, *do not forget this important step.*



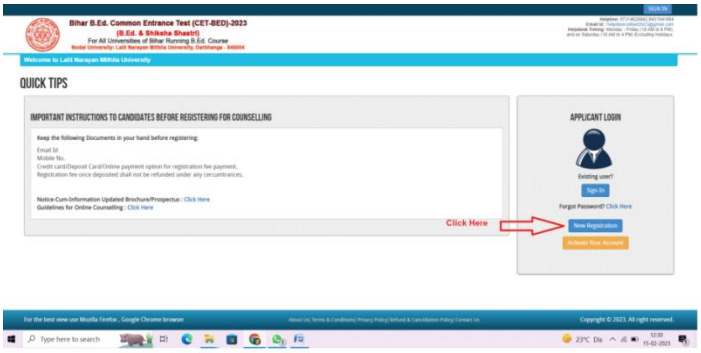
3. On clicking the activation link, you will be directed to the validation page in which you are required to give the validation code sent on your registered mobile number or Email ID. Enter the validation code received on your registered mobile number or Email ID to complete the registration process.

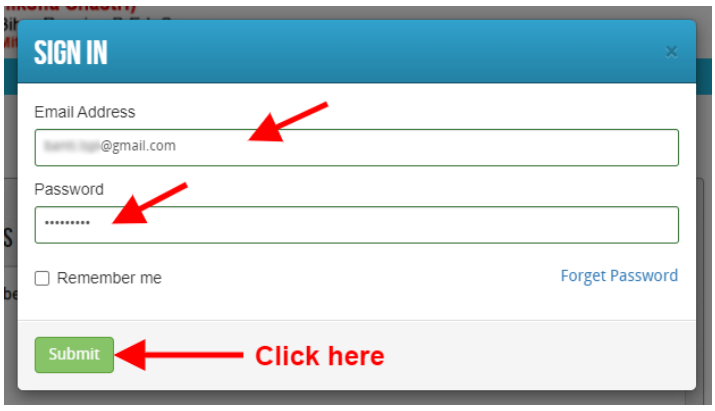


On successful validation, you will be allowed login and directed to My Application Section.

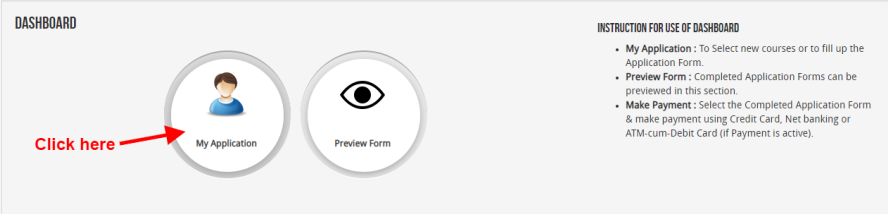
Now how to fill up the Application form?

Step 1: After activation and validation of your Registration, you can login into the Application Portal.

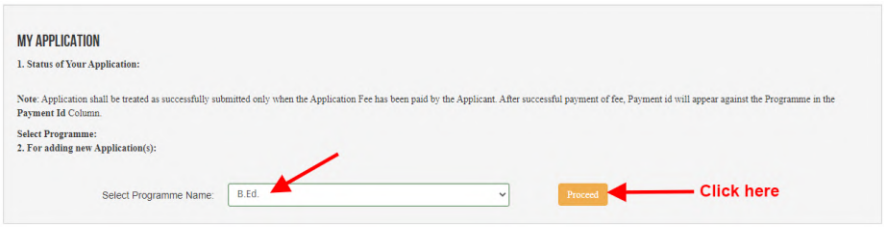




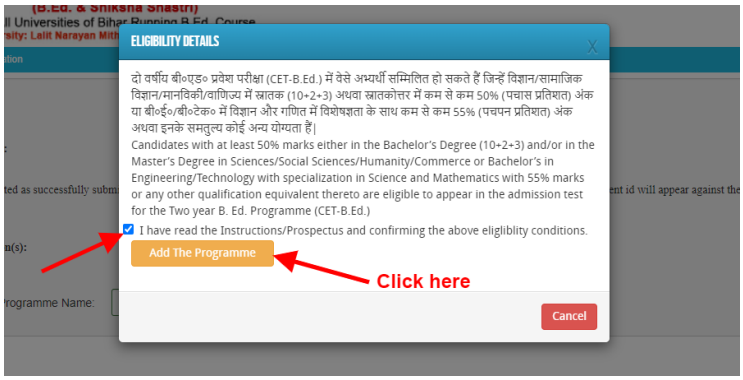
After login you will be able to see **Dashboard** page. Now click on **My Application** tab as screenshot below.



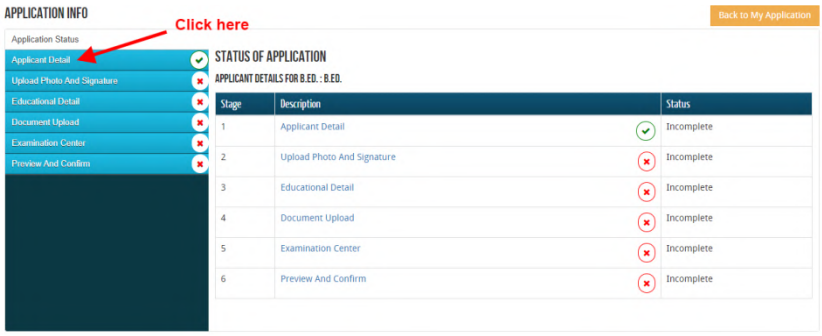
Now on **My Application** page select the "**Programme Name**" and click on proceed button.



Now the Confirmation Popup will appear Check confirmation and click on "**Add the Course button"**. As screenshot below.



Now the Application Status page will appear, here you can see the complete step-by-step Status.



Now click on **Application Details** at left menu, the **application detail** page will show. As screenshot below.
In Application detail page fill up other required details correctly (as shown above photo).

Note: Mandatory fields have been marked with red asterix. They are to be essentially filled up before you will be allowed to 'Save' of the form.

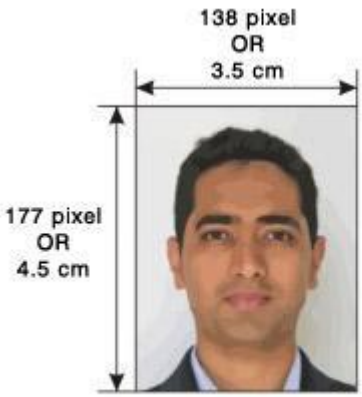
Divyang:*

After filling up application click the 'Save and Continue' Button given at the bottom.

Photo & Two Signature (English & Hindi) upload:

To upload the image file of you scanned passport size color photograph and signature, click the button 'Upload Photograph and Signature' button available on the left panel. On clicking, you will see the following screen:

(Your **scanned passport photo should be** within 3.5 x 4.5 cm in size, scanning resolution should be within 100 dpi & file size should be less than 100 KB.)

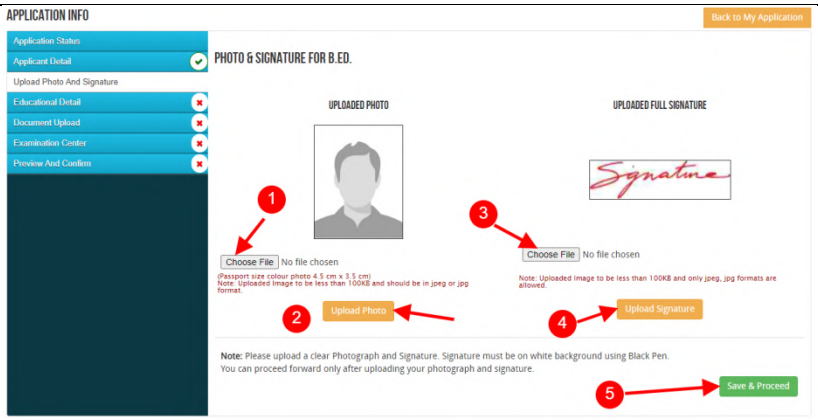


If you are facing any problem to upload your photo or rejected by the system then we are requested you to resize your photo as per the sample images shown here.

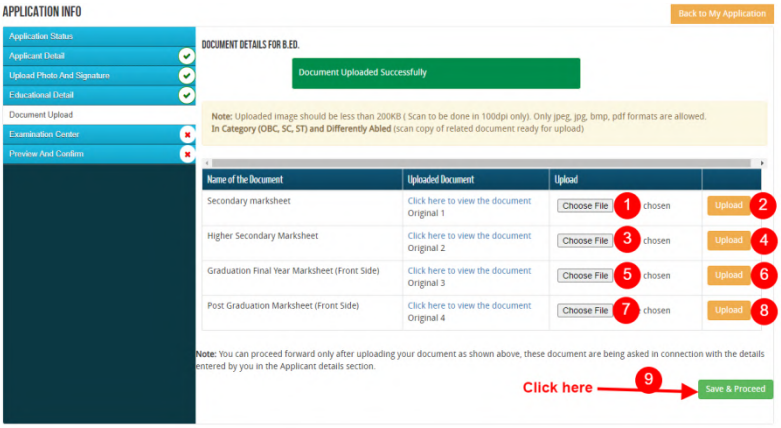
To resize your scanned photo please follow the following steps:

1. Right click on the scanned photo file → Open with → Microsoft Office Picture Manager
2. Then look at the top menus, Click Picture → Resize
3. Now look at the right panel, Select the radio button Custom width x height, And write width = 138px, height = 177px. Then Click OK to complete.
4. If you are not able to do this properly, then you can try 'Crop' feature for the 'Picture' menu
5. The save the file.

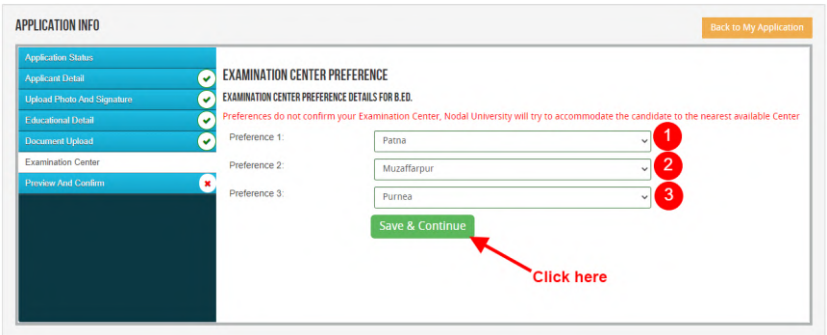
Choose the image file (jpeg format; photo should be within 4.5 x 3.5 cm in size, scanning resolution should be within 100 dpi & file size not more than 100 kb) of your scanned passport size photograph and signature and click the button 'Upload Photo' and 'Upload two Signature' button given below the Box. After you have successfully uploaded the photograph and signature, you will see the following page:



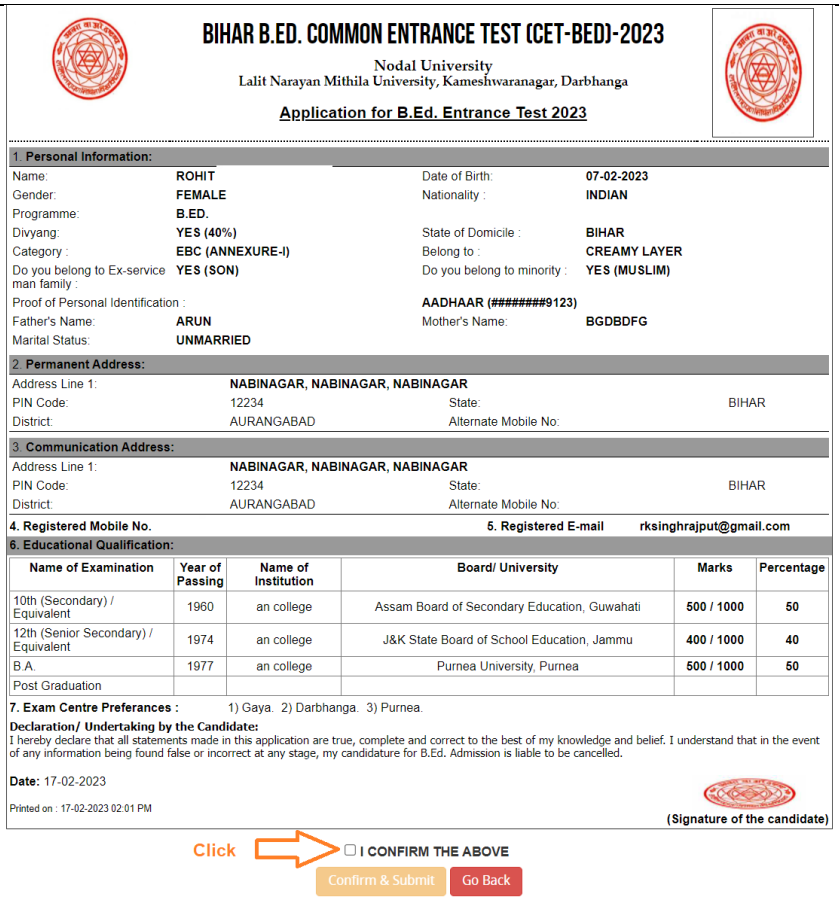
After filling up application click the 'Save and Proceed' Button given at the bottom you have filled up all the required fields of the '**Educational Detail for B.Ed.**', here you add your passed educational details and Click on the '**Save**' button.



After uploading **Educational Information, Exam Center Preference page** will open, here you can select 3 Exam Center Cities and Click on the '**Save& Proceed**' button.



Now Finally you can see the final form as screenshot below on **Preview and Confirm** page...



BIHAR B.ED. COMMON ENTRANCE TEST (CET-BED)-2023

Nodal University
Lalit Narayan Mithila University, Kameshwaranagar, Darbhanga

Application for B.Ed. Entrance Test 2023

1. Personal Information:

Name:	ROHIT	Date of Birth:	07-02-2023
Gender:	FEMALE	Nationality :	INDIAN
Programme:	B.ED.		
Divyang:	YES (40%)	State of Domicile :	BIHAR
Category :	EBC (ANNEXURE-I)	Belong to :	CREAMY LAYER
Do you belong to Ex-service man family :	YES (SON)	Do you belong to minority :	YES (MUSLIM)
Proof of Personal Identification :		AADHAAR (########9123)	
Father's Name:	ARUN	Mother's Name:	BGDBDFG
Marital Status:	UNMARRIED		

2. Permanent Address:

Address Line 1:	NABINAGAR, NABINAGAR, NABINAGAR		
PIN Code:	12234	State:	BIHAR
District:	AURANGABAD	Alternate Mobile No:	

3. Communication Address:

Address Line 1:	NABINAGAR, NABINAGAR, NABINAGAR		
PIN Code:	12234	State:	BIHAR
District:	AURANGABAD	Alternate Mobile No:	

4. Registered Mobile No. **5. Registered E-mail** rksinghrajput@gmail.com

6. Educational Qualification:

Name of Examination	Year of Passing	Name of Institution	Board/ University	Marks	Percentage
10th (Secondary) / Equivalent	1960	an college	Assam Board of Secondary Education, Guwahati	500 / 1000	50
12th (Senior Secondary) / Equivalent	1974	an college	J&K State Board of School Education, Jammu	400 / 1000	40
B.A.	1977	an college	Purnea University, Purnea	500 / 1000	50
Post Graduation					

7. Exam Centre Preferances : 1) Gaya. 2) Darbhanga. 3) Purnea.

Declaration/ Undertaking by the Candidate:
I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature for B.Ed. Admission is liable to be cancelled.

Date: 17-02-2023

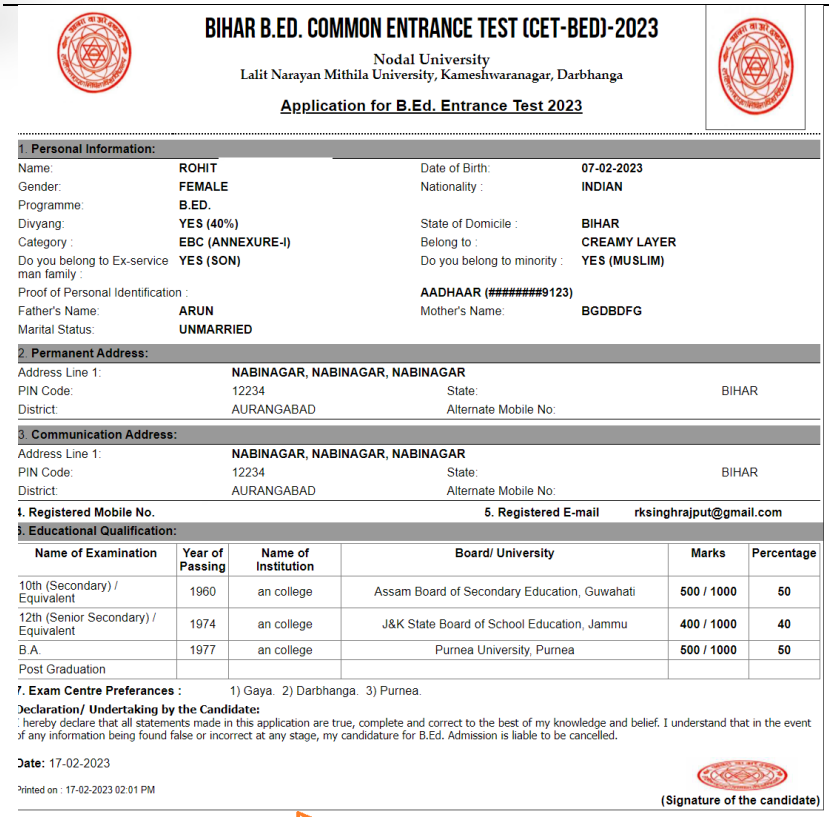
Printed on : 17-02-2023 02:01 PM

(Signature of the candidate)

Click ☐ I CONFIRM THE ABOVE

Confirm & Submit | Go Back

Here all details as you filled will show, If everything is ok then click the button **I CONFIRM THE ABOVE**& Click '**Confirm & Submit**' button.



BIHAR B.ED. COMMON ENTRANCE TEST (CET-BED)-2023

Nodal University
Lalit Narayan Mithila University, Kameshwaranagar, Darbhanga

Application for B.Ed. Entrance Test 2023

1. Personal Information:

Name:	ROHIT	Date of Birth:	07-02-2023
Gender:	FEMALE	Nationality :	INDIAN
Programme:	B.ED.		
Divyang:	YES (40%)	State of Domicile :	BIHAR
Category :	EBC (ANNEXURE-I)	Belong to :	CREAMY LAYER
Do you belong to Ex-service man family :	YES (SON)	Do you belong to minority :	YES (MUSLIM)
Proof of Personal Identification :		AADHAAR (########9123)	
Father's Name:	ARUN	Mother's Name:	BGDBDFG
Marital Status:	UNMARRIED		

2. Permanent Address:

Address Line 1:	NABINAGAR, NABINAGAR, NABINAGAR		
PIN Code:	12234	State:	BIHAR
District:	AURANGABAD	Alternate Mobile No:	

3. Communication Address:

Address Line 1:	NABINAGAR, NABINAGAR, NABINAGAR		
PIN Code:	12234	State:	BIHAR
District:	AURANGABAD	Alternate Mobile No:	

4. Registered Mobile No. **5. Registered E-mail** rksinghrajput@gmail.com

5. Educational Qualification:

Name of Examination	Year of Passing	Name of Institution	Board/ University	Marks	Percentage
10th (Secondary) / Equivalent	1960	an college	Assam Board of Secondary Education, Guwahati	500 / 1000	50
12th (Senior Secondary) / Equivalent	1974	an college	J&K State Board of School Education, Jammu	400 / 1000	40
B.A.	1977	an college	Purnea University, Purnea	500 / 1000	50
Post Graduation					

7. Exam Centre Preferances : 1) Gaya. 2) Darbhanga. 3) Purnea.

Declaration/ Undertaking by the Candidate:
I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature for B.Ed. Admission is liable to be cancelled.

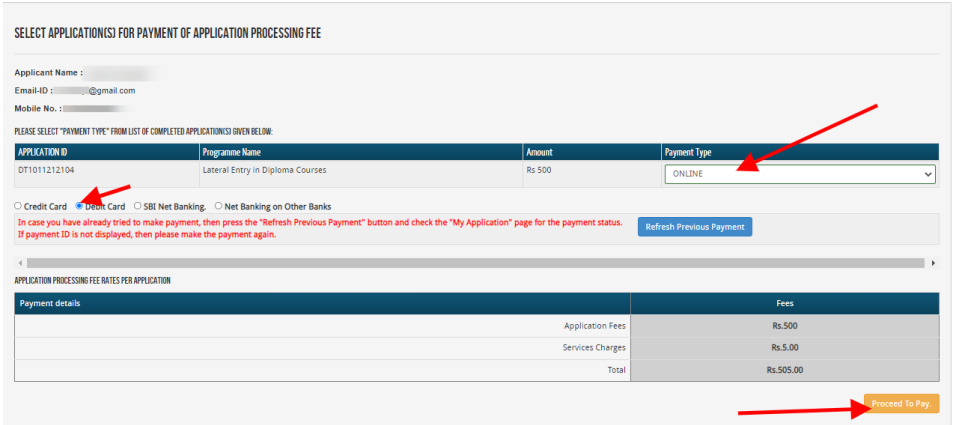
Date: 17-02-2023

Printed on : 17-02-2023 02:01 PM

(Signature of the candidate)

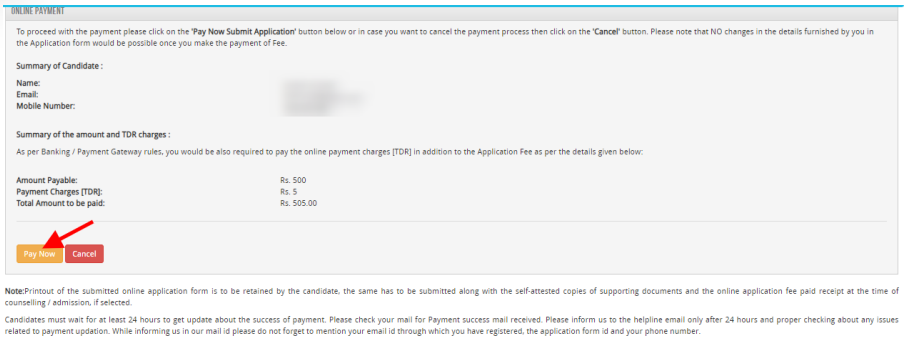
After that system will show you the **Proceed to Payment** button to complete the payment.

How to pay the Application Fees?



Step 1: You will get drop-down for "**Payment Type"** here you can get ONLINE Payment type. Click here to make payment. On clicking you will see the following screen.

Step 2: You can select the applications for which you want to pay the **CET- B.Ed. 2023**Application Portal Online Fee by clicking 'ONLINE' the check box given in the bottom left for '**Select to Pay**'. You have option of paying **CET- B.Ed. 2023** Online Fees [using Credit Card/ Debit Card/ NEFT (Net Banking on SBI)/ NEFT (Net Banking on Others)] through payment gateway available on the Portal [by clicking 'Proceed to Pay'].


ONLINE PAYMENT

To proceed with the payment please click on the 'Pay Now Submit Application' button below or in case you want to cancel the payment process then click on the 'Cancel' button. Please note that NO changes in the details furnished by you in the Application form would be possible once you make the payment of Fee.

Summary of Candidate :

Name:
Email:
Mobile Number:

Summary of the amount and TDR charges :

As per Banking / Payment Gateway rules, you would be also required to pay the online payment charges [TDR] in addition to the Application Fee as per the details given below:

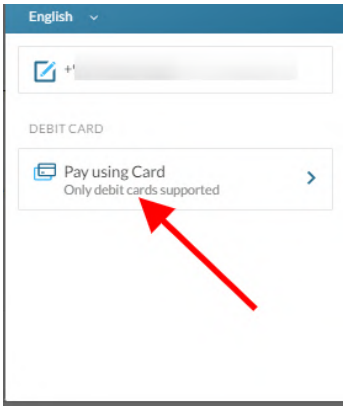
Amount Payable:	Rs. 500
Payment Charges [TDR]:	Rs. 5
Total Amount to be paid:	Rs. 505.00

Pay Now Cancel

Note:Printout of the submitted online application form is to be retained by the candidate, the same has to be submitted along with the self-attested copies of supporting documents and the online application fee paid receipt at the time of counselling / admission, if selected.

Candidates must wait for at least 24 hours to get update about the success of payment. Please check your mail for Payment success mail received. Please inform us to the helpline email only after 24 hours and proper checking about any issues related to payment updation. While informing us in our mail id please do not forget to mention your email id through which you have registered, the application form id and your phone number.

Step 3: On clicking '**Proceed to Pay**', following screen will appear. Here you can check yoursummary and payment amount etc. Once you click **Pay Now & Submit Application** button then system will go for payment to your banking website. After a successful payment you will get Payment Successful message. And your application process is complete.



After a successful payment you can take the **Print** of the form and **Save** for future correspondence.