

**NOTIFICATION FOR
34th MH-SET FOR ASSISTANT PROFESSORSHIP**

**to be conducted for the States of Maharashtra & Goa on
Sunday, 28th January, 2018
by**



SAVITRIBAI PHULE PUNE UNIVERSITY

**(The State Agency nominated by the Government of Maharashtra & Goa
Accredited by the University Grants Commission, New Delhi.)**

**Ganeshkhind, Pune - 411007.
MAHARASHTRA**

**E-mail : setco@unipune.ac.in
Website : <http://setexam.unipune.ac.in>
Fax No. : 020-25699250**

**Tele: 020 - 25692527
020 - 25601289
020 - 25601290**

Important Dates

- Commencement of online application form :- 13.10.2017
- Last date for applying Online :- 26.10.2017
- Last date of submission of Online Fee :- 26.10.2017
through Credit/Debit card/Internet Banking
- Correction in particulars of application :- 28.10.2017 to 30.10.2017
form on the website
- Availability of admit card on website :- 18.01.2018
- Date of Examination :- 28.01.2018

**N.B. (1) PRINTOUT OF ONLINE APPLICATION FORM SHOULD
NEITHER BE SENT TO ANY CO-ORDINATING CENTRE
NOR TO SET DEPARTMENT, SAVITRIBAI PHULE PUNE
UNIVERSITY, PUNE.**

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MAHARASHTRA STATE ELIGIBILITY TEST (MH-SET) FOR ASSISTANT PROFESSORSHIP

Conducted by

SAVITRIBAI PHULE PUNE UNIVERSITY AS THE STATE AGENCY

N.B.: MOST IMPORTANT

- 1) *Read the notification carefully before filing an online Application form*
- 2) *Enter the category (Caste/PWD/NCL) and Post-graduation degree & subject correctly*
- 3) *By mistake if you click as SET qualified, you will be denied for submission of online application form*
- 4) *During examination, make entries in the OMR sheet (Answer sheet) correctly.*
- 5) *Students will be solely responsible for the wrong entries in the online application form as well as in the OMR sheet (Answer sheet)*
- 6) *Students should ensure that the NCL (Non-creamy layer) Certificate is valid.*
- 7) *The Reservation policy for SET examination is as per the Maharashtra Govt. (Central Govt. OBC certificate is not acceptable from the candidates belonging to DT(A)/VJ(A), NT(B), NT(C), NT(D) & SBC).*

1. IMPORTANT INSTRUCTIONS :

(a) Before submission of the online Application Form, the candidate should read this notification carefully.

(b) On behalf of the States of Maharashtra & Goa, the Savitribai Phule Pune University, the State Agency announces holding of the 34th MH-SET on 28/01/2018 (Sunday) for determining the Eligibility of the candidates for the post of Assistant Professorship in the Universities and Colleges of Maharashtra & Goa States.

The Savitribai Phule Pune University, State Agency will conduct the MH-SET in 32 subjects (listed under Item No. 4 on page 6) at 15 selected cities of examination (listed under Item No. 5 on page 7) spread across the states.

(c) The Eligibility for Assistant Professor will depend on the performance of the candidate in all three papers of SET. Candidates who qualify the Test for Eligibility for Assistant Professor will be governed by the rules and regulations for recruitment of Assistant Professor of the concerned Universities/Colleges/State Governments, as the case may be.

(d) The result of the MH-SET to be held on 28/01/2018 will be made available on the website: <http://setexam.unipune.ac.in> as and when it is approved and declared. The candidates will not be intimated individually about their result.

(e) Scheduled Caste (SC)/Scheduled Tribe (ST)/Persons with 40% or more Disability (PWD)/ Other Backward Class (OBC),/ DT(A) (VJ),/NT(B)/ NT(C)/, NT(D)/ SBC (Non Creamy Layer category only) are the recognized categories by the Governments of Maharashtra and Goa to avail benefit as per UGC guidelines. **The candidates will be given such special concession as may be decided by the UGC.**

2. CONDITIONS OF ELIGIBILITY :

- a) The candidates must have Master's Degree recognized by U.G.C., in a subject of SET. **The candidates having Post Graduate diploma/certificate awarded by Indian University/Institute or Foreign degree/diploma/certificate awarded by the Foreign University/Institute should in their own interest, ascertain the equivalence of their diploma/degree/certificate, with Master's degree of recognized Indian Universities from the Association of Indian Universities (AIU), New Delhi (www.aiu.ac.in)**

(* Such candidates who qualify SET will be required to submit equivalence certificate from AIU, immediately after the result of the SET examination)

- b) The candidates other than SC/ST/OBC/SBC/DT(VJ)/NT category, who have secured **at least 55% marks (without gracing or rounding off)** in Master's or equivalent examination, are eligible for this test. OBC/SBC/DT(VJ)/NT **[belonging to non-creamy layer]** and SC/ST/PH/VH (PH-Physically Handicapped, VH-Visually Handicapped i.e. Blind) category candidates who have secured **at least 50% marks (without gracing or rounding off)** in Master's or equivalent examination are eligible for this test. The candidates belonging to DT(A)(VJ)/NT (B,C,D)/SBC must submit a valid category certificate recognized by the Govt. of Maharashtra & Goa. The OBC certificate will not be accepted in lieu of said categories (**The OBC certificate is accepted only at national level for UGC-NET and UGC-CSIR NET in lieu of said categories**).
- c) **The candidates who are studying in the first year of two years Masters Course or in first two semesters of a four semester course of Master's Degree are not eligible to appear for this test.**
- d) Candidates who have appeared OR will be appearing at the qualifying (final) master's degree examination and whose result is still awaited OR candidates whose examinations have been delayed may also apply for this Test. However, such candidates will be admitted provisionally and shall be considered eligible to apply for the MH-SET Examination. Such candidates who clear SET Examination will be issued the certificate after they have passed their Master's Degree examination or equivalent examination with at least 55% marks (50% in case of SC/ST/PH/VH and OBC/SBC/DT(A)/NT(B)/NT(C)/NT(D) **[belonging to non-creamy layer]** and submit their P.G. Mark sheet within two years from the date of declaration of result of the MH-SET examination.
- e) **The candidates of other States (other than Maharashtra & Goa) belonging to reserved categories shall be treated as Open category, as per the rules of the Maharashtra and Goa States.**
- f) Candidates can appear for SET in the subject of their Post Graduation only e.g. Commerce : M.Com., Environmental Science : M.Sc. Env. Sci., Life Science : M.Sc. Life Science/Botany/Zoology/Microbiology/ Biotechnology etc., Home Science : M.Sc./M.A. Home Science (Refer Item No. 4 on page 06, for list of SET and P.G. subjects).

- g) *Candidates should note that their candidature is provisional. It will be deemed final upon verification of eligibility documents with reference to the claims made in their application, after the result of SET examination.*
- h) **A candidate who has already qualified SET in a particular subject, will not be allowed to appear again for the same subject in SET. The candidates violating this rule will be liable for initiating legal action.**
- i) To apply for the SET, there is no upper age limit.
- j) As per the U.G.C. rules the candidates who have passed M.Sc. (by Research) are not eligible to appear for the SET.
- k) The SET State Agency will not issue any mark sheet to qualified/not qualified candidates. *Students should note that there is a provision for online verification of MH-SET result. The SET Unit will issue certificate to qualified candidates only on verification of the eligibility documents immediately after the result of the SET examination.*

3) **EXEMPTION (ELIGIBILITY FOR ASSISTANT PROFESSORSHIP) :**

- a. Exemption from SET will be as per decisions taken by the U.G.C. and State Government from time to time.

4. SET subjects, P.G. Courses & Post Graduation Subjects:

Presently the SET is being conducted in 32 subjects mentioned in the following table.

Sr. No.	SUB. CODE	SET SUBJECT	P.G. Course	P.G. Subject (S)
01	01	MARATHI	M.A.	MARATHI
02	02	HINDI	M.A.	HINDI
03	03	ENGLISH	M.A.	ENGLISH
04	04	SANSKRIT	M.A.	SANSKRIT
05	05	URDU	M.A.	URDU
06	10	HISTORY	M.A.	HISTORY, ARCHAEOLOGY
07	11	ECONOMICS	M.A./M.Sc.	ECONOMICS, HOME ECONOMICS, FINANCIAL ECONOMICS, AGRIBUSINESS ECONOMICS
08	12	PHILOSOPHY	M.A.	PHILOSOPHY
09	13	PSYCHOLOGY	M.A.	PSYCHOLOGY
10	14	SOCIOLOGY	M.A.	SOCIOLOGY
11	15	POLITICAL SCIENCE	M.A.	POLITICS/POLITICAL SCIENCE
12	16	DEFENCE & STRATEGIC STUDIES	M.A.	DEFENCE STUDIES/ DEFENCE & STRATEGIC STUDIES
13	17	HOME SCIENCE	M.Sc./M.A.	HOME SCIENCE
14	18	LIBRARY & INFORMATION SCIENCE	M.Lib.	LIBRARY SCIENCE/LIBRARY & INFORMATION SCIENCE
15	19	JOURNALISM & MASS COMMUNICATION	M.A.	JOURNALISM & MASS COMMUNICATION/JOURNALISM
16	20	SOCIAL WORK	M.A.	SOCIAL WORK
17	21	PUBLIC ADMINISTRATION	M.A.	PUBLIC ADMINISTRATION
18	30	MATHEMATICAL SCIENCE	M.Sc./M.A./M.Tech. (Science)	MATHEMATICS/ MATHEMATICAL SCIENCE/ STATISTICS/Appl. Math./Ind. Maths.
19	31	ENVIRONMENTAL SCIENCE	M.Sc.	ENVIRONMENTAL SCIENCE/GEOINFORMATICS
20	32	PHYSICAL SCIENCE	M.Sc.	PHYSICS/ PHYSICAL SCIENCE/ ASTROPHYSICS
21	33	CHEMICAL SCIENCE	M.Sc.	CHEMISTRY/ CHEMICAL SCIENCE
22	34	LIFE SCIENCE	M.Sc./M.Tech (Science)	BOTANY/ ZOOLOGY/ MICROBIOLOGY/ LIFE SCIENCE/ BIOTECHNOLOGY/ BIOCHEMISTRY/VIROLOGY/ BIOINFORMATICS/GENETICS
23	35	EARTH, ATMOSPHERIC, OCEAN & PLANETARY SCIENCE	M.Sc.	GEOLOGY/GEOINFORMATICS
24	36	GEOGRAPHY	M.A./ M.Sc.	GEOGRAPHY
25	37	COMPUTER SCIENCE & APPLICATION	M.Sc./MCA./ MCS	COMPUTER SCIENCE & APPLICATION/ COMPUTER SCIENCE / INFORMATION TECHNOLOGY/INDUSTRIAL MATHEMATICS WITH COMPUTER APPLICATION
26	38	ELECTRONIC SCIENCE	M.Sc.	ELECTRONIC SCIENCE/ INSTRUMENTATION
27	39	FORENSIC SCIENCE	M.Sc.	FORENSIC SCIENCE
28	50	COMMERCE	M.Com.	COMMERCE
29	51	MANAGEMENT	M.B.A./MIM/MHRDM/MFM, / MMM,/ MLS	MANAGEMENT, MARKETING, HR, FINANCE, IT
30	60	LAW	LL.M.	LAW
31	70	EDUCATION	M. Ed./M.A.	EDUCATION
32	71	PHYSICAL EDUCATION	M.P.Ed.	PHYSICAL EDUCATION

The candidates are allowed to appear for only one SET subject listed under item No.4 above. However, the candidates who have already qualified in one subject will not be allowed to appear again for the same subject in SET.

Candidates have to appear for SET in the subject of their Post Graduation only. However, candidates whose post graduation subject is not covered in the list of subjects under Item No.4, may appear in a related subject as per the guidelines of U.G.C. (NET).

5. **EXAMINATION CENTERS :**

The MH-SET will be conducted at the following 15 city centers only:

Mumbai, Pune, Kolhapur, Solapur, Ahmednagar, Nashik, Dhule, Jalgaon, Aurangabad, Nanded, Amravati, Nagpur, Chandrapur, Gadchiroli, & Panji (Goa)

6. a) **APPLICATION FORM :**

Application form is available only at the University Website <http://setexam.unipune.ac.in> Candidates are neither required to send any certificates/documents in support of their eligibility nor printout of their application form to any Co-ordinating Centre in the States of Maharashtra and Goa or to SET Department, Savitribai Phule Pune University, Pune. The list of the Enrolled candidates will be displayed on the website:- <http://setexam.unipune.ac.in> The candidates whose names are missing but have paid fees should immediately mail a scanned copy of evidence of payment to set-support@pun.unipune.ac.in. The candidates should take a printout of the online application after filling up necessary information and retain it for future use.

N.B. :-The SET qualified candidates will be required to submit attested copies of eligibility documents in response to SET notification of result (P.G. Marksheet, valid caste certificate, valid non-creamy layer certificate (Such candidates should apply to the concerned Govt. Agency for non-creamy layer certificate immediately after submission of online application). Medical certificate with 40% or more disability (in case of PWD candidates), equivalence certificate etc.) to SET Bhavan, Savitribai Phule Pune University, Pune-411007, immediately after the result of SET examination. (Documents must be attested by Gazetted officer/Principal/ Head of the Department).

b) **FEES :**

The examination fees including processing fee are as under

i)	OPEN	Rs. 550/-
ii)	<ul style="list-style-type: none"> • SC/ST/*PH/*VH • OBC/DT(A)(VJ)/NT(B)/NT(C)/NT(D)/SBC (Belonging to Non-Creamy Layer category only). 	Rs. 450/-

* PWD: Only persons with 40% or more disability are eligible to avail benefit [PH (Physically Handicapped) and VH (Visually Handicapped)].

* Pay fees as per notification only.

The candidates of other States except Goa belonging to reserved categories shall be treated as Open category, as per the rules of Maharashtra & Goa Governments.

The examination fees should be paid by Debit/Credit card or through Internet Banking only. Examination fees once paid cannot be refunded.

7. SCHEME OF EXAMINATION :

- a) **The SET will be conducted in Objective Mode.** The test will consist of three papers. All the three papers will consist of only objective type questions and will be held on the day of Examination in *three separate sessions* as under:

Session	Paper	Number of Multiple Choice Questions	Marks	Duration
First	I	60 out of which 50 questions are to be attempted	50 x 2 = 100	1 ^{1/4} hours (10.00 a.m. to 11.15 a.m.)
Second	II	50 questions all of which are compulsory	50 x 2 = 100	1 ^{1/4} hours (11.45 a.m. to 01.00 p.m.)
Third	III	75 questions all of which are compulsory	75 x 2 = 150	2 ^{1/2} hours (02.30 p.m. to 05.00 p.m.)

N.B. :- The students should ensure that the entries on the OMR Sheets of Papers I, II & III are made correctly.

- b) **Paper-I** shall be of general nature, intended to assess the teaching/research aptitude of the candidate. It will primarily be designed to test reasoning ability, comprehension, divergent thinking and general awareness of the candidate. Sixty (60) multiple choice questions of two marks each will be given, out of which the candidate would be required to answer any fifty (50). **In the event of the candidate attempting more than fifty questions, the first fifty questions attempted by the candidate would be evaluated.**

Paper I has 4 sets with 4 different Test Booklet Codes viz. A, B, C, D. Student has to ensure before making entries on the OMR Sheets that the same Test Booklet Code is pre-printed and pre-shaded on the OMR sheet (Answer sheet) of Paper I..

Paper-II shall consist of fifty (50) objective type compulsory questions, (except mathematical science) based on the subject selected by the candidate. Each question will carry two marks. **In Mathematical Science, a student has to attempt all questions (50) either from Sections I & II or from Sections I & III only.**

Paper II of each subject has 4 sets with 4 different Test Booklet Codes viz., A, B, C, D. Student has to ensure that the same Test Booklet Code is pre-printed and pre-shaded on the OMR sheet (Answer sheet) of Paper II

Paper-III will consist of 75 objective type compulsory questions, (except mathematical science) based on the subject selected by the candidate. Each question will carry two marks. **In Mathematical Science, a student has to attempt all questions (75) either from Sections I & II or from Sections I & III only.**

Paper III of each subject has 4 sets with 4 different Test Booklet Codes viz., A, B, C, D. Student has to ensure that the same Test Booklet Code is pre-printed and pre-shaded on the OMR sheet (Answer sheet) of Paper III.

Top part of the OMR sheet will be given to each student as sample OMR along with Admit Card to practice writing and shading of Seat No. and Subject Code.

All questions of Paper-II and Paper-III will be compulsory, covering entire syllabus (INCLUDING ALL ELECTIVES.).


The Candidate will have to mark the responses for questions of Paper-I, Paper-II & Paper-III on the Optical Mark Reader (OMR) Sheet provided along with the Test Booklet.
No corrections in the OMR sheets are permitted.

The detailed instructions for marking the subject code, seat number and responses on the OMR sheet are given under item No. 15 on page 15. It may be noted that these instructions to candidates will not be sent to any of the candidate by post.

- c) **The candidate has to return the original OMR sheet to the invigilator on conclusion of each session.** However, the candidates are allowed to carry the Test Booklet of Papers I, II and III along with duplicate copy of OMR sheets (carbonless copy) on conclusion of examination only.
- d) There will be no negative marking.
- e) The syllabus of Paper-I, Paper-II and Paper-III for all subjects is available on website **<http://setexam.unipune.ac.in>** Please ignore the instructions given for Paper III under syllabus of respective subject since all three papers have MCQs. **The State Agency will not send the syllabus to individual candidates.**

8. PROCEDURE & CRITERIA FOR DECLARATION OF RESULT :

(Revised Qualifying criteria for UGC-NET to be implemented for SET vide letter No. F.4-2/90(NET), 13th June 2017 is final and binding). (Copy attached)

<p>महेश कुमार वरिष्ठ सांख्यिकीय अधिकारी Mahesh Kumar Sr. Statistical Officer</p>	 सत्यमेव जयते	<p>विश्वविद्यालय अनुदान आयोग University Grants Commission (मानव संसाधन विकास मंत्रालय, भारत सरकार) (Ministry of Human Resource Development, Govt. of India) (नेट ब्यूरो) दिल्ली विश्वविद्यालय, दक्षिण परिसर, वेनितो जुअरेज़ मार्ग, नई दिल्ली-110021 (Net Bureau) University of Delhi, South Campus, Benito Juarez Marg, New Delhi-110021 दूरभाष Phone : कार्यालय Off : 011-24116316 फैक्स Fax : 011-24119753</p>
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F.4-2/90(NET)	13 th June, 2017
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Member Secretary
Maharashtra SET
SET Bhavan
Savitribai Phule Pune University
Pune - 411 007

Sir,

UGC, vide its letter of even number dated 5th May, 2017, has conveyed the revised qualifying criteria of UGC-NET and thereby of SET to you besides all other nodal SET Agencies. Following receipt of the revised criteria from UGC, several nodal SET agencies have expressed their concern regarding following the reservation policy of Government of India for calculation of slots for eligibility of Assistant Professor stating that the SET examination is conducted by the State Government for assessing the eligibility of the candidates for the posts of Assistant Professors for colleges/universities within the state which has different reservation policy and have requested to allow them to follow the reservation policy prevalent in the State.

In continuation to the aforesaid letter, it is informed that UGC has decided that "the nodal SET agencies are to follow the reservation policy prevalent in the State to compute the category-wise slots for eligibility for Assistant Professor while strictly adhering to other steps involved in the methodology for preparing the result."

Accordingly, following procedure and criteria should be followed:

PROCEDURE AND CRITERIA FOR DECLARATION OF RESULT


Qualifying Criteria for Eligibility for Assistant Professor

It has been decided by the UGC that 6% of the appearing candidates should be declared qualified for Eligibility for Assistant Professor.

The following methodology is prescribed for qualifying candidates for Eligibility for Assistant Professor:

In order to be considered for eligibility for Assistant Professor, the candidates must have appeared in all the three papers and secured at least 40% aggregate marks in all the three papers taken together for General Category candidates and at least 35% aggregate marks in all the three papers taken together for all candidates belonging to reserved categories, viz., SC, ST, OBC (belonging to Non Creamy Layer), and PWD.

To cite a hypothetical example, if say 600000 candidates appear in UGC-NET, 6% of those, i.e., 36000 qualifying slots for Eligibility for Assistant Professor are to be earmarked for different categories as per Government of India policy in this regard.



- iii) **FOR NET:** As per Government of India reservation policy, a minimum of 27%, 15%, 7.5% and 3% of slots are reserved for the OBC (belonging to Non Creamy Layer), SC, ST and Persons with disabilities (PWD) respectively in respect of **NET**. Accordingly, the category-wise slots available for each category are as follows:

No. of Slots Available for Eligibility for Assistant Professor		
OBC (Non-creamy layer))	27.00%	9720
SC	15.00%	5400
ST	7.5%	2700
PWD	3.00%	1080
GEN (Unreserved)	47.50%	17100
TOTAL		36000

FOR SET: Similarly, as presented in the above table, the category-wise slots for each category as per the reservation policy prevalent in the State are to be computed for Eligibility of Assistant Professor in respect of **SET**. To cite a hypothetical example for SET, say 1,20,000 candidates register and out of these 1,00,000 actually appear. Then, the number of qualifying candidates would be 6% of 1,00,000 which is equal of 6,000. These 6,000 candidates would be distributed among various categories as per the reservation policy of the concerned State Government.

- iv) The calculation is based on the ratio of number of candidates who secure minimum aggregate percentage of marks as prescribed in (i) above in each subject category-wise to the total number of candidates of that category over all subjects fulfilling (i) above multiplied by the total number of slots to be awarded to that category. The nearest whole number obtained as per this formula provides the number of slots available in any particular subject category-wise.
- v) By this method, if the number of slots obtained is less than one, it is taken as one, i.e., a minimum of one slot is awarded wherever a fraction less than one is obtained as per the calculation. However, for fractions greater than one, the figure is rounded off to the nearest whole number.
- vi) The aggregate percentage of all the three papers corresponding to the number of slots derived as per the previous paragraph is taken as the cut-off qualifying percentage marks for a particular subject category-wise.

Further, it is informed that for the purpose of notification, the following may be incorporated in the notifications for future SET examinations, replacing the existing qualifying criteria:

"Criteria for Declaration of Result

This will comprise of the following:

Top 5% of the appearing candidates who appear in all three papers and secure at least 40% aggregate marks for candidates belonging to General Category and at least 35% aggregate marks for candidates belonging to reserved categories will be declared qualified for Eligibility for Assistant Professor by following the reservation policy of the State Government.

It may be noted that the above qualifying criteria is final and binding."

With regards,

Yours sincerely,



(Mahesh Kumar)

9. PROVISIONS FOR PERSONS WITH DISABILITY (INCLUDING VISUALLY CHALLENGED CANDIDATES) HAVING 40% OR MORE DISABILITY.

N.B., Visually Handicapped (Blind)/Physically Handicapped candidates must bring their Medical Certificate of 40% or more disability, issued by Civil Surgeon, on the day of SET examination.

- i) Twenty Five minutes compensatory time shall be provided for Paper I & Paper II separately. For Paper III, Fifty minutes compensatory time shall be provided.
- ii) In no circumstances will they be allowed the help of a scribe to mark the answers for them. However, Low Vision candidates (minimum 40% impairment) will be allowed to write the examination with the help of the scribe. There is no provision of Test Booklets in Braille for visually impaired candidates.
- iii) The candidates with disability should fill in the percentages and types of disability correctly in the application form of SET January, 2018.
- iv) The candidate has the discretion of opting for his/her own scribe or has to request the concerned Center Superintendent for the same in writing at least one week in advance of the test. In such instances the candidate is allowed to meet the scribe a day before the examination so as to verify whether the scribe is suitable or not. **Those candidates who opt for their own scribe have to produce the scribe before the concerned Center Superintendent along with his/her certificates of educational qualifications at least one day before the test.**

Visually Handicapped (Blind)/Physically Handicapped candidates who have qualified SET should submit Medical Certificate of 40% or more disability, issued by Civil Surgeon along with other Eligibility documents to the State Agency immediately after the result is declared.

10. ADMIT CARD/HALL TICKET :-

The Hall Ticket/Admit Card will be generated based on the information provided by the candidate in the application form. In case of false information in the online application form, the admit card will be generated accordingly. It will be provided online to all candidates 10 days prior to the date of the SET examination on the same website from where the candidate had submitted his/her SET application form online. Candidate shall enter his/her Login ID and password for getting his/her Admit Card. *Admit card/Hall Ticket will not be sent to the candidates by post.*

Candidates have to download and get a printout of ADMIT CARD. Candidate must carry admit card and also one additional photo identity such as Adhar Card, PAN card, Voter Id etc to the examination centre on the Day of the Examination.

The candidates will be allowed to appear only for the SET subject mentioned in the admit card.

Candidates are also requested to approach Contact Person of the Centre opted by him/her for assistance required, if any.

11. HOW TO APPLY (APPLICATION HAS TO BE SUBMITTED ONLINE) :

STEPS FOR SUBMISSION OF ONLINE APPLICATION FORM

- i) Candidate seeking admission to the Test (SET, 28th January, 2018) must apply online only on the SET website: <http://setexam.unipune.ac.in>
- ii) Before applying Online, the candidates must possess the scanned images as below:-
 - Passport size photograph in JPG/ JPEG format of maximum 50 kb.
 - Signature in JPG/ JPEG format of maximum 30 kb.
- iii) After filling all the details for applying online for SET, the candidates have to make payment by Credit/Debit card or through Internet Banking indicating your details.
- iv) **The candidates are required to bring a photo identity card along with their printout of online admit card on the day of examination.**
- v) Before applying Online, candidates are advised to go through detailed notification available on SET website (<http://setexam.unipune.ac.in>). **Please note that Fee submitted through any other mode like Money Order, Demand Draft, IPO, Challan etc. will be summarily rejected.**
- vi) *In order to avoid last minute rush, the candidates are advised to apply early enough. SET State Agency will not be responsible for network problems or any other problem of this nature in submission of online application during last days.*

12. GENERAL INSTRUCTIONS :

- i) The candidates must read the conditions of eligibility as given at item no. 2 carefully and must satisfy themselves regarding their eligibility for the Test before filling the online application Form.
- ii) Submission of Online Application is mandatory. Hard copies of application form will not be accepted by any Co-ordinating Centre in States of Maharashtra and Goa or by SET Department, Savitribai Phule Pune University, Pune. ***It must be retained by the candidate for his/her future use.***
- iii) Application Form must be complete in all respects as per the Notification. **No requests for change of category or subject will be entertained after the prescribed period for correction in the online application.**
- iv) All incomplete Application Forms will be rejected.
- v) **Applications submitted on any other format (including old SET format) will not be accepted.**
- vi) ***Printout of online application form should be kept by the candidate with them for further reference. The state agency shall not provide this information even after the result is declared.***
- vii) **No online applications can be submitted after the last date.**
- viii) The Candidate should note that their candidature is strictly provisional. The mere fact that Admit Card has been issued and the candidate is allowed to appear in the test shall not imply that the SET has finally accepted his/her candidature, Since the documents invited for verification from the qualified candidates only immediately after result.
- ix) The candidates are required to bring a photo identity card also along with their printout of online Admit Card on the day of examination. **No candidate will be allowed to appear in the examination whose admit card is not issued by the SET State Agency.**
- x) The candidates should report at the examination center 60 minutes prior to commencement of examination. No candidate will be allowed to enter the examination center/hall after commencement of examination.
- xi) **No candidate will be allowed to leave the examination hall/room before conclusion of 2nd session and 3rd session.**

- xii) *The candidate must ensure that the original OMR Sheet of each paper is returned to the Invigilator on conclusion of each session. However, candidates are allowed to carry the Test Booklets of Paper-I, II and III along with duplicate copy (carbon less copy) of OMR Sheets on conclusion of examination only.*
- xii) No TA will be paid to the candidates, on account of appearing at the examination etc.
- xv) **The use of calculator and Log Tables is not permitted. Mobile phones, pagers, electronic devices etc. are not allowed in the Examination Hall/Room.**
- xvi) A candidate who do not appear in paper-I will not be permitted to appear in paper-II & paper-III.
- xvii) Candidates will not be allowed to write any question from the Test Booklet on the Admit Card or on any other paper.
- xviii) There are no negative marks for incorrect answers.
- xix) The Answer keys of all the papers will be displayed on **the website <http://setexam.unipune.ac.in>** after the examination (the exact dates will be notified later on the website). The candidates, who are not satisfied with the answer keys may challenge (online only through the link available on the website (<http://setexam.unipune.ac.in>)) on payment of Rs.1000/- per question. The fee can be paid by debit/credit card or Internet banking only. In case the challenge of any candidate regarding answer keys is accepted, the fee will be refunded to such candidates. In all other cases the fee once paid will not be refunded. **The SET State Agency's decision on the challenges shall be final and the result will be prepared on the basis of the final answer keys, displayed on the SET website.**
- xx) **The marks of all the candidates will be uploaded on SET website <http://setexam.unipune.ac.in> soon after approval of the committee for declaration of result. Besides this, the SET state Agency will not issue any marks sheet to qualified/non qualified candidates. The qualified candidates shall be required to submit attested copies of the eligibility documents for verification immediately after declaration of result.**
- xxi) **No Grievance with regard to Final Answer key(s) after declaration of result of SET January, 2018 will be entertained.**
- xxii) There are no negative marks for incorrect answers.
- xxiii) Canvassing in any form will disqualify the candidate.
- xxiv) **The decision of the SET State Agency shall be final in all matters.**
- xxv) All legal disputes pertaining to this Test shall fall within the jurisdiction of Pune Courts only.
- xxvi) Candidate must sign the attendance sheet in each session, in absence of candidate's signature, on attendance sheet his/her O.M.R. (Answer-sheet) will not be checked.
- xxvii) Smoking, Taking Tea/Coffee/Alcoholics etc. or any refreshments in the examination hall/ room are prohibited.

13) CHECK LIST FOR FILLING THE ONLINE APPLICATION FORM :

The candidates are advised to ensure the following points before filling the Online Application forms:

- i) Whether they fulfill the eligibility conditions for the Test as prescribed under the heading **‘CONDITIONS OF ELIGIBILITY’**
- ii) That they have filled their **CATEGORY**, viz, **GENERAL/OBC/DT(A)(VJ)/ NT(B)/NT(C)/NT(D)/ SBC** (belonging to the non-creamy layer category only), **SC/ST/ PWD(40% or more disability)**, in the relevant column correctly.
- iii) That they have filled in their **subject and Center of examination correctly**.
- iv) That the Person with 40% or more Disability (PWD) has filled the relevant column in the online application form. Only PWD candidates with 40% or more Disability have to fill this column and the others have to leave it blank.
- v) Whether they have kept a printout of online application form (confirmation page) for their own record.

14. **IMPORTANT INSTRUCTIONS FOR MARKING THE SUBJECT CODE, SEAT NUMBER and RESPONSES WITH BLUE/BLACK BALL POINT PEN :**

Ensure that you write and darken the respective circles completely for Seat No., Subject Code etc. correctly otherwise your answer sheets may not be evaluated, SET department will not responsible for wrong entries.

*** Wrong shading of circles corresponding to Subject Code and Seat No. will result in rejection of his/her answer book. Such answer books will summarily not evaluated.**

The student will be solely responsible for such mistakes made in the answer book (OMR sheet).

- (i) Marking responses :Out of four alternatives for each question, only one circle for the correct answer is to be darkened completely with Blue/Black Ball Point Pen only. For example Question No. 008 in the Test Booklet reads as follows:

Qutub Minar is situated in

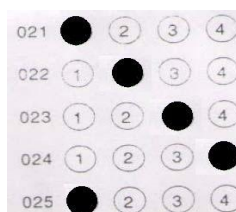
- (1) Delhi
- (2) Mumbai
- (3) Agra
- (4) Bengaluru

The correct response to this question is (1) Delhi. The candidate will locate Question No. 008 in the Answer Sheet (OMR) and darken the circle (1) as shown below:

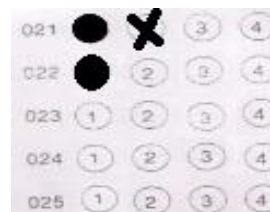
008 ● ② ③ ④

- (ii) Use Blue or Black Ball Point Pen to completely darken within the appropriate circle, i.e. one circle for each entry. The answer once darkened is not liable to be changed. Use of pencil is strictly prohibited. If any candidate uses the pencil for darkening the answer sheet, his/her answer sheet will be rejected.
- (iii) A light or faintly darkened circle or a casual dot at the centre of a circle is a wrong method of marking and liable to be rejected/accepted by the Optical Scanner. Ensure that, the circle are properly darkened. The casual dot in the circle may not be detected on carbonless copy & may be detected when in isolation and may not be detected when associated with darkened circle. You will be at loss by making such casual dots in the circles. The candidate will be responsible for such mistakes.
- (iv) The Correct method and wrong method of marking is shown below.

Correct Method



Wrong Method



- (v) If the candidate does not want to attempt any question he/she should not darken the circle given against that question.
- (vi) Please do not fold the OMR (Answer) Sheet and do not make any stray marks on it.
- (vii) **ROUGH WORK**
The candidate will not do any rough work on the OMR (Answer) Sheet. All rough work is to be done in the Test Booklet on the space provided.

(viii) **CHANGING AN ANSWER IS NOT ALLOWED**

The candidates must fully satisfy themselves about the accuracy of the answer before darkening the appropriate circle as no change in answer once marked is allowed. Use of eraser or white/correction fluid on the Answer Sheet is not permissible as the Answer Sheets are machine gradable and it may lead to wrong evaluation. (Assessment involves automation)

- (ix) Prior to handing over the Answer Sheet soon after the examination is over, the candidate must sign the attendance sheet as a proof thereof. **The examinee is permitted to carry the Test Booklets & carbonless copy of OMR Sheets.**

WARNING:

1. PERSONS REMOVING PAGES FROM THE TEST-BOOKLET DURING EXAMINATION, IMPERSONATING OR TRYING TO APPEAR IN THE SEAT ALLOCATION PROCESS THROUGH FORGED MEANS WILL BE DEALT WITH AS PER LAW.
2. CANVASSING DIRECTLY OR INDIRECTLY FOR THE ALLOTMENT OF SEATS OR INFLUENCING STAFF BY UNFAIR MEANS WOULD LEAD TO SERIOUS CONSEQUENCES INCLUDING DISQUALIFICATION OF THE CANDIDATES.

15. UNFAIR MEANS/MISCONDUCT :

Any candidate found guilty of using unfair means or of misconduct of any nature in the Examination hall/room shall be liable to be disqualified for future SET examinations.

- a) Any candidate who creates disturbance of any kind during the course of the examination or otherwise misbehaves in or around the examination centre or refuses to obey the Superintendent, Assistant Superintendent or any other official on examination duty or changes his/her seat with any other candidate will be deemed to have committed misconduct. Such a candidate shall forfeit the right to continue with the examination.
- b) If any candidate, appearing in SET is found to have in his possession or access to papers/books or notes which may possibly be of help to his/her or is found giving or receiving assistance or copying from any paper/book or note, or helping other candidate(s) to copy from his/her answer-sheet/test booklet or writing questions set in the question paper on any other paper, or using or attempting to use any other unfair means, a report about the same in the sealed cover shall be forwarded to the Member Secretary (SET) .

The report of the invigilator Staff supported/endorsed by the Superintendent/Observer shall be treated as conclusive proof to establish a charge of unfair means against the candidate. In such a case, the candidate shall earn disqualification from appearing in the SET.

- c) Each candidate shall have to produce his/her admit card on demand by the Coordinator Invigilator/Examination Superintendent/Observer.
- d) The candidates shall have to abide by any instructions that may be announced by the Superintendent/Invigilator in the examination hall/room. Important instructions for marking the responses with pen and paper based examination.

**Member Secretary
(MHSET)**
