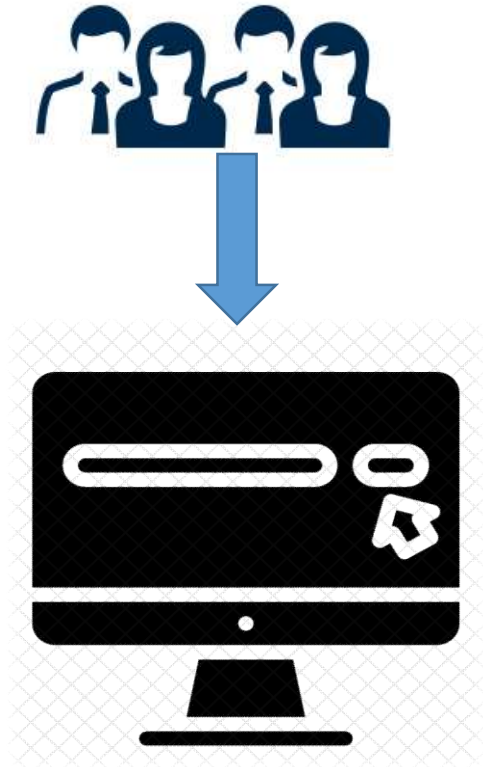


User manual

Candidate step wise process flow to view or /edit information for the 2019 recruitment , -

1) Candidate can first reach to MAHA POLCE website



2) Candidate will click on on web-link Provided in Police corner.



Web Link - <https://mahapolicerc.mahaitexam.in/>

3) Candidate who have applied for the post Police constable / Prison Sepoy / Bandsman they can click on the menu '**Police constable / Prison Sepoy / Bandsman**' and proceed for further process. Similarly candidate who have applied for the post Police constable (Driver) they can click on '**Police constable (Driver)**' and proceed for further process.

केवळ औरंगाबाद सी.पी., पुणे सी.पी., नवी मुंबई सी.पी., सोलापूर सी.पी., पिंपरी चिंचवड सी.पी., कोल्हापूर रेंज (सांगली ग्रामीण, सातारा ग्रामीण, पुणे ग्रामीण, सोलापूर ग्रामीण), नागपूर रेंज (नागपूर ग्रामीण, भंडारा ग्रामीण, वर्धा ग्रामीण) या साठी

Login Link

Police Constable / Prison Sepoy / Bandsman
Police Constable (Driver)

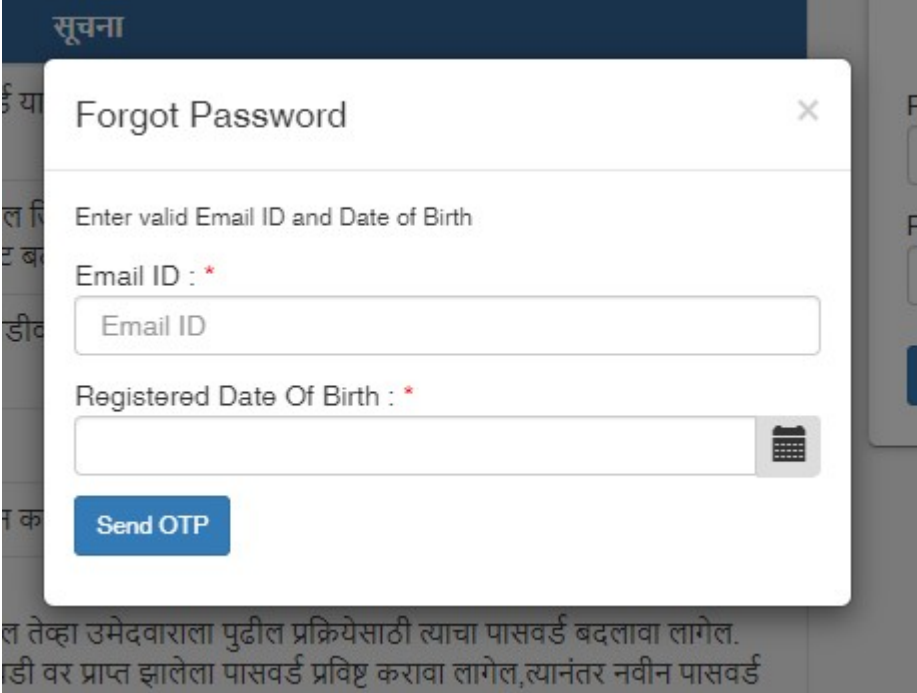
4) To begin with process Candidate have to start from forget password , Candidate can click on the forget password link given log in page.

Login Form

Registration Id :

Password :

5) After clicking on forget password , window will open where Candidate have to enter his/her registered email id and Date of birth and click submit button.



सूचना

Forgot Password

Enter valid Email ID and Date of Birth

Email ID : *

Registered Date Of Birth : *



Send OTP

ल तेव्हा उमेदवाराला पुढील प्रक्रियेसाठी त्याचा पासवर्ड बदलावा लागेल.
डी वर प्राप्त झालेला पासवर्ड प्रविष्ट करावा लागेल, त्यानंतर नवीन पासवर्ड

6) Verification code/OTP will be send to your registered email id, Enter this Verification code/OTP in open window and click submit.

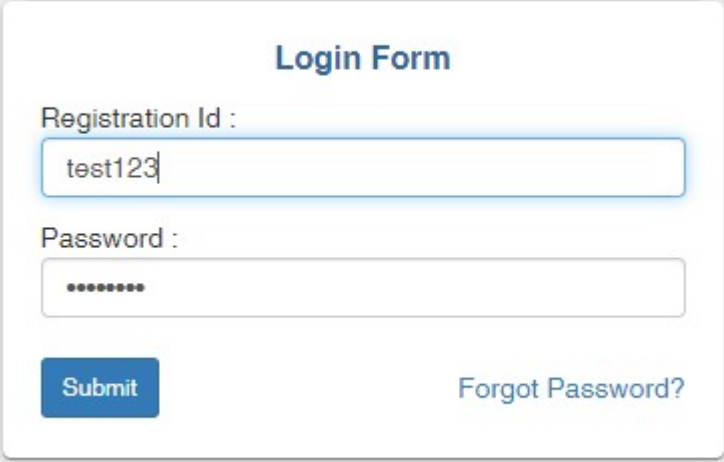


Forget your Password

Enter Verification Code

Submit

7) With received password candidate can login.



Login Form

Registration Id :

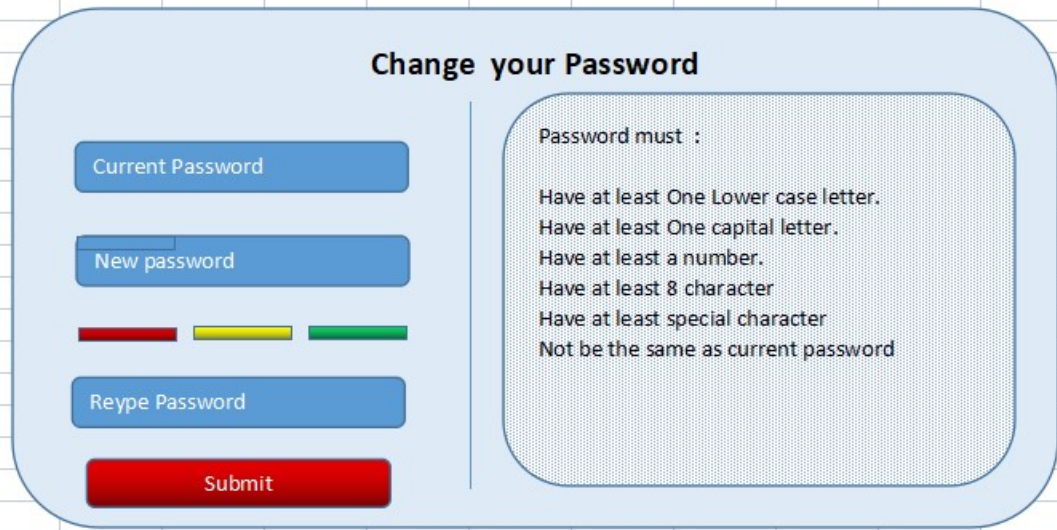
Password :

[Forgot Password?](#)

8) To Change password , -

A) When candidate is logging in for the first time in portal then candidate have to change his/her password for the further process. Window will be open where candidate have to enter the password received on the registered email id ,then type the new password and retype the new password in given window . After that new password will send to registered email id.

B) After log in user can click on profile icon in right hand side top corner and change the password.



Change your Password

Current Password

New password

Reype Password

Password must :

- Have at least One Lower case letter.
- Have at least One capital letter.
- Have at least a number.
- Have at least 8 character
- Have at least special character
- Not be the same as current password

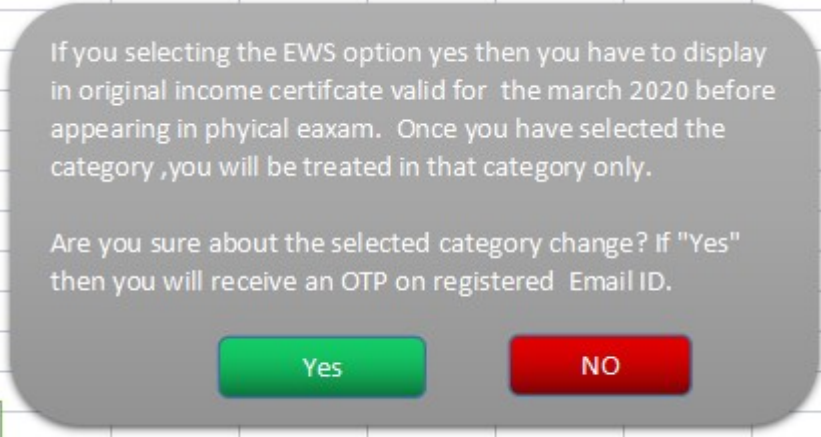
- 9) Important For the candidate who have selected the SEBC option in caste category, -
A) Candidate Category Update Form will open where Candidate can only able to select the Open or EWS option from the given drop-down.



The form is titled "Candidate Category Update Form" and is set against a light blue background. It contains the following fields and elements:

- Registered ID**: A blue input field.
- Candidate Name**: A blue input field.
- DOB**: A blue input field.
- SEBC**: A blue dropdown menu with a downward arrow.
- Category Selection**: A white rounded rectangle containing the options "OPEN" and "EWS" in green text.
- Submit**: A red button at the bottom center.

- B) Read all message in pop up box carefully and click on submit button. After that Verification code/OTP will send to registered email id.



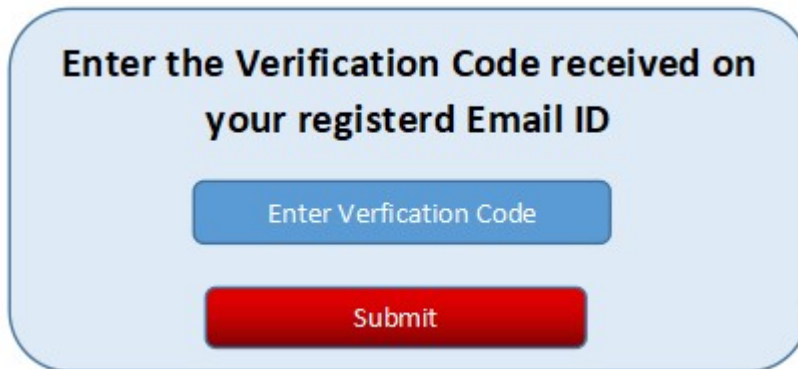
The pop-up box has a grey background and contains the following text and buttons:

If you selecting the EWS option yes then you have to display in original income certificate valid for the march 2020 before appearing in physical exam. Once you have selected the category ,you will be treated in that category only.

Are you sure about the selected category change? If "Yes" then you will receive an OTP on registered Email ID.

At the bottom, there are two buttons: a green "Yes" button and a red "NO" button.

C) Enter the received verification code /OTP ,Read all message in pop up box carefully and click on submit button. Once you have selected the category you will be treated in that category only.

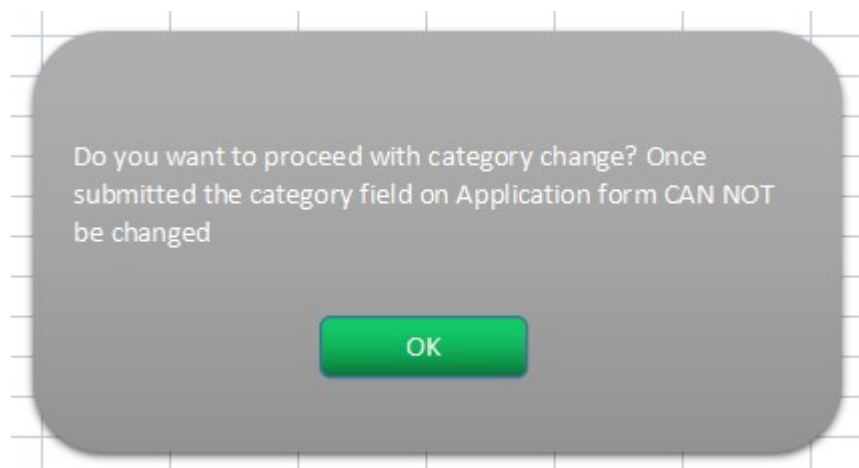


Enter the Verification Code received on your registered Email ID

Enter Verification Code

Submit

D) After Click on 'Submit this Pop up window will come Where candidate will click on OK button.



Do you want to proceed with category change? Once submitted the category field on Application form CAN NOT be changed

OK

10) After all this process candidate can view his/her application form .