



COUNSELLING DOCUMENTATION GUIDE

# Maharashtra NEET UG Documents

Every document a Maharashtra candidate needs — the national papers every applicant must carry, plus the state-quota certificates the CET Cell and DMER demand. What each one is, how to get it, what it costs, and the mistakes that cost a seat.

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**Covers both pools.** As a Maharashtra candidate you are considered for the 85% Maharashtra state quota and the 15% All India Quota. This guide is complete on its own — you do not need any other document to follow it.

## START HERE

# Maharashtra's two real bottlenecks

Your rank gets you the seat. Your paperwork keeps it. At reporting the officer checks **originals**, not photocopies, and there is no second chance the same day. For Maharashtra the trap is rarely the list of documents — it is the **time** two of them take. The state demands a **Caste Validity Certificate** on top of the caste certificate, and that scrutiny can run **three months**. The **domicile certificate** adds another two to three weeks. Start these now, not after results.

### If you do one thing this week

Reserved-category candidates: apply for your **Caste Validity Certificate** today. The District Caste Scrutiny Committee is allowed up to **three months** (and two more in exceptional cases) to decide. Wait for NEET results and it will not be ready when you report — your reservation is rejected and you drop to the Open category for the whole of counselling.

**Urgency key:** **START NOW** long lead time, apply months ahead. **TIME-BOUND** expires each financial year, must be freshly dated. **STANDARD** straightforward, keep originals ready.

### You are in two pools — prepare for both

Maharashtra candidates appear in the 85% state quota (CET Cell / DMER) **and** the 15% All India Quota run by the MCC. The documents below cover both. One difference to note now: for AIQ reservation your OBC certificate must be on the **Central OBC-NCL list in the central format** — a Maharashtra state OBC/SEBC certificate is accepted for the state quota but **rejected** for AIQ. If you plan to use both, get both versions.

## SECTION 1

# Documents every candidate needs

Required for both the Maharashtra quota and AIQ, whatever your category. Carry originals plus 3–4 self-attested photocopies of each.

## NEET UG 2026 Admit Card

STANDARD

National Testing Agency (NTA)

**WHAT IT IS** Proof you sat the exam; carries the roll number and photo used to match you at the verification desk.

**HOW TO GET IT** Download from [neet.nta.nic.in](https://neet.nta.nic.in). A fresh admit card is being issued for the 21 June 2026 re-exam — the 3 May card is void.

**WHAT IT COSTS** Free.

**HOW LONG** Available online once released (expected mid-June 2026).

## NEET UG 2026 Scorecard / Rank Letter

STANDARD

National Testing Agency (NTA)

**WHAT IT IS** Your percentile, marks and All India Rank — the number the whole allotment runs on.

**HOW TO GET IT** Download from [neet.nta.nic.in](https://neet.nta.nic.in) after results (expected July 2026).

**WHAT IT COSTS** Free.

**HOW LONG** Instant once results are declared.

## Class 10 Certificate / Marksheet

STANDARD

Recognised national or state board

**WHAT IT IS** The accepted statutory proof of date of birth — the board certificate, not a municipal birth certificate.

**HOW TO GET IT** You already hold it. If lost, apply to your board for a duplicate well before counselling.

**WHAT IT COSTS** Free if held; duplicate ~Rs.100-500.

**HOW LONG** Instant if held; 2-4 weeks for a board duplicate.

## Class 12 Marksheet + Passing Certificate

STANDARD

Recognised national or state board

**WHAT IT IS** Proof you cleared 10+2 with Physics, Chemistry, Biology/Biotech and English and met the aggregate (50% Open/EWS, 40% SC/ST/OBC, 45% Open-PwBD).

**HOW TO GET IT** You already hold it. Must show individual subject marks.

**WHAT IT COSTS** Free if held.

**HOW LONG** Instant if held.

## Government Photo ID

STANDARD

Aadhaar / PAN / Passport / Voter ID / Driving Licence

- WHAT IT IS** Identity check against the admit card to stop impersonation.
- HOW TO GET IT** Use any valid, unexpired government ID. The name should match across all your documents.
- WHAT IT COSTS** Free if held.
- HOW LONG** Instant if held.

## Passport-size Photographs

STANDARD

Same photo as your NTA registration

- WHAT IT IS** For college records. Must be identical to the photograph uploaded during NEET registration.
- HOW TO GET IT** Print 8–12 colour copies from the exact file you uploaded to NTA.
- WHAT IT COSTS** ~Rs.50–150 at a studio.
- HOW LONG** Same day.

## Medical Fitness Certificate

STANDARD

Registered allopathic practitioner (MBBS or higher)

- WHAT IT IS** Confirms you are fit for clinical training. Some colleges issue it at reporting; others want it in advance.
- HOW TO GET IT** Get it from a registered MBBS doctor, or at the allotted college's own medical board if they insist on theirs.
- WHAT IT COSTS** Free at a government hospital; Rs.200–1,000 privately.
- HOW LONG** Same day.

*Birth certificate: needed only as backup if your Class 10 certificate does not print the exact date of birth.*

### SECTION 2

## Maharashtra residence & nationality

These unlock the 85% state quota. Without a valid Maharashtra domicile you are limited to the AIQ and management-quota routes.

## Maharashtra Domicile Certificate

START NOW

Competent revenue authority via Aaple Sarkar

- WHAT IT IS** The core proof of Maharashtra residence that unlocks the 85% state quota.
- HOW TO GET IT** Apply online at [aaplesarkar.mahaonline.gov.in](http://aaplesarkar.mahaonline.gov.in) (or at a Maha e-Seva Kendra / Tehsil office) with proof of identity, proof of address and a photo. Choose the Age-Nationality-Domicile service.
- WHAT IT COSTS** Around Rs.50 (nominal state fee).
- HOW LONG** About 15 working days under the Right to Service Act; allow up to 30 days in the pre-counselling rush. Apply early.

**Watch out:** The certificate must be in the candidate's own name. A parent's domicile only matters for specific defence or border-area sub-quotas, not general eligibility.

## Nationality Certificate / Proof

STANDARD

District Magistrate, or via passport / school leaving certificate

- WHAT IT IS** Proof of Indian citizenship, asked alongside domicile.
- HOW TO GET IT** Easiest route: a valid Indian passport, or a school leaving certificate stating Indian nationality. Otherwise apply to the District Magistrate.
- WHAT IT COSTS** Free if you use a passport / SLC; nominal fee for a fresh DM certificate.
- HOW LONG** Instant if you hold a passport or SLC; 15-30 days for a fresh certificate.

### SECTION 3

## Reservation documents

Only if you are claiming a reserved seat. Maharashtra splits reservation across SC, ST, VJ(A), NT-B, NT-C, NT-D, SEBC, OBC and EWS, and checks each claim hard. The caste certificate alone is not enough.

## Caste Certificate

STANDARD

Sub-Divisional Officer / competent authority via Aaple Sarkar

- WHAT IT IS** The base proof of your caste / category, issued by Maharashtra authorities.
- HOW TO GET IT** Apply at [aaplesarkar.mahaonline.gov.in](http://aaplesarkar.mahaonline.gov.in) with school records, proof of caste in the family and residence proof.
- WHAT IT COSTS** Nominal state fee (around Rs.50-100).
- HOW LONG** About 30-45 days if you do not already hold one.

**Watch out:** Must be issued by a Maharashtra authority. A caste certificate from another state is not valid for the Maharashtra quota.

## Caste Validity Certificate

START NOW

District Caste Certificate Scrutiny Committee (BARTI)

- WHAT IT IS** Maharashtra's extra layer: official verification that your caste certificate is genuine. Mandatory for any reserved-category seat.
- HOW TO GET IT** Apply online at [castevalidity.mahaonline.gov.in](http://castevalidity.mahaonline.gov.in) / the BARTI CCVIS portal, then submit the printout with supporting originals to your District Scrutiny Committee.
- WHAT IT COSTS** Application is free / nominal; you bear the cost of attested supporting documents.
- HOW LONG** Up to 3 months by law, plus 2 more in exceptional cases. The single longest item on your list.

**Watch out:** No validity certificate at reporting = reservation rejected and you shift to Open for all rounds. Start this before anything else.

## Non-Creamy Layer (NCL) Certificate

TIME-BOUND

Competent authority via Aaple Sarkar / Tehsildar

- WHAT IT IS** Required for OBC, VJ(A), NT-B, NT-C, NT-D and SEBC candidates — proof family income is below Rs.8 lakh.
- HOW TO GET IT** Apply at [aaplesarkar.mahaonline.gov.in](http://aaplesarkar.mahaonline.gov.in) or the Tehsildar's office with income proof for the relevant years.
- WHAT IT COSTS** Nominal state fee.
- HOW LONG** About 15-30 days.

**Watch out:** Must be valid up to 31 March 2026 for this cycle. NCL lasts only one financial year — an older certificate is rejected and the reserved claim collapses.

## EWS Eligibility Certificate

TIME-BOUND

Competent authority via Aaple Sarkar

**WHAT IT IS** For the 10% Economically Weaker Section quota — family income below Rs.8 lakh plus asset limits.

**HOW TO GET IT** Apply at [aaplesarkar.mahaonline.gov.in](http://aaplesarkar.mahaonline.gov.in) in the prescribed format for financial year 2025–26.

**WHAT IT COSTS** Nominal state fee.

**HOW LONG** About 15–30 days.

**Watch out:** Expires with the financial year, exactly like NCL. It must be freshly dated for the current year.

## Income Certificate

TIME-BOUND

Tehsildar via Aaple Sarkar

**WHAT IT IS** Needed for fee concessions and the Tuition Fee Waiver Scheme (TFWS), not for the seat itself.

**HOW TO GET IT** Apply at [aaplesarkar.mahaonline.gov.in](http://aaplesarkar.mahaonline.gov.in) with salary / income proof.

**WHAT IT COSTS** Nominal state fee.

**HOW LONG** About 15 working days.

**Watch out:** TFWS has its own income ceiling separate from EWS — check the current limit in the 2026 brochure.

### SECTION 4

## Special & regional sub-quotas

Only if you are claiming one of these. Each needs its own specific proof beyond the documents above.

## Defence Quota (D1 / D2 / D3)

STANDARD

Ex-servicemen / serving records + parent's Maharashtra domicile

**WHAT IT IS** Priority allocation for children of defence personnel, graded D1 to D3 by the parent's service status.

**HOW TO GET IT** Assemble the ex-servicemen or serving-service certificate and the parent's Maharashtra domicile, matched to the exact sub-clause you are claiming.

**WHAT IT COSTS** Free (service-issued).

**HOW LONG** Varies; request service records early.

**Watch out:** The D1/D2/D3 sub-clause must match the parent's exact status. A mismatch downgrades or voids the claim.

## MKB / Hilly Area / Orphan Certificates

STANDARD

Designated state authorities

**WHAT IT IS** Horizontal reservations: Maharashtra-Karnataka Border (MKB) area, Hilly Area (HA), and the orphan quota.

**HOW TO GET IT** MKB: disputed-area and mother-tongue certificate plus parent domicile. Hilly Area: local schooling and residence proof. Orphan: Women and Child Welfare Department certificate.

**WHAT IT COSTS** Nominal.

**HOW LONG** Varies; start as early as the reserved-category items.

**Watch out:** These follow the seat-matrix rules of the year — confirm the eligibility wording in the 2026 brochure before relying on them.

## PwBD Certificate

START NOW

State brochure authority (state quota) / MCC centre (AIQ)

**WHAT IT IS** For the Persons with Benchmark Disability horizontal quota.

**HOW TO GET IT** For the state quota, follow the approved assessment route in the Maharashtra brochure with a valid UDID card. For the AIQ pool you need a separate certificate from one of the MCC's roughly 16 designated disability centres — the two are not interchangeable.

**WHAT IT COSTS** Free at a government facility.

**HOW LONG** Apply early; slots are limited and the AIQ PwBD portal opens for a short window each round.

**Watch out:** A state PwBD certificate does not cover your AIQ PwBD claim, and vice versa. If you want both pools, arrange both.

### The Maharashtra timing map

- **Three months out:** Caste Validity Certificate (the long pole). Start it the day you decide you are claiming a reserved seat.
- **One month out:** Domicile, NCL, EWS and Income certificates — all roughly 15–30 days on Aaple Sarkar.
- **Freshly dated:** NCL and EWS must be valid into the current financial year (up to 31 March 2026).
- **Maharashtra-issued only:** caste and category certificates from another state do not work for the state quota; AIQ needs central-list versions.
- **Originals rule:** photocopies, DigiLocker screens and "it's coming by post" do not pass physical verification.

**About this guide.** Prepared by Neet2Seat. Rules, fees and timelines verified against official sources as of 7 June 2026, using the 2025 counselling cycle as the baseline because the 2026 MCC and state information bulletins were not yet published when this was written. The 3 May 2026 NEET UG exam was cancelled; the re-exam is on 21 June 2026 with results expected in July, so every counselling date below will move accordingly. Fee figures are from 2025 bulletins and can change. Cross-check the exact Proforma, fee and signing authority against the official 2026 brochure before you get any certificate made. This is information, not legal advice.