

**State Election Commission  
- Maharashtra**

**User**

**Manual For  
Prospective Candidates of  
Municipal Corporation**

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**2017**

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# Manual for Candidate to Fill Nomination Form

## 1. INTRODUCTION

This training document intends to guide the Candidates in Filling the Nomination Form Online. The various orders and directions of SEC Maharashtra are intact. The main objective of this process is to enable capture data of candidates and make them available to the voters.

Steps to fill nomination form are as below:-

- A. Candidate Registration
- B. Login Page
- C. Filling Nomination Form
- D. Note down the Registration Number Generation
- E. Take the print out of the Nomination form

## 2. Introduction of SYSTEM

Candidate to go on below URL to get Nomination Form.

Website URL: -

<https://panchayatelection.maharashtra.gov.in>

Sr.no.	Menu Name	Navigation	Description
1.	Create Candidate Registration for Municipal Corporation	a. Home Page	Register on website so that the candidate can go further to fill in Nomination Form. Candidate has to put his user name and password.
2.	Login	a. Home Page	After registering candidate has to login with the created User id and Password.
3.	Nomination Form	a. Transaction → Nomination Form	Candidate can fill Nomination by clicking Nomination Form menu.
4.	Form Registration Number	a. Click Submit button	Once Form filled, candidate to click submit button. It will generate a Registration Number. Candidate to note this number as it will be always required for future communication.
5.	Nomination Download & Print	a. Report → Nomination Print	Once the nomination form has been filled by candidate, candidate can take its pdf download and print from report section.

## 3. Process to Fill the Nomination Form

### 3.1. Create Candidate Registration for Municipal Corporation

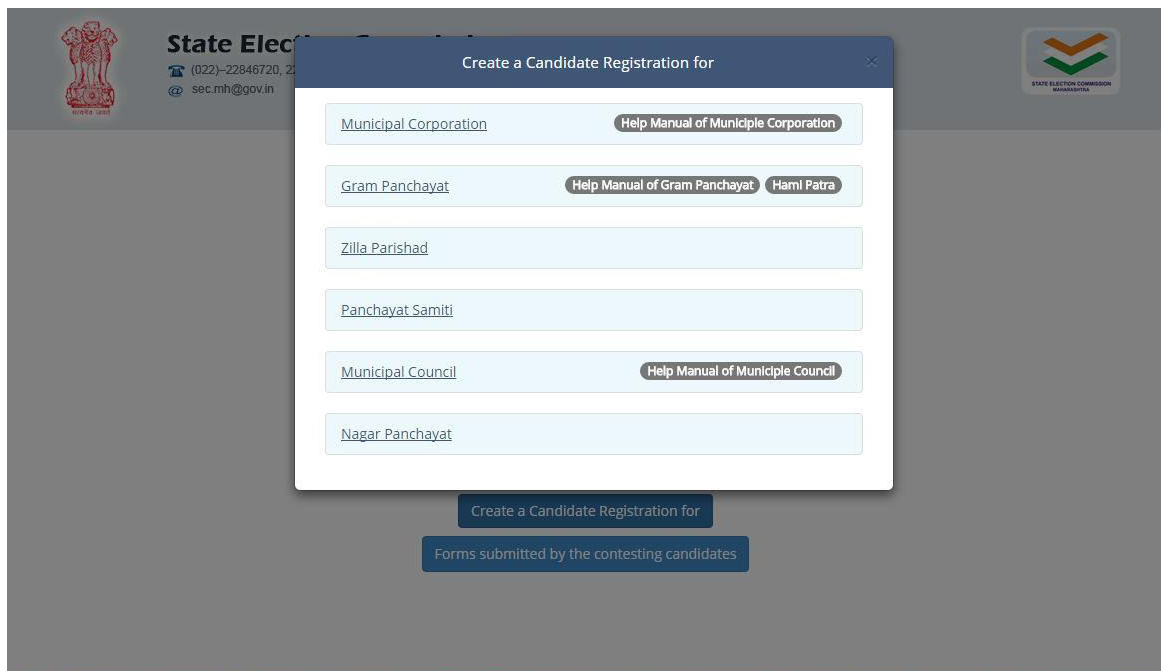
#### 3.1.1. Introduction

Candidate can use this page to register him/her self to fill the nomination form. Candidate can use his/her desired user ID and Password. Registration page is available in 'English' and 'Marathi' language.

#### 3.1.2. List of Processes

Candidate have to follow the below process for registering him/her self.

- Click on URL :- <https://panchayatelection.maharashtra.gov.in>



On the above page, please select 'Municipal Corporation'. This will open the 'Candidate Registration for Municipal Corporation' page as below.

## Manual for Candidate to Fill Nomination Form

### a. Candidate Registration For Municipal Corporation

CANDIDATE REGISTRATION FORM FOR MUNICIPAL CORPORATION English ▼

Mandatory fields are marked with an asterisk [ \* ]

\* Candidate Name

\* Mobile Number  Email ID

Search Election Program

\* Election Program

Year of Election  ElectionType

\* Local Body

Start Date  End Date

\* Division Name  \* District Name

\* Ward Number

\* Ward Name

\* Reservation Category

\* Enter Your User Name

\* Enter Your Password  \* Confirm Your Password

\* Enter Captcha

I Agree

Submit

On this page, proceed as follows.

1. Fill your name, Father's/Husband name and Surname.
2. Enter your personal mobile number and valid email id.
3. Select the Division Name and then accordingly select District and Municipal Corporation. You have not to type here.
4. Select your ward number and system will auto display the Ward Name and Reservation Category. Please confirm that you have selected proper ward
5. Choose user name and password of our choice and enter. Please ensure to note down the User Name and Password for your future use.
6. Checks the information filled by you and tick the button 'I Agree'.
7. Enter Verification Code. Take care to use proper uppercase, Lowercase and numerical as per code.
8. Enter 'Submit' button.

Your registration is complete when 'Information Saved Successfully' message is displayed.

**Note: - This registration will enable you to fill four nomination forms for the same selected ward. If you intend to contest from another ward, make a new registration for the same.**

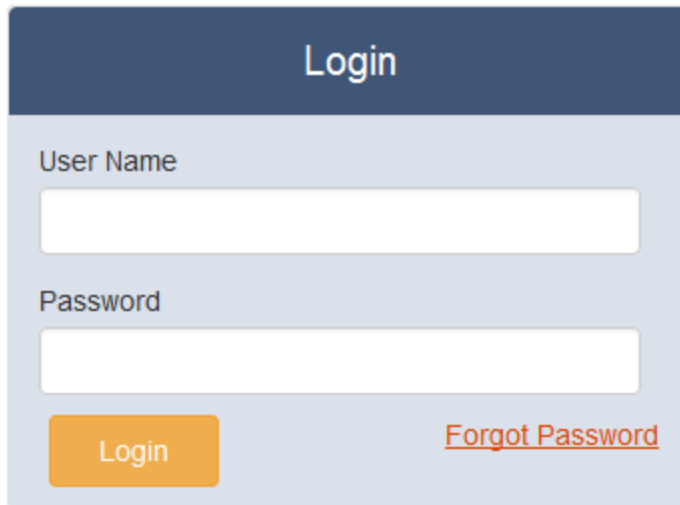
## 3.2. Login

### 3.2.1. Introduction

This page is prerequisite for filling of Nomination form where candidate can enter login credential (Generated through registration page).

### 3.2.2. List of Processes

Candidate has to enter 'User Name' and 'Password' and click on 'Login' button for filling the nomination form.



The image shows a login form with a dark blue header containing the word "Login". Below the header, there are two input fields: "User Name" and "Password". At the bottom left, there is an orange "Login" button. At the bottom right, there is a red text link that says "Forgot Password".

### 3.3. Nomination Form

#### 3.3.1. Introduction

Facility is provided where candidate can fill Nomination Form in 'English' and 'Marathi' language. System will provide Registration number for filling of Nomination form, same should be note down by the Candidate it will be required in further process of election.

#### 3.3.2. List of Processes

Candidate have to follow the below process for filling Nomination form.

#### **Require at Nomination form:-**

- Candidate has to read the instruction and after reading the instruction, click on check box of 'Read and Understood' which will redirect to nomination form.
- Click on Nomination menu, fill the Nomination form and generate registration number.

## नामनिर्देशनपत्र भरण्याकरिता सूचना

### नामनिर्देशनपत्र भरण्याकरिता सूचना

- नामनिर्देशनपत्रातील कोणत्याही रकान्यातील माहिती निरंक ठेवू नये. निरंक असल्यास तसे स्पष्ट नमूद करावे. नामनिर्देशनपत्रासोबतच्या शपथपत्रामधील कोणत्याही रकान्यातील माहिती न भरल्यास अथवा रिक्त ठेवल्यास राज्य निवडणूक आयोगाच्या क्रमांक-रानिआ/नप-२०१५/प्र.क्र.५/का-६, दिनांक २७/३/२०१५ अनुसार नामनिर्देशनपत्र नाकरण्यास पात्र होऊ शकते.
- ज्या प्रभागातून निवडणूक लढवावयाची आहे त्या प्रभागाचा क्रमांक व जागा क्रमांक स्पष्टपणे नमूद करणे आवश्यक आहे.
- उमेदवार, प्रस्तावक व अनुमोदक यांचे नाव ज्या प्रभागाच्या मतदार यादीमध्ये आहे त्या प्रभागाचा अनुक्रमांक व मतदार यादीचा भाग क्रमांक व अनुक्रमांक नमूद करणे आवश्यक आहे.
- सर्व उमेदवारांनी, मग तो अपक्ष उमेदवार असो अथवा पक्षाचा पुरस्कृत उमेदवार असो, तीन चिन्हांची निवड करणे आवश्यक आहे.
- जंगम व स्थावर मालमत्तेचा तपशील देताना प्रत्येक बाबीचा तपशील स्वतंत्रपणे द्यावा.
- महाराष्ट्र महानगरपालिका अधिनियम, १९४९ च्या कलम १६ मधील तरतुदींचे वाचन करण्यात यावे.

### नामनिर्देशनपत्रासोबत जोडावयाची कागदपत्रे :-

- उमेदवार राखीव जागेवरून निवडणूक लढवित असल्यास-
  - अनुसूचित जाती, अनुसूचित जमाती किंवा यथास्थिती नागरिकांचा मागासवर्ग यांच्याकरीता राखीव असलेल्या जागेसाठी निवडणूक लढविणा-या व्यक्तीने नामनिर्देशनपत्रासोबत महाराष्ट्र अनुसूचित जाती, अनुसूचित जमाती, विमुक्त जाती, भटक्या जमाती, इतर मागासवर्ग व विशेष मागासप्रवर्ग (जातीचे प्रमाणपत्र देण्याचे व त्याच्या पडताळणीचे विनियमन) अधिनियम, 2000 च्या तरतुदींना अनुसरून सक्षम प्राधिकाऱ्याने दिलेले जातीचे प्रमाणपत्र व पडताळणी समितीने दिलेले वैधता प्रमाणपत्र यांची सत्यप्रत सोबत जोडावी.

( वरील मजकूर मी वाचला असून मला ते मान्य आहे. )

to display the Nomination form unless and until 'Read and Understood' check box and 'OK' button is not clicked.

# Manual for Candidate to Fill Nomination Form

Once the candidate has clicked on 'Read and Understood', system redirect to Nomination form which will be

**Local Body Details**

Election Programme	new affidavit check with out seat		
Election Year	2017	Election Type	General Election
Local Body	Mumbai corporation		
Region	Konkan	District	Mumbai City
Ward Number	1	Ward Name	ward 1
Reservation Category	GEN		

**Candidate Details**

UID No.

If the conversion in marathi name is not proper, select marathi name and click to get predictions.

Candidate Name	Surname	First Name	Father's/Husband's Name	
Candidate Name (Marathi)	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Candidate Mobile No.	<input type="text"/>	Candidate Email	<input type="text"/>	
Gender	Select	Date Of Birth	<input type="text"/>	
Age	<input type="text"/>	Occupation/Business	Select	
Address	<input type="text"/>		PIN code	<input type="text"/>
Main Category	Select	Caste	<input type="text"/>	
Whether Women Reserved Seat	<input type="radio"/> Yes <input checked="" type="radio"/> No			
Candidature	<input type="radio"/> Party <input type="radio"/> Independent			
Candidate's Ward no. in Voter's List	<input type="text"/>	Serial no. of Candidate in the Ward Voter List	<input type="text"/>	
Name of Proposer	Surname	First Name	Father's/Husband's Name	
Proposer's Ward Number of Voter List	<input type="text"/>	Serial Number of Proposer's in the Ward Voter List	<input type="text"/>	
Name of Seconder	Surname	First Name	Father's/Husband's Name	
Seconder's Ward Number of Voter List	<input type="text"/>	Serial Number of Seconder's in the Ward Voter List	<input type="text"/>	

**Declaration**

I Declare that

I Signify My Willingness to Serve as Councillor if Elected	<input type="radio"/> Yes <input checked="" type="radio"/> No
I am aged 21 years and above:	<input type="radio"/> Yes <input checked="" type="radio"/> No
I am eligible for contesting Election	<input type="radio"/> Yes <input checked="" type="radio"/> No
I am not a contractor of Municipal Corporation	<input type="radio"/> Yes <input checked="" type="radio"/> No
I am not a defaulter of Municipal Corporation	<input type="radio"/> Yes <input checked="" type="radio"/> No

**If Reserve seat candidate**

I Belongs to Reserve Category Recognised in Maharashtra

SC  ST  BCC  GEN

Enter Captcha



Note: - Nomination form is available in English and Marathi.

## Manual for Candidate to Fill Nomination Form

The Division, District, Taluka, Municipal Corporation name, Ward number and Ward name selected by you will be auto displayed.

1. Enter the UID (Aadhar Card Number). However this is optional and not entering UID card will not make your Nomination form invalid.
2. Enter your Surname, First Name and Father/Husband's name. The system will automatically generate the Marathi name. If you feel the Marathi spelling is not proper then select that Marathi text and click on it to get predictions. You can select proper spelling of name from these predictions.
3. Enter your personal details as asked in the forms. Ensure you should select correct date to reflect right age. If right age is not reflected check and enter your birth date again.
4. Select you Category and Caste.
5. Select whether you are party candidate or independent candidate. If you are party candidate, select the type of your party i.e. National Party, State Party, Other State Party, Registered Party and Aghadi/Front. Later select name of your party. After that symbol if already allotted to party will be displayed. Select rest free symbol. If you are independent candidate you have to select three free symbols of your choice,
6. If you are party candidate or independent candidate you have to fill details of proposer and seconder with voter list ward number and serial number. Ensure that the proposer and seconder are from the same ward where the candidate intends to contest from same ward.
7. Tick the necessary information in Declaration section. If you do not choose the system will automatically choose as 'No' option for each declaration.
8. Select you reservation category in declaration.
9. Enter Captcha. Take care to use proper uppercase, Lowercase and numerical as per code.
10. Check all the information and then Save it.

After clicking 'Save' button system will display the message regarding your Nomination Registration Number. Please keep it safely as it will be required in next stage of election process.

Maximum four nomination forms can be filled through the same login credential for the same Ward.

## 3.4. Nomination Print

### 3.4.1. Introduction

Once above all the processed (3.1, 3.2 and 3.3) are performed candidate can download Nomination report.

### 3.4.2. List of Processes

Candidate have to follow the below process for filling Nomination form.



State Election Commission

(022)-22846720, 22045075 (022)-22846719, 22046909, 22846720  
sec.mh@gov.in

STATE ELECTION COMMISSION  
MAHARASHTRA

Print Nomination Form

Registration No.	Name	Download
MP40-517-00040	Darshil Girish Gandhi	<a href="#">Download</a>

#### **Require at time of downloading print of Nomination form:-**

1. Navigate to 'Nomination Print' menu and click on 'Download' button, system starts downloading the Nomination form.
2. Also facility is provided where candidate can view the Nomination Form which he/she has filled.
3. Candidate has to print the Nomination Form on A4 size paper. If candidate does not have facility of printing, he can use the facility of help desk.
4. Candidate has to procure the signature of proposer/s.
  5. Candidate has to attach copy of annexure with this printed Nomination form.
6. Candidate has to sign the form and submit to R.O. within prescribed time.

**END**