

**State Election Commission -  
Maharashtra**

**User Manual**

**For  
Prospective Candidates of Municipal  
Council**

**Document Version: - 1.1**

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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 Council	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 Council

##### 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>

The screenshot displays the State Election Commission Maharashtra website. A modal window titled "Create a Candidate Registration for" is open, showing a list of local government bodies. The "Municipal Council" option is highlighted with a red box. Below the modal, there is a button labeled "Create a Candidate Registration for" and a status bar indicating "Forms submitted by the contesting candidates".


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

## Manual for Candidate to Fill Nomination Form

### a. Candidate Registration For Municipal Council (Marathi)



**State Election Commission**  
(022)-22846720, 22045075 (022)-22846719, 22046909, 22846720  
sec.mh@gov.in



नगर परिषद निवडणुकीकरिता उमेदवाराचा नोंदणी नमुना मराठी

Mandatory fields are marked with an asterisk [ \* ]

सार्वत्रिक निवडणूक  पोट निवडणूक

निवडणुकीचे वर्ष

\* उमेदवाराचे नाव

\* भ्रमणधनी क्रमांक

\* विभागाचे नाव  \* जिल्ह्याचे नाव

\* तालुक्याचे नाव

\* नगर परिषदेचे नाव  \* प्रभाग क्रमांक

\* प्रभागाचे नाव  \* आरक्षण वर्गवारी

\* वापरकर्त्याचे नाव नमूद करावे

\* संकेतांक नमूद करावा

मी सहमत

\* चित्रांकित कोड लिहा

Info

उमेदवारास हा लॉगिन आयडी वापरून एका प्रभागात कमाल चार नामनिर्देशनपत्रे भरता येईल.  
उमेदवारास अन्य प्रभागात नामनिर्देशनपत्र दाखल करावयाचे असल्यास नवीन लॉगिन आयडी तयार करावा लागेल.

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, Taluka and Municipal Council. 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.**

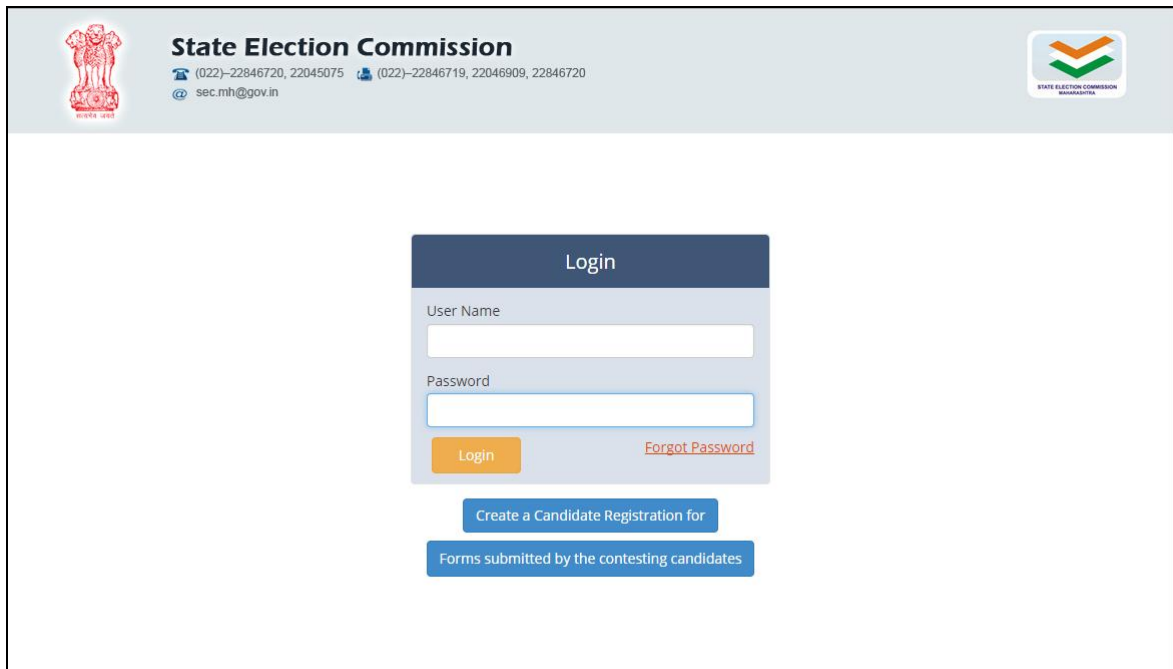
## 3.2. Login

### 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 screenshot displays the login interface for the State Election Commission of Maharashtra. At the top left is the State Emblem of India. The header includes the text "State Election Commission" and contact information: phone numbers (022)-22846720, 22045075 and (022)-22846719, 22046909, 22846720, and email sec.mh@gov.in. On the top right is the State Election Commission Maharashtra logo. The main content area features a "Login" form with fields for "User Name" and "Password", a "Login" button, and a "Forgot Password" link. Below the form are two buttons: "Create a Candidate Registration for" and "Forms submitted by the contesting candidates".

### 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.

### नगर परिषद / नगर पंचायत निवडणूक

#### नामनिर्देशनपत्र/ शपथपत्र /पक्षाचे जोडपत्र भरण्याकरिता सूचना

- ▶ ज्या प्रभागातून निवडणूक लढवावयाची आहे त्या प्रभागाचा क्रमांक व जागा क्रमांक स्पष्टपणे नमूद करणे आवश्यक आहे.
- ▶ उमेदवार व प्रस्तावक 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.
- ▶ बंधपत्रे / कर्जरोखे/भाग यांचे मूल्य सूचीतील कंपन्यांच्या बाबतीत शेअर बाजारामधील सध्याच्या बाजारभाव मूल्यानुसार व सूचीबाह्य कंपन्यांच्या बाबतीत पुस्तकी मूल्यानुसार देण्यात यावे.
- ▶ जंगम व स्थावर मालमत्तेचा तपशील देताना प्रत्येक बाबीचा तपशील स्वतंत्रपणे द्यावा.
- ▶ अवलंबित म्हणजे उमेदवाराच्या मिळकतीवर सारतः अवलंबून असलेली व्यक्ती.
- ▶ नामनिर्देशनपत्रासोबतच्या शपथपत्रामधील कोणत्याही रकान्यातील माहिती न भरल्यास अथवा रिक्त ठेवल्यास राज्य निवडणूक आयोगाच्या क्रमांक- रानिआ/नप-२०१५/प्र.क्र.५/का-६, दि.२७/०३/२०१५ अनुसार नामनिर्देशनपत्र नाकरण्यास पात्र होऊ शकते. लागू नसलेल्या अथवा निरंक माहिती असलेल्या रकान्यांमध्ये तसे स्पष्ट नमूद करणे आवश्यक आहे.
- ▶ पक्षाचा उमेदवार जाहीर करण्याबाबतच्या जोडपत्र-१ वर पक्षाचे अध्यक्ष, सचिव अथवा अशी सूचना पाठविण्यास अधिकृत केलेल्या पक्षाच्या अन्य पदाधिकाऱ्यांची शाईने अथवा बॉलपॉईंट पेनने स्वाक्षरी केलेली असावी.
- ▶ पक्षाचा उमेदवार जाहीर करण्याबाबतच्या जोडपत्र-२ वर पक्षाचे अध्यक्ष, सचिव अथवा अशी सूचना पाठविण्यास प्राधिकृत केलेल्या पक्षाच्या अन्य पदाधिकाऱ्यांची शाईने अथवा बॉलपॉईंट पेनने स्वाक्षरी केलेली असावी. तसेच सदर सूचनापत्र नामनिर्देशनपत्रे दाखल करण्याच्या शेवटच्या दिवशी दुपारी ३.०० वाजेपर्यंत निवडणूक निर्णय अधिकारी यांचेकडे पोहोचविणे आवश्यक आहे.

Read and Understood

#### Note:-

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

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

The screenshot shows the 'NOMINATION FORM FOR MUNICIPAL COUNCIL' interface. At the top, it features the State Election Commission logo and contact information. The form is divided into several sections:

- Local Body Details:** Includes dropdown menus for Year (2015), Region, District, Municipal Council Name, and Ward Number. It also has radio buttons for General / Bye Election (General selected) and a dropdown for Taluka.
- Candidate Details:** Includes fields for Candidate Name (Surname, First Name, Father's/Husband's Name), Gender, Date of Birth, Age, Address, Occupation/Business, PIN code, Main Category, and Caste. There are radio buttons for Candidature (Party, Independent).
- Declaration:** A section with five statements and Yes/No radio buttons:
  - I Signify My Willingness to Serve as Councillor if Elected
  - I am aged 21 years and above:
  - I am eligible for contesting Election
  - I am not a contractor to the Local Body
  - I am not a defaulter to the Local Body
- If Reserve seat candidate:** Radio buttons for SC, ST, BCC, and GEN.

At the bottom, there is a Captcha field with the text 'hy5xhQ' and 'Enter Captcha', along with 'Save' and 'Reset' buttons. The footer contains copyright information and the 'MahaOnline' logo.

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



## Manual for Candidate to Fill Nomination Form

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The Division, District, Taluka, Municipal Council 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 proposers with voter list ward number and serial number. Ensure that the proposers 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**  
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sec.mh@gov.in



Print Nomination Form

Registration No.	Name	Download
NP6-517-4168-00006	Darshil Girish Gandhi	<a href="#">Download</a>
NP11-517-4168-00011	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 forma and submit to R.O. within prescribed time.

**END**