Admission to Professional Degree Courses, Kerala (KEAM 2017)

HOW TO APPLY ?

Pre-requisites for applying online

Prospectus

Download and read the prospectus of KEAM 2017 before applying for KEAM. The applicant should read carefully the instructions and be aware of various Clauses of KEAM prospectus.

Images to be ready for upload

- Jpeg format of candidate's recent Photograph
- Jpeg format of candidate's Signature
- Jpeg format of candidate's Left hand Thumb Impression.

See the 'Guidelines for Upload Images' for detailed instructions and specifications.

Email ID and Mobile Number

Candidate should possess a valid email id. Keep this email id live and secure till the end of the admission process of KEAM 2017. If the candidate does not have an email id, a new email id must be created before applying online. Candidate should not provide the email id of others, under any circumstances. Candidates should provide their own mobile number or parent's mobile number at the time of online application. All important communication regarding the KEAM will be sent to the registered Mobile Number.

Certificates

The following certificates will be useful to fill the name, date of birth, address of the candidate and income and communal reservation details.

(a) Birth Certificate / SSLC /Passport

This will help for entering Name, Date of Birth and address of the candidate accurately. If the place of birth is mentioned in the above certificate, the copy of same may be attached as a proof of nativity and date of birth, along with the printout of application.

(b) Income Certificate

Income certificate from the concerned Village Officer may be obtained, if needed, before filling up the application which helps to fill up the income details in the online application. The income provided will be considered for any fee concession/scholarship/other benefit that may be announced later. Original copy should be submitted along with the printout of application.

(c) Non-Creamy Layer Certificate/Community Certificate, if any for Category claim

If you have any claim for communal reservation, obtain a Non-Creamy Layer Certificate for SEBC/OEC claim or a Community Certificate for SC/ST reservation from the Village Officer/Tahasildar, concerned. The name of caste should be entered as in the certificate. Original copy should be submitted along with the printout of application.

(d) Certificate for Special Reservation, if any

If you claim any special reservation, original certificate is required to be submitted along with the printout of application. So prior to filling up the relevant column in special reservation category, candidate should procure the certificate.

Computer System

The computer system used for applying online should have the following facilities:

Internet : Should have an internet connection.

Browser : Should have a browser. Recommended browsers are Mozilla Firefox and Google Chrome.

PDF Reader : Should have a PDF reader like, Adobe PDF reader or Foxit Reader.

Printer : The printout of application should be taken in Laser printer/Deskjet Printer in A4 size white paper.

Application Fee

Candidate should pay the application fee in any one of the following mode:

- Online Payment using Debit Card / Credit Card / Internet banking.
- Payment at all Head and Sub *Post Offices* in Kerala state by using e-Challan generated during online submission of application.
- Payment at any of the *selected State Bank of Travancore* (SBT) branches by using e-Challan.

Six Steps for Application

Step 1 : **Registration**

Step 2 : **Upload Images**

Step 3 : **Fill Application**

Step 4 : **Pay Application Fee**

Step 5 : **Print Application**

Step 6 : **Send Application and Supporting proof to CEE**

The address of website for applying online for KEAM is **www.cee.kerala.gov.in** and the link is **KEAM 2017---Online Application**. There are 6 easy steps to submit the application. Candidates should complete all steps before the last date of submission of application, which is notified in the website.

Step 1 : Registration

The first step for applying KEAM is Registration. Click on **'Registration'** link available in the main page which is shown above. A declaration page appeared on next page.

Before Proceeding for Registration:

- Applicant should read and be aware of various Clauses mentioned in the Prospectus.
- Applicant should possess an email ID and Mobile number.
- Scanned copy of Photograph, Signature and Left Thumb impression are also to be obtained in digital format conforming to with the specifications mentioned in 'Guidelines for Upload Images'.
- Must have necessary certificates to fill the application precisely.

After accept the declaration by put the tick mark against each declaration, Click **'Proceed for Registration'**.

![Registration form screenshot]

Registration

1. Name of Applicant *	DEVIKA K S
2. Date of Birth *	31 / DEC / 2000
3. Email ID *	devikaks888@gmail.com
4.Confirm Email ID *	devikaks888@gmail.com
5. Mobile Phone Number *	6822441166
6. Choose your Password *	••••••••
7. Re-type Password *	••••••••
8. Type the code *	111111 Type the digits shown right side.

Register

How to Register

Note:- Name, DOB, Email ID and Mobile number cannot be changed later.

1. Name of Applicant :

Give Name of Applicant as in the SSLC or other relevant certificate. But the name should not be started with the initial. (Correct examples are DEVIKA K S or ATHUL G NAIR) Do not put a dot(.) between initials and name. Instead, provide a blank space. Remember, the name cannot be edited in later steps.

2. Date of Birth :

Select Day, Month and Year of birth as in the Xth certificate/birth certificate. Age proof must be attached along with printout of the application. Applicants should have completed 17 years of age as on the 31st December of this year. There is no upper age limit.

3. Email ID :

Provide your personal valid Email ID. Keep this email id live and secure till the end of the admission process of KEAM. If you do not have an email id, a new email id may be created before applying online. Candidate should NOT provide the Email ID of others, such as internet cafe, Akshaya centres, etc. under any circumstances. If the candidates forget their password or key number, they can reset the password or regain the key number. Such information will be send to the email ID that is provided during registration. Remember, email ID cannot be changed at any of the later stages.

You should ensure that email ID and mobile number are entered correctly. Otherwise you won't receive important messages and reminders from CEE. On request, password and login credential are also sent to the registered email.

4. Confirm Email ID :

Same Email ID as provided above should be entered here. This will ensure the correctness of Email ID.

5. Mobile Phone Number :

Give a 10 digit Indian mobile number of you or your parent/guardian. The number should not be prefixed with country code or zero. The mobile number provided by you facilitates the CEE office to communicate any special information through messages or by calling.

Important! Messages, reminders and information regarding KEAM will be sent to your mobile by messages.

6. Password :

Preferably a strong password is recommended. It ensures safe online activities. The requirements of a strong password are:

- should have minimum of 8 characters
- should contain at least one alphabet [a to z or A to Z]
- should contain at least one number [0 to 9]
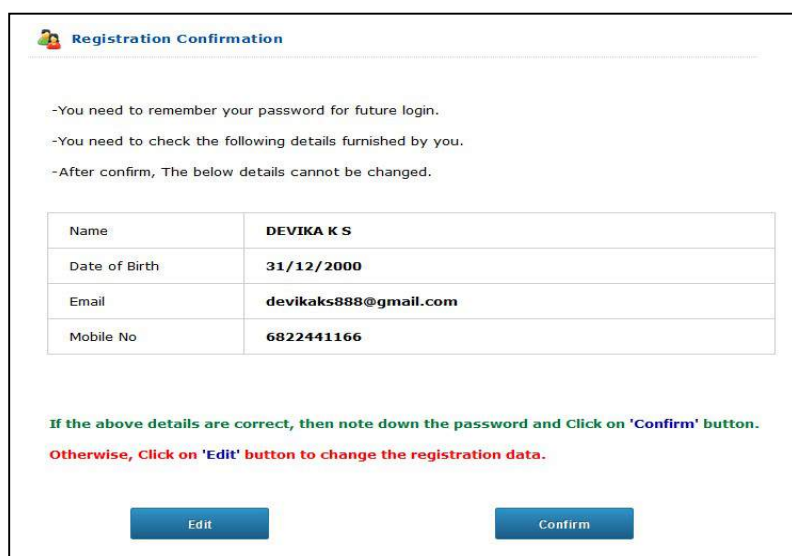- should contain at least one symbol [! @ # $ % ^ & *]

> Don't disclose password to others. Remember the password till the end of allotment process of KEAM for further login. Password is case sensitive.

7. Re-type password :

Repeat the same password entered by you in the above field.

8. Type the code :

You will see a special string of characters displayed on the screen. These characters are called captcha. Type the letters exactly as shown in the box. After entering the necessary fields correctly, press **'Register'**. If you have successfully completed the registration process, a **'Confirmation of Registration'** page will be displayed. If the applicant is sure that the information provided are correct, press **'Confirm'** button.
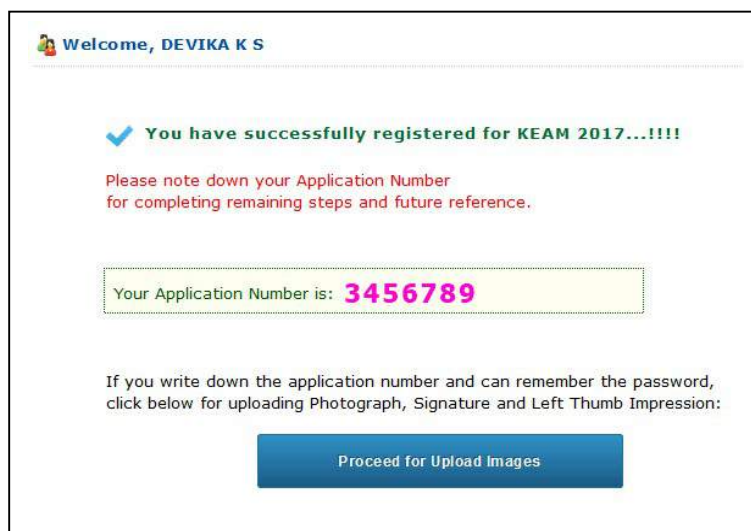
If any mistakes are found, press **'Edit'** for correcting the data. Candidate will get a system generated Application Number. **Write down the Application number and remember the password** for future logins, to view results of examinations, to exercise option registration, to get allotment memo etc. Click **'Proceed for Upload Images'** for completing the steps 2 : Upload Images.

Step 1 : Upload Images

Guidelines for Upload Images

The first step for filling up application is to upload scanned images of photograph, signature and left hand thumb impression of candidate.

Photograph of Candidate:

For applying online, the candidate must have a scanned/digital image of photograph.
The Specification of photograph image should be as follows (to be strictly followed):

- Photograph must be in colour with a light colour background, white is preferable.
  It must be taken in a professional studio. Photo taken by mobile phone/tab is not accepted.
- Photograph should be in passport size format. Front view of full face and shoulder portion of candidate is to be seen clearly in the photograph.
- The face of the candidate should be straight and at the centre.
- Photo, wearing caps and dark glasses will be rejected.
- Scanned image file should be in **jpg format** (Jpeg).
- Dimensions of the photograph should be **150 pixels width** and **200 pixels height.**
- Image file should be **between 10 kb and 30 kb** file size.
- Candidate's name and date of photo taken should be printed at the bottom portion of the photograph with black letter and white background.

- If the face in the photograph is not clear, your application is liable to be rejected.
- Keep a printed copy of uploaded photograph in your custody for affixing in the printout of application.
- The uploaded photo and photo affixed on the printout of application should be identical. Otherwise application is likely to be rejected

200 Pixel
← 150 Pixel →

Very Important :

1. If the face in the photograph is not clear or the image is not as per the above guideline, your application is liable to be rejected.

2. A printed copy of the uploaded photo should be affixed on the specified place in the printout of the application and get it duly attested by a gazetted officer/head of institution where the candidate has last studied.

3. The uploaded photo and photo affixed on the printout of application should be identical. Otherwise application is likely to be rejected.

Acceptable format of Sample Photograph

In future, your Admit Card, Data Sheet and Allotment Memo will be printed with the same photograph you have submitted at this stage. Moreover, in examination hall, the Invigilator has to verify the same photograph for identifying the candidate. So strictly follow the specifications and guidelines for the photo to be uploaded.

Signature of Candidate

- On a plain white sheet, the candidate should put his/her signature with black/blue ink. Signature should be clear.
- Scan this signature and crop around the signature.
  Do not scan the full sheet. Scanned image file should be in **jpg format**. (Jpeg)
- Dimensions of the image of signature must be **150 pixels width** and **100 pixels height**.
- Image file should be between **10 kb** and **30 kb** file size.

100 Pixel
← 150 Pixel →
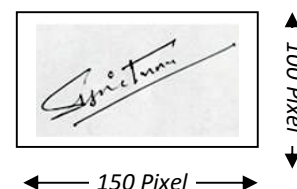
Left Thumb impression of Candidate

- Place left hand thumb on an ink pad. Put thumb impression on a white paper.

- Scan this paper and get the image of thumb impression cropped.

- Image file should be in **jpg format**. (Jpeg)

- Dimensions of the image of signature must be

  150 pixels width and **100 pixels height**.

- Image file should be between **10 kb** and **30 kb** file size.

100 Pixel

150 Pixel
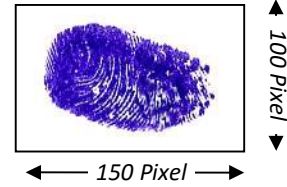
Note that the file size and dimension of signature and thumb impression are same.

Sample screen of 'Upload Images' is given below. If soft copy of Photograph, Signature and Left Thumb Impression is ready in your computer, click the **'Browse...'** button to select the respective image files from your computer.

Subsequent to selecting the three images, candidate needs to verify whether the photograph shown in the screen is candidate's own, clear and sufficient to identify the candidate. If so, check the declaration stated against the row of photograph. Similarly, verify the genuiness and clarity of signature and thumb impression, then **Accept the Declarations** indicated against each. Press **'Upload Images'** button to upload all images to the application portal.

If you try to upload an image which is not in the prescribed format, an error messages will be displayed in 'Upload Images' column. All images should match the corresponding specification.

The images once uploaded cannot be changed after completing step 3 of 'Fill Application'.

Step 3 : Fill Application

How to Fill-up Application

All the basic information required for processing your application are to be filled at this step. **Any mistake in filling this page or providing false/incomplete/wrong information may affect your eligibility for admission or claim for reservation under a category.** It is obligatory that you should fill all the mandatory items in the application. Sample screens and details of each section are given below:

Choice of Courses

1. Course(s) opted for :

Select required course or courses to which admission is sought for. No further additions/deletions can be made after submission of application form.

2. Examination Centre of Engineering Courses :

The Entrance Examinations for Engineering courses will be conducted at the following centres:

Thiruvananthapuram	Kollam	Pathanamthitta	Alappuzha	Kottayam
Ernakulam	Thodupuzha	Kattappana	Thrissur	Palakkad
Malappuram	Kozhikode	Wayanad	Kannur	Kasaragod
Mumbai	New Delhi	Dubai		

Select a suitable Centre from the list of available Centres of Examination. After the online submission of the application, it won't be possible to change the examination centre.

Personal Details

3. Gender :
Select male or female as the case may be.

4. Citizenship :
Options available to choose are Indian, Persons of Indian Origin (PIO) and Overseas Citizen of India (OCI). Select the suitable entry. Refer clause 6.1 of the prospectus.

5. Nativity :
Options available to choose are Keralite, Keralite-AIS, Non-Keralite I (NK-I) and Non-Keralite II(NK-II). See Clause 6.1 and 5(i), (ii) of the Prospectus for conditions regarding nativity.

6. Aadhaar UID :
If candidate possesses an Aadhaar Card, enter the UID number.

7. Details of Parents/Guardian

(i) Type name of father of the applicant. (ii) Type name of mother of the applicant.
(iii) Type name of guardian.   State relation of the applicant with the guardian.

(Either the names of father & mother of the applicant or the name of guardian are mandatory. If the name of guardian is entered, then the relation of the applicant with the guardian should also be provided.)

8. Permanent Address :

Type House name, Street name, Post Office name and PIN code. Also select Name of state and name of district from the screen.

9. Communication Address:

If the address for communication is same as permanent address, click on **'Same as Permanent Address'.** Otherwise, give your communication address. The Communication, if any, will be made on this address.

3. Gender:*	--SELECT--
4. Citizenship:* ?	--SELECT--
5. Nativity:* ?	--SELECT--
6. Aadhaar UID: ?	
7.Details of Parents / Guardian	
(i) Name of Father:	
(ii) Name of Mother:	
(iii) Name of Guardian:	
(iv) Relationship with Guardian:	
8. Permanent Address	
(i) House Name/No: *	
(ii) Street Name: *	
(iii) Post Office: *	
(iv) PIN Code:* ?	
(v) State: *	SELECT STATE
(vi) District: *	SELECT DISTRICT
9. Communication Address:* ?	☐ Same as Permanent Address
(i) House Name/No: *	
(ii) Street Name:*	
(iii) Post Office: *	
(iv) PIN Code: *	
(v) State :*	SELECT STATE
(vi) District: *	SELECT DISTRICT
(vii) Telephone No. with STD Code: ?	STD PHONE NUMBER

Academic Details

10. Qualifying Examination :

Select one of the qualifying examination in which the candidate has studied/studying.

- **Plus Two or Equivalent**

    If you have completed or is studying Plus two or equivalent, opt this as your qualifying examination for the opted courses.

    (a) Subects Studied at Plus two or equaivalent :

    Following the qualifying examination selected as plust two or equivalent, you should select the subjects studied at plus two level. Based on the subjects selected, your eligibility for applying Engineering/Medical/Architecture (course opted) will be re-evaluated.

    > Course opted under the 'Choice of Courses' (Engineering/Architecture/Medical)
    > will be validated based on the subjects selected here.

- **10+3 Diploma with Mathematics**

    Those students who have 10+Diploma in any discipline with Mathematics as one of the subjects are eligible for applying Architecture course only.

(b) Exam Status of Plus Two or equivalent

If you have passed the Plus Two exam, select 'Passed the Exam'. If the candidate is appearing or waiting for result of plus two, choose 'Appearing the Exam'.

(e) Studied Sanskrit at plus Two level :

If you have studied Sanskrit at plus two level, select 'Yes', otherwise choose 'No'. If you have selected 'Yes', you need to provide proof of study of Sanskrit along with printout of application. It is applicable only if you opted Medical courses. It will be taken into account for preparing Ayurveda rank list.

11. Have you applied for KEAM previous years? :

If you are applying for KEAM first time, select 'No'. If you have applied before, select number of times applied for KEAM excluding this year.

Communal Reservation

12. Community Claimed for Eligible Reservation :

Candidates who need any communal reservation can claim it through this section. Those candidates who come under SEBCs or Other Eligible Community(OE) should submit Non Creamy Layer Certificate in the prescribed format along with the Printout of Application.

But the status EC (Eligible for Educational Concession as is given to OEC) will be allowed only after verifying the Income Certificate with annual income not more than Rs. 6,000,00/-)

The certificate produced for getting communal reservation should be an Original certificate and it must be attached along with the Printout of Application.

Candidates who claim SC/ST reservation should produce Community Certificate from Tahsildar along with the Printout of Application. For claiming Jewish category, Community Certificate from Village Officer/Tahsildar is to be submitted with the application. Based on the community selected, the Category claimed will be displayed against the head "**Category Claimed by the Candidate**". But the Category claim will be allowed only after the verification of original Non Creamy Layer / Community Certificate as the case may be.

If the candidate is not eligible for any communal reservation or not able to produce a valid certificate, select **'General'** as the community.

(i) Provide 9 digit Certificate Number, if the certificate is in digitally signed (edistrict) format:

If you have obtained the income certificate in edistrict format, type the 9 digit Certificate Number here. This number can be seen at the top left of Income certificate, under the QR Code.

(ii) Provide 5 digit Security Code, if the certificate is in digitally signed (edistrict) format:

It is also applicable only for Community certificate in edistrict format only. This number was printed at the bottom portion of the certificate.

These two fields are optional. But the two numbers help the CEE to verify the authenticity of the document very easily and the candidate will get the benefit of claiming the reservation at the earliest.

13. Child of an inter-caste married couple of whom one is either SC or ST :

Candidates who are children of Inter-Caste married couple of whom one (father/mother) is SC/ST, will be eligible for educational and monetary benefits admissible to SC/ST as per Para 2 (ii) of GO (MS) No.25/2005/SCSTDD dated 20.06.2005. Select 'Yes' if inter-caste and father or mother belongs to SC/ST. Select 'No' if not.

Details of Income Certificate

> **14** (i) Annual familyIncome in Rupees:*(As per Income certificate)* ⑦   [ ]
>
> (ii) District: -SELECT DISTRICT-
>
> (iii) Taluk: -SELECT TALUK-
>
> (iv) Village: -SELECT VILLAGE-
>
> (v) Provide 9 digit Certificate Number,
>   if the certificate is in digitally signed (edistrict) format: ⑦   [ ]
>
> (vi) Provide 5 digit Security Code,
>   if the certificate is in digitally signed (edistrict) format: ⑦   [ ]

Those (including General Category) who wish to avail the benefits of fee concession/scholarships that may be notified by the Government or college authorities subsequently, based on annual family income, should furnish the Income Certificate along with the Printout of Application itself. Income certificate is also applicable for getting the fee exemption for those candidates listed in Annexure X(a).

(i) **Annual Family Income in Rupees :** Enter the annual family income in Indian rupees. The amount of income should be same as one which is assessed by the Village Officer.

(ii) **District :** Select name of District from the list.

(iii) **Taluk :** Choose name of Taluk in which the Village is located.

(iv) **Village :** Name of Village from which the Income Certificate was obtained.

(v) **Provide 9 digit Certificate Number, if the certificate is in digitally signed (edistrict) format:**
If you have obtained the income certificate in edistrict format, type 9 digit Certificate Number here. This is a numeric number that can be seen at the top left of Income certificate, under the QR Code.

(vi) **Provide 5 digit Security Code, if the certificate is in digitally signed (edistrict) format:**

It is also applicable only for Community certificate in edistrict format. This number was printed at the bottom portion of the certificate.

Special Reservation

> **15.** Select Claim for Special Reservation Quota, if any:
>
> *Defences*
>
> - [ ] **DK** - Dependent of Defence Killed / Missing / Disabled   - [ ] **HR** - Dependent of Defence died in-Harness
> - [ ] **RP** - Dependent of official serving in CRPF, BSF, ITBSF   - [ ] **SD** - Children of Serving Defence Personnel
> - [ ] **XS** - Children of Ex-Serviceman
>
> *Certificate Holders*
>
> - [ ] **DA** - Degree / Diploma in Ayurveda for MBBS course   - [ ] **DG** - Diploma in Agricultural Science (For Agricultural Course)
> - [ ] **DH** - Degree / Diploma in Homoeopathy for MBBS course   - [ ] **NH** - Nurse (Homoeo) in State Govt.service (For Homoeo Course)
> - [ ] **NQ** - Nurse (Allopathy) in State Govt.service (For MBBS Course)   - [ ] **NY** - Nurse (Ayurveda) in State Govt.service (For Ayurveda Course)
> - [ ] **OA** - MBBS / BHMS Degree or Homoeopathy Diploma for BAMS course   - [ ] **OH** - Degree in Medical / Agricultural / Forestry for BHMS Course
>
> *Agriculture, Farm, Fisheries etc*
>
> - [ ] **AG** - Agricultural Assistants (For Agricultural Course)   - [ ] **CA** - Children of Agriculturist
> - [ ] **CF** - Dependent of fishermen for BFSc. Course   - [ ] **DF** - Dairy Farm Instructors (For Veterinary Course)
> - [ ] **FV** - Farm Assistant Veterinary (For Veterinary Course)   - [ ] **LF** - Children of Farm Labourer of KUFOS
> - [ ] **LG** - Children of Farm Labourer of KAU   - [ ] **LS** - Live Stock Inspectors (For Veterinary Course)
> - [ ] **LV** - Children of Farm Labourer of KVASU   - [ ] **VA** - VHSC (Agricultural) Holders (For Agricultural Course)
>
> *Sports, NCC and Scouts*
>
> - [ ] **CC** - NCC Quota   - [ ] **SG** - Scouts & Guides for Engineering Courses
> - [ ] **SP** - Sports Quota
>
> *Note:-Candidates who claim the seats reserved for Sports Quota (SP), NCC (CC), Live Stock Inspectors (LS),Agricultural Assistants(AG), Farm Assistant Vety(FV) and Dairy Farm Instructors (DF) should submit the application to the concerned directorate. For details see the 5.2 clauses of KEAM 2017 Prospectus.*
>
> **16.** Do you claim reservation for Person with Disabilities(PD) ?* ⑦   ○ YES   ○ NO

15. Select Claim for Special Reservation Quota , if any:

If you have any claim for special reservation and obtained the relevant certificate of proof, select the claim or claims from the given list. Certificate(s) of proof should also be sent along with the printout of application. Refer clause 5.2 for the details of all Special Reservation quotas.

> Candidate should attach certificate of proof for claiming any kind of reservation.

16. Do you claim reservation for Person with Disabilities (PD)?

If you are a person with disabilities, select '**Yes**', otherwise '**No**'. Self-attested copy of Medical certificate from the District Medical Board should be sent along with the printout of application.

Preview Application and verify the entries made in the application

If the application is filled completely, candidate can Preview the details of the application before going to Final Submission. Click **'Save & Preview'** button to see the application details. Candidate has to thoroughly verify each and every entry that has been made in the application. The clarity and size of Photograph are also required to be confirmed in the preview section.

> Before pressing the Final Submission, you must ensure that all the information seen in through 'preview' are correct and true. No modification will be allowed after the Final Submission.

If any mandatory fields are found unfilled or any related fields are found mismatched, Preview cannot be possible. In such cases, error messages will be colorized in **red** for the respective fields. You should fill/correct the required entries and press 'Save & Preview' button to see the filled-up application details.

Go through the application preview carefully verifying each of the entries and images uploaded.

Final Submission of Application

If any false information or mistake is found in any of the data entered or images uploaded, go back to 'Fill Application' step by pressing **'Edit'** button.

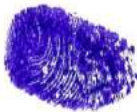If all the entries made in the application are found correct and true during verification in the preview stage, candidate should agree with the statements shown under the 'Declaration'. Click both declaration and press **'Final Submission'** to submit the filled online application ultimately.

<p style="color:red; text-align:center;">Remember, once the application is finally submitted, it cannot be modified.</p>

Step 4 : Pay Application Fee

This step facilitates to make payment of Application Fee. (See the Clauses 7.2 & 7.3).
The Application Fee as follows :

Application Fee for Scheduled Tribe (**ST**)	Exempted from payment of Application Fee
Application Fee for Schduled Caste (**SC**)	Rs. **400**/-
Application Fee for **General** (Not SC/ST)	Rs. **800**/-
If opted **Dubai** as Examination Centre	Rs. **12,000+Application Fee**

Candidates choosing 'Dubai' as Examination Centre will have to remit an additional fee of Rs.12,000/- irrespective of category.

To pay the application fee, click on '**Pay Application Fee**' that will direct you to payment page. Two payment methods are available:

- **Online Payment**
- **e-Challan**

Online Payment :

The Application fee can be paid through online payment. Those having an **Internet banking account, Credit card or Debit card** can make use of this feature. Candidates availing this facility should read and follow each of the instructions given in the website carefully in order to that the payment is successful.

On successful payment, the candidate will be guided back to the home page wherein he/she will find the 'Payment' tab at the top turned green and the candidate can take printout of the application. If the payment transaction was unsuccessful, a message to that effect will be displayed on the screen and the candidate would be guided back to the homepage.

On the other hand, if the candidate fails to receive the final confirmation (success or failure) message and is uncertain about the outcome of the transaction, due to communication failure or otherwise, applicant can re-login to the home page and inspect the '**Pay Application Fee**' tab at the top to see if it's **green** or not. If it's not turned green, the payment has not succeeded and the candidate may try for online payment afresh or resort to an alternative payment mode.

In the unlikely event of the amount getting debited from the candidate's account despite the transaction ending unsuccessfully, the candidate will get the amount reverted to his/her account within five days.

On successful online payment, candidate requires to take the printout of application by using '**Print Application'** link available in the home page.

Payment Details

Application Number:	3456789
Name of Candidate:	DEVIKA K S
Payable Amount:	800/-

[Proceed to Pay]

Instructions for Online Payment

Clicking on 'Proceed to Pay' will direct the user to a page for payment gateway.

Candidate need to pay service tax as applicable.

On successful payment of fee you will be returned to CEEs Payment Confirmation Page that will show 'Transaction Successful' with a reference number.Consequently, the 'Payment' tab at the top would have turned green.

Due to communication failure, if you are uncertain about the outcome of your payment attempt, you may check the status of the payment tab in your home page to see if it has turned green. If not, the transaction was unsuccessful and you need to make the payment again. If the amount was debited from your account for an unsuccessful transaction, the debited amount will be reverted to your account within 5-7 working days.

When making your online payment, please

DO NOT refresh the web page

DO NOT press the back button on your browser

DO NOT open a new window

DO NOT close your web browser until a payment confirmation appears.

Please do read the >> Online Payment Policies

e-Challan :

When the mode of payment is e-Challan, the applicant needs to take a printout of e-Challan by using the link **'Print e-Challan'**. Payment can be made in cash at

- *Selected branches* of **State Bank of Travancore** (SBT) in India or
- *All Head and Sub* **Post Offices** in Kerala state.

Print the e-Challan and it should be handed over to the bank/post office along with the cash.

The bank/post office official will make necessary entries both in their online portal and e-Challan form.

The e-Challan must be collected back from the bank/post office official. It must be ensured that the official has recorded the Transaction ID pertaining to the payment on the candidate's copy of the e-Challan and put the office stamp and his/her initials at the designated places on the counterfoil. An amount of Rs. 25/- has to be paid as service charge in addition to the Application Fee.

If the payment was successful, the '**Payment Application Fee'** (step-4) tab in the candidate's home page turns **green**.

Candidates are advised to login to the website and examine the 'Payment' tab to make sure that the fee status has been updated by the bank/post office official. If the payment tab has not turned green, the candidate should immediately contact the concerned bank/post office and get the payment status updated.

The '**Print Application'** link will be activated only after making the payment of Application Fee successfully. So subsequent to print the e-challan, logout the application portal. After making the payment at any of the Post offices in Kearla state or selected branches of SBT, candidate needs to relogin again to take the printout of application.

Step 5 : Print Application

Candidate should take a printout of his/her application which contains the main page of application and proforma(s) of supporting document(s) according to the various claims. The link for printing available on the home page is named '**Print Application'** and it is available only on successfully completing the payment process.
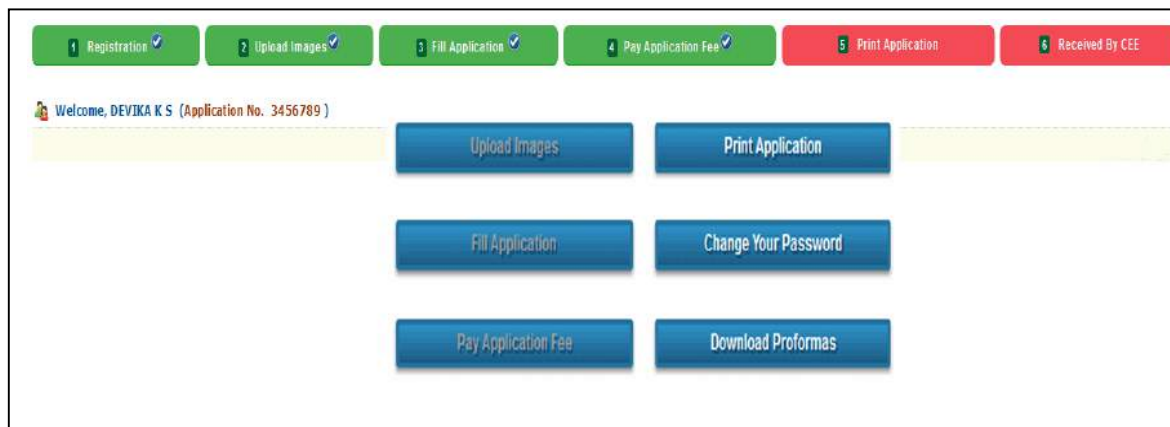
Important:

Take printout of application using the link '**Print Application**'. The Printout of Application using the link 'Print Application' alone will be accepted. Any other form of printout is not accepted.

Logout from the Application Portal

If candidate wishes to leave the computer system or he/she has completed the online submission of application, he/she must quit from the application portal by clicking the **'Logout'** link. This action is compulsory for preventing the misuse of his/her Home Page by strangers.

Procedure to be followed after taking printout of the application:

- Affix a passport size (3.5 x 4.5 cm) photograph (this should be the copy of the uploaded photo), get it attested by a Government Gazetted Officer or the Head of the Institution where the candidate has last studied.

- Attach the self attested copy of Birth Certificate / SSLC / relevant page of Passport as a proof of Nativity, if the place of birth is mentioned in the certificate. If date of birth is marked, copy of any of this certificate can be attached as the date of birth proof also. If place of birth is not referred in the above certificates, obtain a 'Nativity Certificate' from the Village Officer.

- If candidate claimed any reservation, attach original community / Non-creamy layer Certificate as applicable obtained from the revenue authority.

- If income details are provided in the online application, attach original Income certificate obtained from the Village Officer.

- If claimed any special reservation / PD / Inter-caste in the online application, attach the relevant proof.

- If candidate has claimed, studied Sanskrit at Plus two level and opted Medical course in online application, attach Mark list or Course certificate showing second language as Sanskrit as a proof.

Step 6 : Send the Application and supporting proof to CEE

Enclose the application and all supporting documents (see clause 7.6 of the prospectus) in an A4 size envelope and send so as to reach the Office of the Commissioner for Entrance Examinations before the last date specified for receipt of application.

An Address Slip will be available along with the printout of the application. Glue the address slip on an A4 size envelope and enclose properly the completed application and supporting documents.

> The procedure of submitting online application will be complete only after receiving the Printout of the online application and supporting documents by the CEE office.

> Do not fold the envelope.
>
> Do not tamper the barcode on the face of printout of application.

The order of preference of Application and Supported Documents

The application and supported documents should be arranged in the envelope
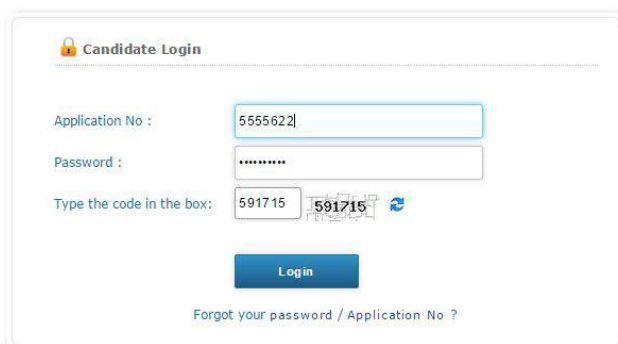in the following order:

1. The first page of Printout of Application with photograph pasted (same as uploaded) dully attested by a Government Gazzetted Officer/Head of Institution.
2. Proof for Nativity.
3. Proof for Date of Birth.
4. Course Certificate in Original or Self Attested copy of Mark list, if claimed studied Sanskrit at plus two.
5. Original Community/Non Creamy Layer Certificate, if communal reservation is claimed.
6. Original Income Certificate, if desire to be considered for fee concession / EC status.
7. Proof for Special Reservation, if claimed.
8. Any other documents, if required.

Address to which the Application is to be sent:

The Commissioner for Entrance Examinations
5th Floor, Housing Board Buildings, Santhi Nagar,
Thiruvananthapuram – 695001, Kerala.

How to Login?

Loging into KEAM application portal is essential to Fill-up Application, Payment of Application Fee, Print Your Application, Change Your Password, Download Proforma(s) and to Know Your Application Status.

Application No :

In order to login, you should enter your Application Number provided by the system at the time of registration.

Password :

The password must be typed exactly as provided at the time of registration. Remember that the password is case sensitive.
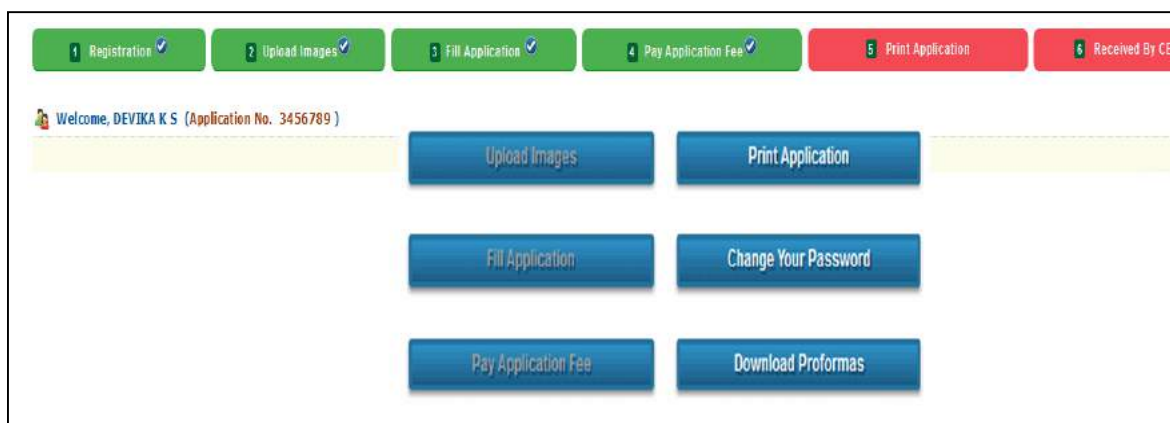
Type the code :

This is another captcha. Type the letters exactly as shown in the box. After giving the above information correctly, press **'Login'** button to log on to your home page.

If application number and password are correctly provided, the applicant will be directed to the Candidate's home page.

Candidate's Home Page

A sample of candidate's home page is shown below:

The applicants can track their application by entering into their home page. **Application status** is available at the title bar of this application portal. For details, see 'To know the Application Status of your Application Submitted' (Next page).

The online activities available in the home page are:

Upload Images	**Print Application**
Fill Application	**Change your Password**
Pay Application Fee	**Download Proformas**

Certain links in the home page are activated only after completing a particular step. 'Print the Application' is available only subsequent to the successful Payment.

The candidate's home page displays the last time that your account was accessed. The home page also shows the IP address from which you logged on to your account last time. Please check this information each time you log into home page, particularly if you are concerned about unauthorised usage.

Forgot Password?

If candidate cannot remember the password, go through the link **'Forgot password?'** to reset the password. You are required to give the Application Number, Date of Birth and Email ID (should match the Email ID given at the time of Registration).

After submitting the above information correctly, the following screen will be populated. **A new password will be sent to the registered Email ID**. Do not disclose the password to others.
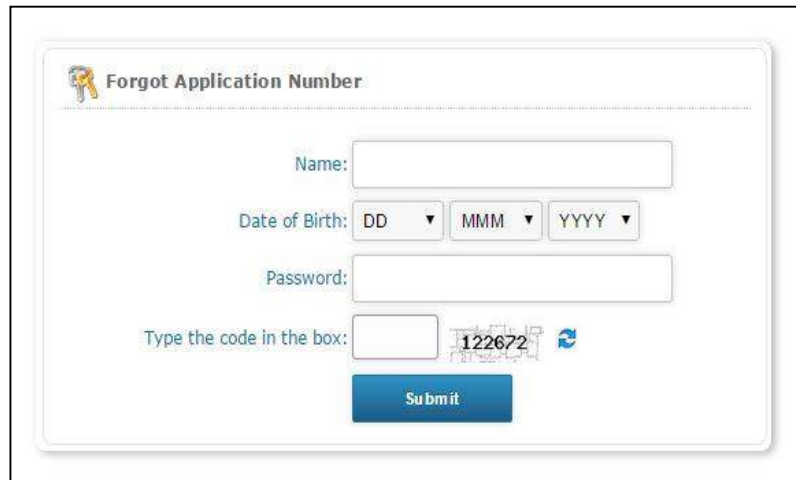
Forgot Application Number?

If the applicant failed to write down/remember the Application number, it can be retrieved by providing the name, date of birth and password. All information given here should be same as those of the registration data. In order to regain the application number, select the menu **'Forgot Application Number'**, found on the left part of the screen.

To know the status of your Application Submitted

The status of application procedure will be available in candidate's home page. After successful login, you can view the status on the top of the webpage.
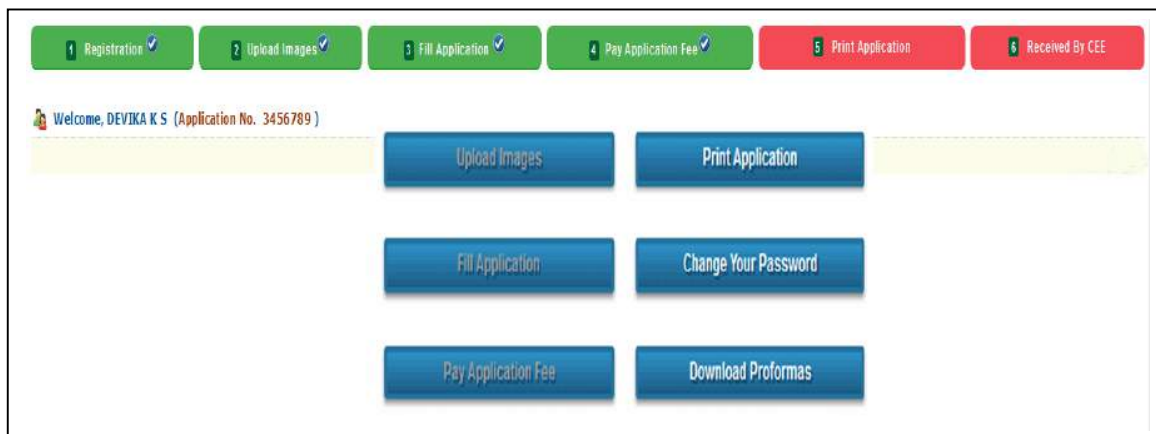
Available status on the home page is given below.

Registration : Indicates Candidate's Registration for online application.

Upload Images : Shows whether the images of photograph, signature and thumb impression are uploaded in the portal.

Fill Application : Indicates the application is filled up and finally submitted.

Pay Application Fee : Shows whether the payment confirmation reached the CEE office.

Print Application : Denotes the printout of application is taken or not by the candidate.

Received by CEE : This status shows whether the application sent by the candidate has reached the CEE office and taken for scrutinizing or not. Remember, it may take several days to update this status. This status will be turned to green only when the application is taken for scrutiny.

The **Green** color on the status indicates the completion of the respective step. The **Red** represents that the respective step has not been performed so far. For example, in sample screen shot given above, the candidate has completed the steps of Registration, Upload Images, and Fill Application and successfully done the payment of Application Fee. But the Printing of Application is pending and the printout of application is not received by the Office of CEE.

Safety Tips for online application submission

- **Secure your Password**

  Never share, disclose, or provide your password to others. Never save this information in publicly accessed computers. CEE will never send you an email or other communication requesting the password.

- **Use your own email-ID and Mobile number**

  Never provide email-ID of others. Furnish the mobile number of candidate or parents. Future communication, new password, etc may be sent to the registered email and mobile number.

- **Use recommended Browsers**

  Always use the latest version of Mozilla Firefox and Google Chrome.

- **Clear your Browser's cache and cookies**

  If you use public or shared computer to access the application portal, it is better to clear the browser's cache before you sign in to online application. Shift+Ctrl+Delete key help to clear the browsing history and cached memory.

- **Do not use Multiple Window/Tab in the browser**

  Do not open more than one KEAM application portal across multiple windows or tabs in the same browser.

- **Frequently use 'Save' button available in the application portal**

  Four numbers of 'Save' buttons are available in the Fill-up application section of the application portal (Seen on the right part of portal). While filling up of application, use any one of 'Save' button frequently, to save the entered data. This will prevent the loss of entered data due to any unexpected shutdown or quit. The filled data will be available to the applicant after re-login to the site.

- **Logout Properly**

  Make sure you log out of your account each time you leave it, especially when you are using public computers. Never leave your computer unattended once you have signed on to online application.

Common Reason(s) for rejection of Application

The following are some of the reason(s) that may lead to rejection of your Application.

- If the *Uploaded photograph* do not follow the specification given in 'Guidelines for Upload Images'.
- If the *photograph affixed* in the printout of Application and the photograph uploaded Online are **different**.
- If the *photograph* affixed in the printout of Application is *not duly attested* by the Head of the Institution which he/she studied last or by a Government Gazetted Officer.
- If Applicant's *signature and thumb impression are not clear* and not genuine.
- If proof for *Nativity is not attached* along with the printout of the application.
- If the required *Application Fee* meant for each category (General or SC) *is not paid*.
- If the printout of *application* (use the 'Print Application' link) and supported documents *reach after the last date specified*.

So, utmost care should be taken while applying for KEAM and sending the duly filled application with the supporting proof to the office of the CEE within the stipulated time.

For any further help, contact us :

General Enquiry : 0471-2332120.

Technical/Online Payment Query: 0471-2339103. 0471-2339104.

Helpline - 24 hours : 0471-155300 , 0471-2335523, 2115054, 2115098 (Citizen's Call Centre).

Fax : 0471-2337228. Email : ceekinfo@cee.kerala.gov.in.

For up-to-date information regarding KEAM, visit the website : www.cee-kerala.org.

For applying online, visit the website : www.cee.kerala.gov.in

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