

Admission to Kerala Engineering, Architecture, Medical- Allied and Pharmacy Courses



## Apply KEAM-2023 for admission to following courses:

MBBS

BDS

Homoeo

Siddha

Agriculture

Forestry

Fisheries

Co-operation & Banking

Biotechnology

B.Pharm

Architecture

Ayurveda

Unani

Veterinary

■ Environmental Science

Engineering

# Pre-requisites for applying online

### Computer System

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

**Internet**: Should have an internet connection.

Browser: Recommended browsers are latest version Mozilla Firefox or Google Chrome.

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

The soft copy/hard copy of Acknowledgement Page that will be generated after submitting the application must be kept in hand for future references.

#### **KEAM2023 Prospectus**

Download and read the prospectus of KEAM 2023 before applying for KEAM. The applicant should read carefully the instructions and be aware of various Clauses of KEAM prospectus.

## Mobile Number & Email ID

Candidates should provide their own mobile number or parent's mobile number at the time of online registration. All important communication regarding the KEAM will be sent to the registered Mobile Number. One mobile number cannot be used for more than one application. Candidate should also possess a valid Email id. Keep this email id live and secure till the end of the admission process of KEAM 2023. 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. If forgot KEAM password, it could be reset by accepting OTP in the registered mobile or in registered email address. Candidates are advised to install 'SANDES' app (Government Instant Messaging System) in the KEAM registered mobile for getting important KEAM related messages and OTP.

## Jpeg format of Photograph and Signature

- Jpeg format of candidate's recent Photograph need to be uploaded in the application portal. Dimension: 150 pixel width and 200 pixel height. File size: 15 kb to 100 kb.
- Jpeg format of candidate's Signature is also required. Dimension: 150 pixel width and 100 pixel height. File size: 10 kb to 100 kb.

For detailed instructions and specifications, see 'Guidelines for Uploading Photograph and Signature' available in the menu 'How to Upload?'

#### PDF format of Certificates

The following certificates in PDF format should be kept ready and the same must be uploaded in the application portal. This is mandatory for all candidates.

#### (a) Class X Certificate

Candidate's Class X (SSLC) Certificate is mandatory and to be uploaded in the online application.

#### (b) Proof for Nativity

Birth Certificate/SSLC Certificate/Passport showing the candidate's place of birth. For details of other documents as Nativity Proof, see Prospectus Clause 6.1.1.

#### (c) Proof for Date of Birth

PDF format of date of birth proof must be uploaded in the application portal.

*Note:*- Candidates are not allowed to upload above certificates after completing all the steps of online application submission procedure. So, complete the application and upload the above two certificates on or before the last date notified.

Following certificates in PDF format are required to upload for claiming reservation/fee concession.

## (a) Non-Creamy Layer Certificate/Community Certificate/EWS Certificate

If you have any claim for communal reservation of SEBC/OEC, obtain a Non-Creamy Layer Certificate from Village Officer and same must be uploaded in the application portal. If you belong to SC/ST community, you should upload a Community Certificate obtained from the Tahasildar. Candidates eligible for EWS, upload EWS certificate obtained in the prescribed format from the Village Officer. Candidates belonging to the communities listed in Annexure X (a) whose annual family income is up to Rs.6 lakhs are exempted from course fee payment. To claim this, upload Community and Income certificate.

#### (b) Certificate for Special Reservation claim

You can claim Special Reservation by uploading pdf format of relevant certificate. For details of special reservations, see Clause 5.2 of the Prospectus.

#### (c) Income Certificate

Income certificate from the concerned Village Officer may be obtained and uploaded in application portal by the candidates including general category. The income Certificate provided will be considered for any fee concession based on annual income (eg. AICTE tuition fee waiver scheme, Lower Income Group Concession, etc.). No further chance to get upload Income certificate after closing the application portal.

*Note:*- Candidates are allowed to upload above certificates even after completing all the steps of online application submission procedure, but on or before a particular date notified for the purpose. Refer notification for last date.

## (d) Other Certificates

Those candidates who have claim in various Special Reservation as per the Prospectus, can upload the relevant Certificates through the application portal. Candidates having other claims, such as NRI, Minority, etc., can also upload the required certificates through the portal.

## **Application Fee**

A candidate who does not belong to SC/ST communities will be treated as 'General' candidate for the collection of application fee. Candidate should pay application fee in any one of the following mode:

- Online Payment: using Debit Card/Credit Card/Net-banking.
- **Post Office Payment :** Payment at all Head and Sub *Post Offices* in Kerala state by using e-Challan generated during online submission of application.

	Course opted in Application form	General	SC	ST
(a)	Engineering only/ B.Pharm only/both	Rs.700/-	Rs.300/-	Nil
(b)	Architecture only/Medical & Allied only/both	Rs.500/-	Rs.200/-	Nil
(c)	Both (a) & (b)	Rs.900/-	Rs.400/-	Nil
(d)	Opt Dubai as Examination Centre	Application Fee+ Rs.12,000/-	Application Fee+ Rs.12,000/-	Rs.12,000/-

Step 1: Registration

Step 2: Fill Application

Step 3: Pay Application Fee

Step 4: Upload Images and Certificates

Step 5: Print Acknowledgement

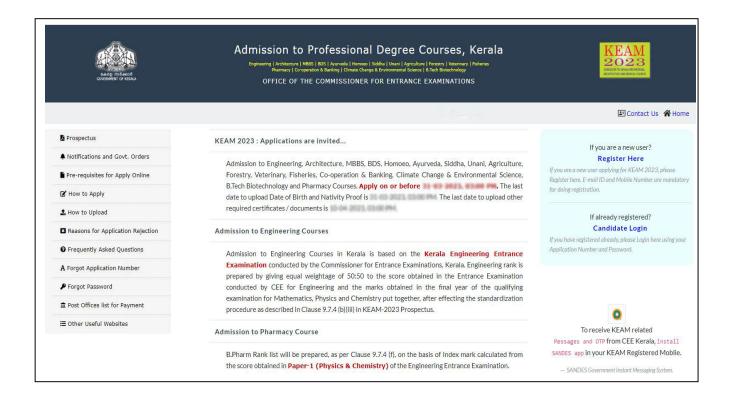
The website for applying KEAM Application:

www.cee.kerala.gov.in

Name of link in the Website

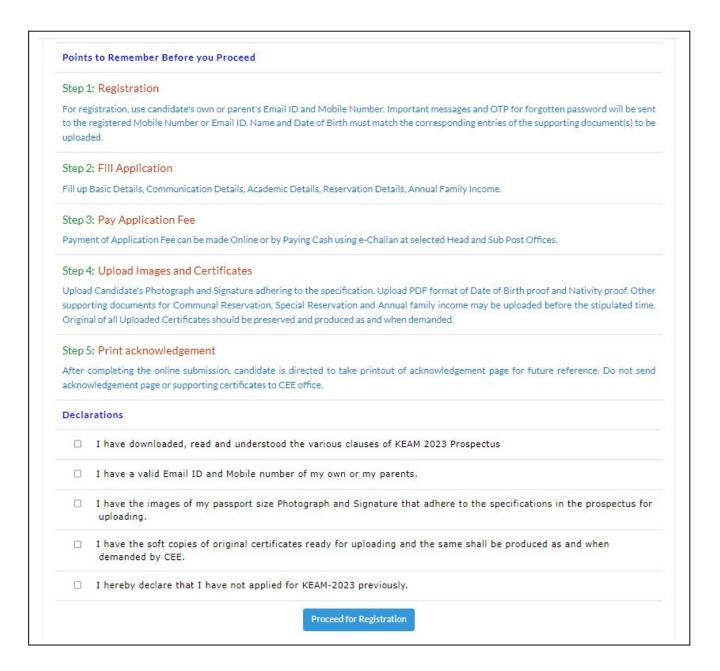
#### **KEAM 2023--Online Application.**

There are 5 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

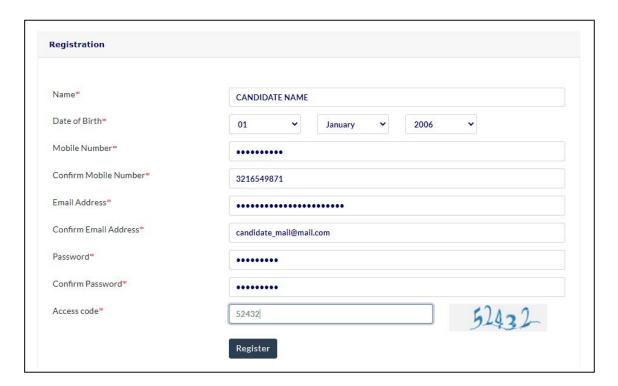
The first step for applying KEAM is Registration. Click on <u>'Registration'</u> link available in the main page which is shown above. A declaration page appears on next page.



## **Before Proceeding for Registration:**

- Applicant should read and be aware of various Clauses mentioned in the Prospectus.
- Applicant should possess a valid email ID and Mobile number.
- Scanned copies of Photograph and Signature are also to be obtained in digital format conforming to the specifications mentioned in 'Guidelines for Upload Photograph and Signature?'
- Must have necessary certificates to fill-up the application precisely and upload.

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





Note:- Name, DOB, Email ID and Mobile number cannot be changed later. One mobile number cannot be used for more than one KEAM application.

#### Name:

Give Name of Applicant as in the Class X Certificate of the candidate. Do not put a dot(.) between initial and name. Instead, provide a blank space. Remember, the name cannot be edited after the registration.

## Date of Birth:

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

#### 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 reminders and important messages through

**Important!** Messages, reminders and major information regarding KEAM may be sent to your mobile by SMS.

SMS. You can also reset your password, if forgot, by receiving OTP to the registered mobile number. Please be informed that one mobile number can be used for one application only.

Note: - Applicant should provide own Mobile Number or parents' mobile number only.

#### Confirm Mobile Phone Number:

It should be similar to the number typed in previous field.

#### **Email Address:**

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

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 may also sent to the registered email.

the candidates forget their password, they can reset the password. 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.

#### Confirm Email Address:

Same Email address as provided above must be entered here. This will ensure the correctness of Email.

#### 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.

## Re-type password:

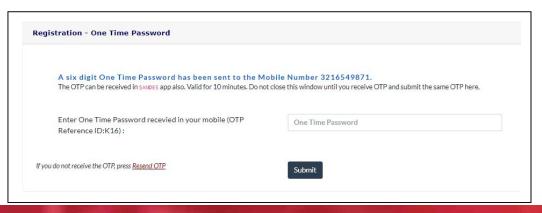
Repeat the same password entered by you in the above field.

#### Access code:

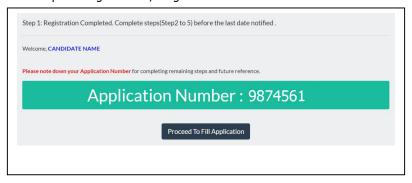
You will see a string of numbers displayed on the screen. Type the numbers exactly as shown in the image. After entering the necessary fields correctly, press 'Register'. If you have successfully completed the registration process, a 'Registration Confirmation' page will be displayed. If the applicant is sure that the information provided are correct, press 'Confirm' button.



If any mistakes are found, press <u>'Edit'</u> for correcting the data. After Confirm the registration data, an OTP will be received in the registered mobile number.



Registration can be completed by entering the correct OTP. 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.



# Step 2: 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:

#### **Course Details**

#### **Select Course:**

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

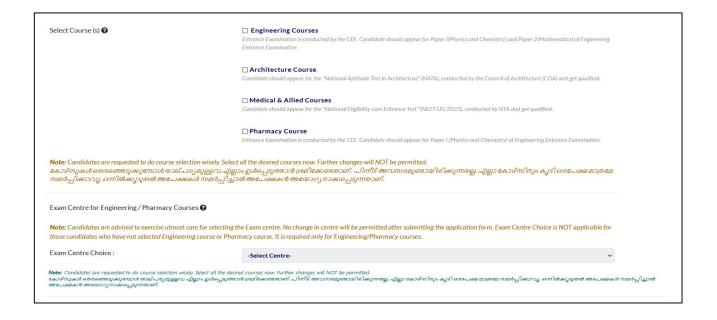
## **Examination Centre for Engineering/Pharmacy Courses:**

The Entrance Examinations for Engineering and Pharmacy courses will be conducted at the following districts/cities:

Thiruvananthapuram Kollam Pathanamthitta Alappuzha Kottayam Ernakulam Kattappana Thodupuzha Thrissur Palakkad Malappuram Kozhikode Wayanad Kannur Kasaragod

Mumbai New Delhi Dubai

Select a desired exam centre from the list available. Any request for change in the Exam Centre will not be considered under any circumstances. Press 'Save and Proceed' for next session.



#### **Basic Details**

#### Gender:

Select male or female or transgender as the case may be.

#### Nationality:

Options available to choose are Indian, Overseas Citizen of India (OCI). Others are not eligible for applying KEAM. Select the suitable entry. Refer clause 6.1 of the prospectus.

#### **Nativity:**

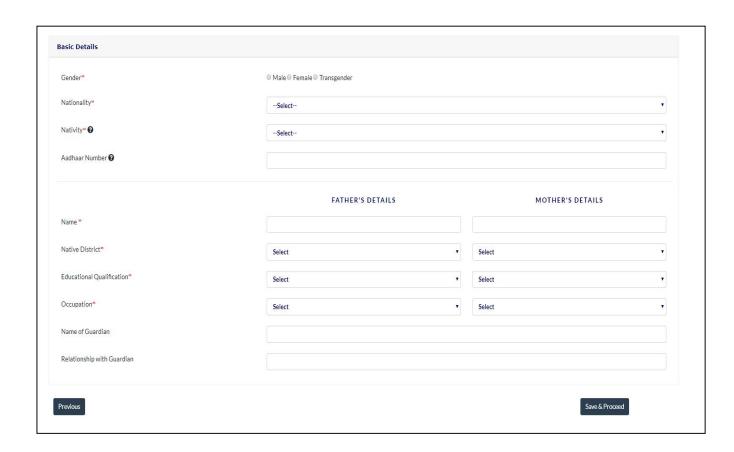
Options available to choose are Keralite, Keralite-AIS, Non-Keralite I (NK-I), Non-Keralite II(NK-II) and OCI. See Clause 6.1 and 5(i), (ii) of the Prospectus for conditions regarding nativity.

## Aadhaar Number:

If candidate possesses an Aadhaar Card, enter the 12 digit Aadhaar UID number.

## Details of Father, Mother and Guardian of Applicant

- (i) Name of father and mother
- (ii) Native district of father and mother
- (iii) Educational qualification of father and mother (iv) Occupation of father and mother
- (iv) Name of guardian
- Sl. Nos. (i) to ((iv) are mandatory. If the name of guardian is entered, then the relation of the applicant with the guardian should also be provided.



## **Communication Details**

## **Permanent Address:**

Provide permanent address of candidate.



## **Communication Address:**

If the address for communication is same as permanent address, click on <u>'Same as Permanent Address'</u>. Otherwise, give your communication address. The Communication, if any, would be sent to this address.



#### **Academic Details**

#### Qualifying Examination:

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

## • Plus Two or Equivalent

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

## • 10+3 Diploma with Mathematics

Select this as qualifying examination if you have 10+3 Diploma (any stream) recognised by Central/State Governments with Mathematics as one of the subject of examination. This qualification is considered only for the admission to Architecture course.

## Whether Passed or Appearing the Qualifying Examination

If you have passed the qualifying exam, select 'Passed the Exam'. If the candidate is appearing or waiting for result, choose 'Appearing the Exam'.

## Board of Study in Plus Two or Equivalent

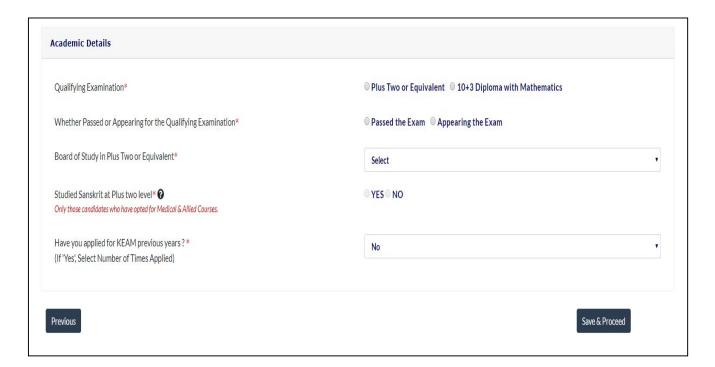
Select the board from the list where you have studied/studying in Plus Two or equivalent.

#### Studied Sanskrit at Plus Two level:

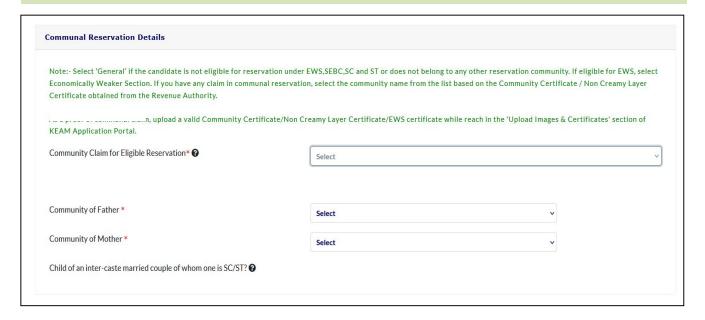
If you have studied Sanskrit as a second language at plus two level, select 'Yes', otherwise choose 'No'. If you have selected 'Yes', you need to upload mark list/course certificate as proof. It is applicable only if you opted Medical & Allied courses under course details. It will be taken into account for preparing Ayurveda rank list by adding 8 marks to the marks secured in NEET UG - 2023.

#### 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**



### Community Claim for Eligible Reservation:

Candidates who need any communal reservation can claim it through this section. Select your community name from the list provided. Those candidates who come under SEBCs or Other Eligible Community (OE) should upload

Non Creamy Layer Certificate in the application portal's uploading section. But the status EC (Eligible for Educational Concession as is given to OEC) will be allowed only after verifying the Income Certificate with

Communal reservation shall be allowed based on the Non-Creamy Layer/Community Certificate/EWS Certificate uploaded in the application portal.

annul income certificate also.

Candidates who claim SC/ST reservation should upload Community Certificate from Tahsildar. If the candidate belongs to Economically Weaker Section (EWS) upload EWS certificate in the prescribed format. Based on the community selected the Category claimed will be displayed on the screen. Candidate should ensure the correctness of Category. However, the Category claim will be allowed only after the verification of Non Creamy Layer / Community Certificate/EWS certificate as the case may be.

If the candidate is not eligible for any communal reservation/EWS or not wish to claim reservation, select 'General' as the community.

### Community of Father:

Select community of father from the list. No proof is required.

### Community of Mother:

For this claim also no proof is required. Select the applicable community from the list.

## Child of an inter-caste married couple of whom one is SC / ST:

Candidates who are children of Inter-Caste married couple of whom one (father/mother) is SC or 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. Candidate is not required to answer this question. It would be answered depend on the community of father and mother chosen by the candidate. Candidate shall have to upload the Inter-caste Marriage Certificate obtained from Tahsildar in the Uploading section of application portal.

## **Other Reservation Details**

Some seats are reserved for certain specific categories for various courses. If you have any claim for special reservation and possess the proof to substantiate such claim, select suitable reservation from the list. Candidate is required to upload the relevant Certificate/Certificates as proof in the uploading section of application portal. For more details, read Clause 5.2 of KEAM prospectus.

Other Reservation Details
Special Reservations
Note:-Candidates who claim the following reservation need to upload necessary supporting certificate in the "Upload Images & Certificates' section of KEAM Application Portal. For details see the 5.2 clauses of KEAM 2021 Prospectus.
□ DP - Diploma holders in Dairy Science/Laboratory Techniques/Poultry Production conducted by KVASU(For Veterinary Course)
□ LK - VHSE (Live Stock Management) Holders (For Veterinary Course)
□ DK - Dependent of Defence Killed / Missing / Disabled
☐ HR - Dependent of Defence died in-harness
□ RP - Children / Dependent of official serving in Paramilitary Forces, CRPF, BSF, ITBSF, CISF, Assam Rifles (AR), NSG, SSB
□ SD - Children of Serving Defence Personnel from Kerala (except for Architecture and Pharmacy courses)
□ XS - Ex-Serviceman/Children of Ex-Serviceman
□ DA - Degree / Diploma Holders in Ayurveda (For MBBS course)
□ DG - Diploma Holders in Agricultural Science (For Agricultural Course)
□ DH - Degree / Diploma Holders in Homoeopathy (For MBBS course)
□ NH - Nurse/Pharmacist (Homoeopathy ) 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 - Degree Holders in MBBS/BHMS / Diploma Holders in DHMS(For Ayurveda Course)
OH - Degree Holders in MBBS / BAMS / BFSc / Agricultural / Forestry/Veterinary(For BHMS Course)
☐ CA - Children of Agriculturists(For B.Sc(Hons)Agriculture,,BVSc & AH)
□ CF - Children of Fishermen(For BFSc. Course)
□ DN - Diploma in Organic Agriculture ((For Agriculture Course)
□ LF - Children of Farm Labourers of KUFOS (For BFSc)
☐ LG - Children of Farm Labourers of KAU (For Agriculture and Forestry Courses)
□ LV - Children of Farm Labourers of KVASU (For BVSc&AH)
□ VA - VHSE (Agricultural) Holders (For Agricultural Course)
□ SG - Scouts & Guides (For Engineering Courses)
Note:-If you claim the seats reserved for following categories, you should submit the Printout of Acknowledge Page of KEAM along with required documents (including service certificate, if any) to the concerned Authority specified against eacategory. You are not required to upload the certificate in the application portal. For details and Authority information, see the 5.2 clauses of KEAM 2021 Prospectus.
□ AG - Agricultural Assistants (For Agricultural Course).
□ CC - NCC Quota
□ DF - Dairy Farm Instructors (For B.Tech Dairy Technology)
□ FV - Pharmacist in Animal Husbandary Dept. (For Veterinary Course)
LS - Livestock Inspectors (For Veterinary Course)
□ SP - Sports Quota
Claim in reservation for Person with Disabilities(PD)*
lote:-No need to upload Medical Certificate for claiming the reservation in Person with Disabilities(PD). Certificate of disability from the District Medical Board certifying the percentage of degree of disability has to be produced before the Medonvened for the purpose.
Claim for Minority Quota (Christian/Muslim)*
Claim for NRI Quota*
Save & Proceed

## Claim in reservation for Person with Disabilities (PD):

Five percent of the seats available to the State for allotment from the State rank lists are reserved for candidates with disabilities for all courses in Govt./Aided Colleges. If a candidate belonging to PD, select 'Yes'. A Medical certificate from the District Medical Board has to be furnished before the State Level Committee at the time of PD verification, for which the candidate will be intimated.

## Claim for Minority Quota (Christian/Muslim):

Candidates who demand minority quota seats in self-financing colleges need to make claim for Minority quota seats upload Community/Minority/Non-Creamy Layer Certificate.

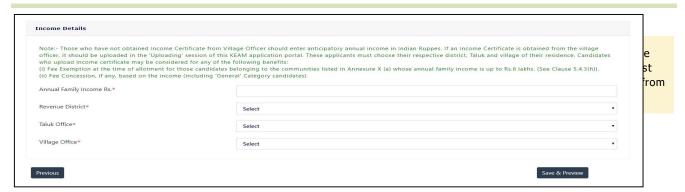
## Claim for NRI Quota for MBBS/BDS courses:

NRI quota seats in private self-financing medical/dental colleges are allotted by the CEE. Those who wish to be considered for these seats shall have to make claim for NRI quota and upload necessary NRI documents.

## For NRI claim, mention the applicant's relationship with the sponsor:

Relationship should be mentioned from the available list.

#### **Income Details**



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 upload the Income Certificate in the uploading session. Income certificate is also applicable for getting the fee exemption for those candidates listed in Annexure X (a).

- (i) Annual Family Income Rs. : Enter the annual family income in Indian rupees. All candidates need to provide income details.
- (ii) Revenue District: Select District where the candidate belong.
- (iii) Taluk Office: Choose name of Taluk where the Village is located.
- (iv) Village Office: Name of Village is to be selected

Candidates belonging to the communities listed in Annexure X (a) whose annual family income is up to Rs.6 lakhs are exempted from tuition fee at the time of allotment/admission. They also shall upload Income Certificate in the application portal.

## Save & Preview

In the last stage of 'Fill Application' step, press 'Save & Preview' button that will redirect you to 'Preview of Application Form' to view the filled application form completely. Candidates are advised to verify each particular shown in the application form carefully. If found any mistake or require any changes, back again to fill application section and make necessary changes.

### Save & Finalize

If the information shown in the Preview section is correct, candidate is needed to accept the Declaration and press 'Save & Finalize' button to complete the 'Fill Application' step. Remember, this is the final submission of fill application step. Further modification will not be allowed after finalizing the data.

Modification of application form is not permissible after finalizing the data by pressing 'Save & Finalize' button

## Step 3: 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		
	Courses	General (Other than SC/ST)	Scheduled Caste (SC)	Scheduled Tribe (ST)
(a)	Engineering OR B.Pharm OR Engineering and B.Pharm	Rs.700/-	Rs.300/-	Nil
(b)	Architecture OR Medical OR Architecture and Medical	Rs.500/-	Rs.200/-	Nil
(c)	Both (a) & (b)	Rs.900/-	Rs.400/-	Nil
(d)	Dubai Examination Centre (If opted)	Rs.12000/- + Application Fee	Rs.12000/- + Application Fee	Rs.12000/-

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:

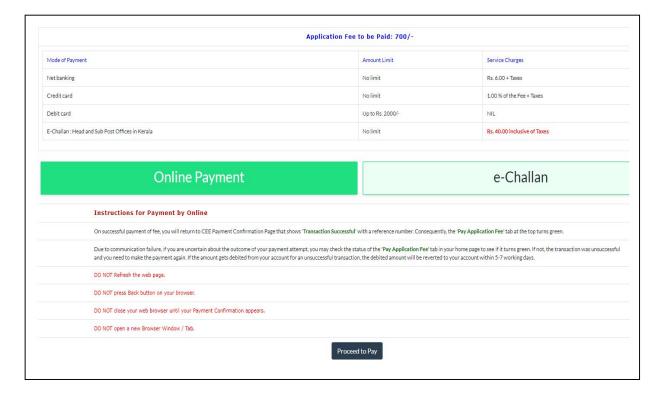
The Application fee can be paid through online payment. Those having an Internet banking account, Credit card or Debit card can make use of this feature. Candidates availing this facility should read and follow each of the instructions given in the website carefully in order to that the payment is successful.

On successful payment, the candidate will be guided back to the home page wherein he/she will find the 'Pay Application Fee' tab at the top turned green. 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 working days.

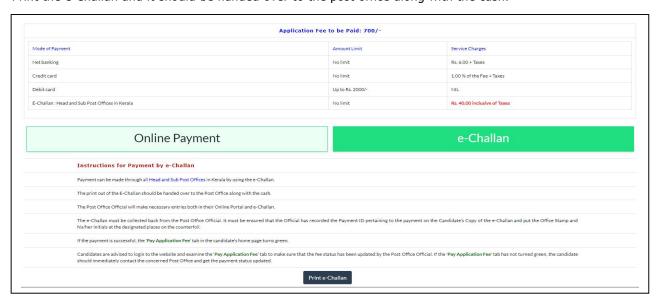
On successful online payment, candidate can go to next step for uploading images and certificates.



#### 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

• <u>All Head and Sub</u> **Post Offices** in Kerala state and Lakshadweep, list of which are available in the website. Print the e-Challan and it should be handed over to the post office along with the cash.



The 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 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. 40/- has to be paid as service charge in addition to the Application Fee.

If the payment was successful, the 'Payment Application Fee' (step-3) tab in the candidate's home page turns green.

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

# Step 4: Upload Images and Certificates

## Guidelines for upload Photograph and Signature

Upload images of photograph and signature of candidate.

## Photograph of Candidate:

For applying online, the candidates must have scanned/digital image of their photograph. 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. If the face in the photograph is not clear, your
- The face of the candidate should be straight and at the centre.
- Photo, wearing mask, cap and dark glass 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 15 kb and 100 kb file size.

## **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.
- 3. A clear uploaded photograph will help the Invigilator/admission authority to identify the candidate at the examination hall/admission desk. So strictly follow and adhere the specifications and guidelines.

## 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 4 kb and 100 kb file size.





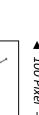
200 Pixel

- 150 Pixel -

application is liable to be rejected.



150 Pixel



100 Pixel

Subsequent to select the two 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, then **Accept the Declarations** indicated against each. Press 'Finish Upload Images' button to upload all images to the application portal.

The images once uploaded cannot be changed after completing this step.

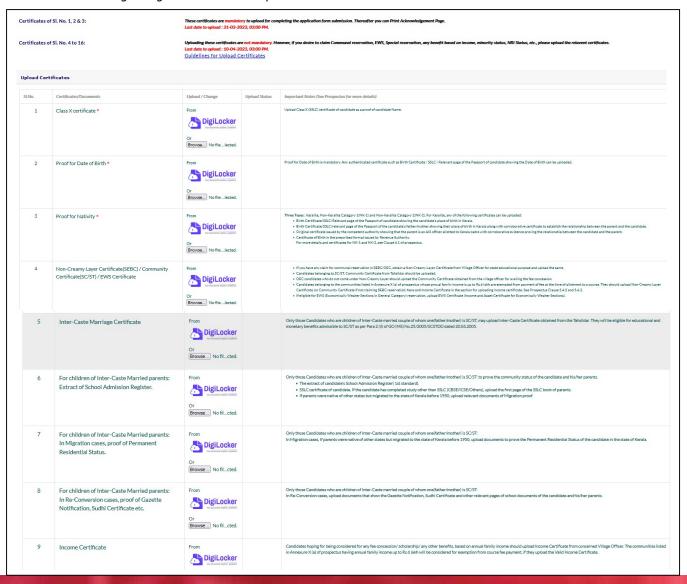
## **Guidelines for Upload Certificates**

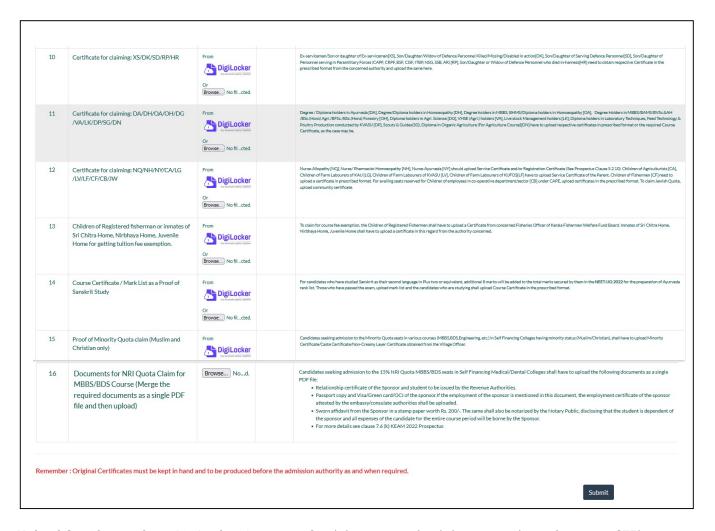
Upload all necessary certificates as a proof of various claims made in the application form. You can either upload by DigiLocker button or by Browse button.

- Make sure the uploaded certificates are original and in color.
- The file format of certificates should be in PDF format.
- The file size must be less than 500 kb.
- They should be authenticating, legible, clear and readable.
- Same certificate can be uploaded for different claims. eg: Birth certificate, having date of birth and place of birth, can be uploaded against the row 'Proof for Date of Birth' and 'Proof for Nativity'.
- Remember, originals of the certificates uploaded should be preserved to produce before the admission authority as and when demanded.

All applicant must upload Class X Certificate, <u>Date of birth</u> and <u>Nativity proof</u> on or before the last date of application submission date which has been announced in the Notification. Subsequent to upload these three certificates, candidates can take Printout of Acknowledgement. Other certificates have to be uploaded only if candidates desire to get the respective claims. Candidate can upload these certificates even after taking the Printout of Acknowledgement.

Refer Notification regarding the last date to upload certificates.





<u>Upload Certificates from DigiLocker Account</u>: Candidates can upload the required certificates to CEE's application portal from their DigiLocker Account. For this, click on corresponding DigiLocker icon from the uploading section and follow the instructions there on to complete the upload.



Sign in to your DigiLocker account using DigiLocker registered mobile number or Aadhaar/Username and six digit security PIN of DigiLocker account.



When you click the Allow button, you are redirected to the CEE KERALA - DigiLocker Interface screen from where you can take the certificate and upload to CEE's application portal.



## Step 5 : Print Acknowledgement

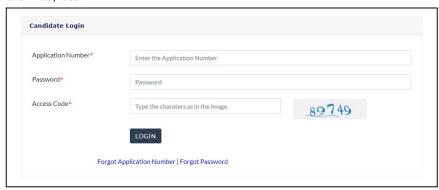
After completing steps 1 to 4, candidate is advised to take a printout of Acknowledgement. The details shown in the Acknowledgement is based on the information and claims input/made by the applicant in the online application form. The contents are provisional. All claims will be allowed on the basis of certificate proof uploaded in the application portal. The Acknowledgement is issued for reference purpose only and does not represent the claims allowed. Do not send the Acknowledgement to CEE office.

## **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 candidate's Home Page by strangers.

## **How to Login?**

All registered candidates can login into KEAM application portal by using application number and password. By login, candidates will get the facility to complete the application submission, Print Acknowledgement, Change Password, Download Proformas, etc.



## **Application No:**

In order to login, you should enter your Application Number that was provided by the system during the Registration process.

#### Password:

The password must be typed exactly. Remember that the password is case sensitive.

#### Access code

This is a captcha. Type the letters exactly as shown in the box. After giving the above information correctly, press <a href="Login">Login</a> button to log on to your home page.

If the credentials are correct, the candidate will be directed to the Candidate's home page.

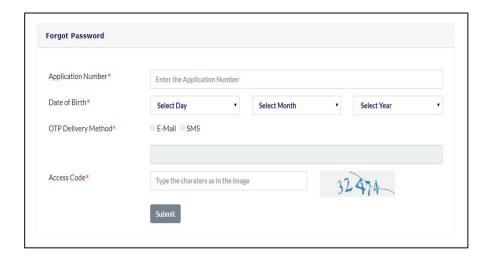
## **Candidate's Home Page**

A sample home page of candidate who has completed the application procedure except print the Acknowledgement is shown below:



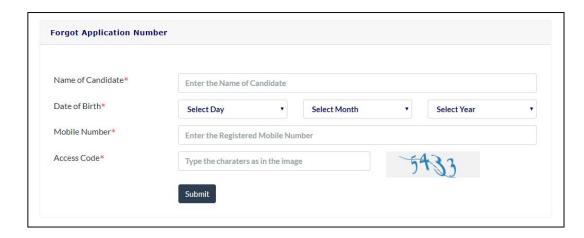
## **Forgot Password**

A forgot Password link is available at the Login page. If candidate forgot the password, go through the link 'Forgot password' to set new password. You are required to give the Application Number and Date of Birth. Then select E-mail or Mobile to where you want to receive the OTP. Enter registered mail id or mobile number according to your selection. You will receive an OTP to the mail or mobile. Enter the OTP and set your new password. Do not share OTP to others. CEE never asks such information.



## **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 mobile number. 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 Login page.



# 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 Address and Mobile number

Use candidate's own mail ID for the KEAM registration. Never provide email-ID of others. Furnish the mobile number of candidate or parents. Future communication, OTP, etc may be sent to the registered email and mobile number only.

#### • Use recommended Browsers

Always use the latest version of Mozilla Firefox or 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.

### 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 Reasons for rejection of Application

## The following are some of the reasons that may lead to rejection of your Application:

- If the uploaded *Photograph do not adhere the specification* given in 'Guidelines for Upload Images'.
- If Applicant's uploaded Signature is not clear and not genuine.
- If authentic proof for Class X Certificate, Nativity and Date of Birth is not uploaded in the application portal.
- If the required *Application Fee* meant for each category (General or SC) is not paid through the proper channel.

So, utmost care should be taken while applying KEAM, Pay application fee through proper channel, Upload JPEG format of clear photograph & signature and Upload PDF format of certificates/documents within the stipulated time.

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Make sure to complete the application form before the stipulated date.

Make sure to upload all required certificates/documents to the application portal.

Claims are allowed on the basis of Certificates uploaded online.

Certificates submitting by other means are NOT accepted.

DO NOT SEND PRINTOUT OF ACKNOWLEDGEMENT / CERTIFICATES / DOCUMENTS TO CEE OFFICE.

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#### For further help, contact Helpline:

0471-2525300 (CEE's Call Centre - 9:30 am to 5:30 pm) 155300 , 0471-2335523 (Citizen's Call Centre - 24 hours)

Email: ceekinfo.cee@kerala.gov.in.

For applying online and up-to-date information, visit the website: www.cee.kerala.gov.in

