**Government of Kerala**

# PROSPECTUS FOR ADMISSION TO LLM COURSE, KERALA 2024-25

Approved as per G.O(MS)NO.452/2024/HEDN   dated: 25.07.2024.

**For Online Submission of Application**

**Visit: [www.cee.kerala.gov.in](http://www.cee.kerala.gov.in)**

## <u>INFORMATION AT A GLANCE</u>

| | | | |
|---|---|---|---|
| 1. | Online Application submission | : | From 27.07.2024 (Saturday) |
| 2. | Last date for submission of Online Application including Fee payment | : | 02.08.2024, 05.00 PM (Friday) |
| 3. | Downloading Online Admit Cards | : | From 12.08.2024 (Monday) |
| 4. | Date of Entrance Examination | : | 17.08.2024 (Saturday) |
| 5. | Venue of Examination | : | As indicated in the Admit Card |

**6.** Time schedule for the Examination (IST)

    (a) Reporting to the Examination Center : 01.00 PM

    (b) Entry to the Examination Hall : 02.30 PM

    (c) Mock Test : 02.45 PM

    (d) Last entry to the Examination Hall : 02.45 PM

    (e) Examination starts : 03.00 PM

    (f) End of Examination : 05.00 PM

7. Materials permitted in the examination hall : Admit Card, Photo ID proof as per the admit Card, Transparent Ball-Point pen

8. Rough work : Papers for rough work will be provided in the examination hall

9. Declaration of Results:
Rank list : On or before 31.08.2024

10. Centralised Allotment Process (CAP-2024) : See Clause 18

11. Certificates/documents to be produced at the time of admission

    (a) Data sheet issued by CEE.
    (b) Certificate to prove Date of Birth.
    (c) Original Mark List to prove academic eligibility.
    (d) Pass Certificate (if obtained).
    (e) Allotment Memo issued by the CEE.
    (f) Originals of all the uploaded documents.
    (g) Any other documents as mentioned in Clause 21

# IMPORTANT INFORMATION

1. Candidates applying for admission to LLM programme should apply online on or before the last date.

2. Application and supporting documents submission is possible ONLY in online mode through the website – **www.cee.kerala.gov.in**of Commissioner for Entrance Examinations, Kerala.

3. Application Acknowledgement Page of the online application must be retained for future reference. **<u>Do not send the printout of the Application Acknowledgement Page or other documents to the office of the Commissioner for Entrance Examinations (CEE)</u>**.

4. Applicant should ensure the following before submission of online application and uploading supporting documents:

   i. All the required certificates are properly filled in and signed by the competent authority and affixed office seal at the specified places before uploading to the online application.

   ii. The photograph and image of signature uploaded must be clear and conforming to the prescribed specifications.

   iii. The candidate should maintain confidentiality of the password created at the time of registration for submission of online application and keep it in safe custody till the end of the allotment process.

   The defects in the Online Application will be displayed in the Candidate Portal of the website of CEE. **The candidate should visit the website of the CEE regularly for notifications and updates**. The defects, if any, which will be made available in the Candidate Portal, should be cleared by the candidates within the stipulated time notified by the CEE. **No memo will be sent by post from this office on matters with regard to Application, Allotment, and Admission etc. Defect memo will be issued through the 'Candidate Portal 'and same will be intimated viae-mail and SMS only**.

5. **Candidates should submit only one online application for admission to LLM  programme**

6. Candidates except SC/ST/OEC category should upload income certificate while applying online for availing income based fee concession/scholarship.

7. Online option confirmation is Mandatory for participating in each phase of allotment.

# CONTENTS

# PROSPECTUS FOR ADMISSION TO LLM PROGRAMME 2024-25, KERALA

1. The Prospectus for admission to the LLM programme 2024-25, approved by Government of Kerala is published herewith. It contains general information and rules relating to the Entrance Examinations and allotment process for Admission to LLM programme 2024 and other connected matters. Candidates are required to go through the Prospectus carefully and acquaint themselves with all the relevant information relating to the examinations/allotments**. Candidates are also required to visit the website of the Commissioner for Entrance Examinations 'www.cee.kerala.gov.in' regularly for notifications and announcements.** No memo will be sent by post from this office on matters with regard to Application, Allotment, and Admission etc. Defect memo will be issued through the 'Candidate Portal' only and the same will be intimated via email and sms.  The prospectus issued in earlier years is not valid for the academic year 2024-25.

2. This course leads to the Master's Degree in Law.

3. The course shall consist of a regular course of study for a minimum period of two academic years.

4. The Post Graduate course of study in Law shall be by regular attendance, projects, assignments, test papers, seminars and preparation of dissertations in the respective branch of specialisation.

5. Admission to the course will be regulated on the basis of merit as assessed in the Entrance Examination to be conducted by the Commissioner for Entrance Examinations (CEE).

6. This Prospectus is subject to modification/addition/deletion, as may be deemed   necessary by the Government.

7. Allotment of seats from the Rank List for all courses in Self-financing colleges will be made in accordance with the orders of the Hon'ble Supreme Court of India / Hon'ble High Court of Kerala or orders of the Govt. of Kerala/Govt. of India/ as per the law in existence at the time of Centralised Allotment Process (**CAP**) and will be notified separately.

8. **INSTITUTIONS AND SEATS**

   8.1 Government Seats: Merit seats against which the Commissioner for Entrance Examinations makes allotment are called 'Government Seats'.

   (a)  Government seats are available in all the Govt.  Colleges
   (b)  The availability of Government seats in Private Self-financing colleges will be notified separately.

## 9. Eligibility for Admission

(i)  **Nativity:** Only Indian citizens are eligible for admission to Professional courses unless otherwise notified. The Overseas Citizen of India Cardholder (including PIO cardholder) will also be treated at par with Indian citizens for the limited purpose of admission. However, PIO/OCI candidates will not be eligible for any kind of reservation (Judgement in WP(c) 891/2021 dated: 03.02.2023 of the Hon'ble Supreme Court and G.O (Rt)No.1620/2023/HEdn dated: 01.11.2023). However, only those candidates who are of Kerala origin (Keralite) are eligible for any type of reservation or any fee concession. The candidate should upload any one of the following documents along with the application, to prove Indian Citizenship.

   a) True copy of the Birth certificate of the candidate, issued by a competent birth registering authority (Panchayat/Municipality/Corporation),  showing place of

<u>birth in any State or Union territory of India.</u>

<div align="center">OR</div>

b) True copy of the relevant page of the Secondary School Leaving Certificate of the  candidate, <u>showing place of birth in any State or Union territory of India.</u>

<div align="center">OR</div>

c) True copy of the <u>relevant page of the Passport</u> of the candidate issued by the Government of India.

<div align="center">OR</div>

d) Certificate from a Village Officer or a competent authority to <u>show that the candidate is a native of any State or Union Territory of India</u> in the prescribed format.

In order to prove that a candidate is an **Indian Citizen of Kerala origin (Keralite)**, he/she has to upload anyone of the following documents during the submission of online application.

a) The relevant page of the Secondary School Leaving Certificate of the candidate <u>showing the place of birth in Kerala.</u>

<div align="center">OR</div>

b) The relevant page of the Secondary School Leaving Certificate of either of the parents of the candidate <u>showing the place of Birth in Kerala</u> with  corroborative certificate to establish the relationship between the parent and the candidate.

<div align="center">OR</div>

c) The relevant page of the Passport of the candidate or of either of the parents of the candidate, issued by the Government of India, <u>showing the place of Birth in Kerala</u>. If the Passport of parent is uploaded, corroborative certificate is needed to establish the relationship between the parent and the candidate.

<div align="center">OR</div>

d) A certificate of birth from the authority competent to register birth (Panchayat/Municipality /Corporation) showing the candidate's or either of the parents' (in which case corroborative certificate to establish the relationship between the parent and the candidate is necessary) place of birth in Kerala.

<div align="center">OR</div>

e) A certificate in the prescribed format from the Village Officer/Tahsildar to show that the candidate or his/her mother/father was born in Kerala.[This is to be obtained in the prescribed format given in Annexure VIII]

(ii) **Academic Eligibility for Admission**

Candidates seeking admission to the course should  have passed the LLB  examination (Five year / Three year course) with a minimum of 50% marks from any University in Kerala or any other Universities, recognized by the particular University in Kerala to which  the college that the candidate desires to get admitted is affiliated, as equivalent thereto. If the colleges being considered by the candidate for admission are affiliated to different Universities, it's the responsibility of the candidate to ensure that the University and faculty from which he/she has obtained the  degree is recognized by the Universities concerned.  Otherwise, the candidate should obtain the required eligibility certificate from the Universities concerned,  well in advance, as the time period for completing the admission process after announcing the allotment result may be inadequate to complete the formalities for obtaining eligibility certificate.

Candidates who are appearing/appeared for the regular Final Year LLB Examinations can also apply for the Entrance Examination. Such candidate become eligible for admission only if they produce the Provisional/Degree Certificate of the qualifying examination and the mark lists of all parts of the qualifying examination at the time of admission.

(iii) **Age:** There is no upper age limit for admission to the LLM Course.

10. **Total Seats:** Details of Colleges to which Allotment was made by the CEE for LLM Course in 2023-24 is given as Annexure I.

*Note***:** *Allotment of Government merit seats in Private Self- Financing law colleges will be in accordance with the approval of the Government of Kerala and will be subject to renewal of their university affiliation for the academic year 2024-25 and accreditation of the Institution by the Bar Council of India. New Colleges may also be added to the list, subject to Government Sanction and University affiliation.*

11. **Reservation of Seats**

A. **Reservation for Persons with Disabilities (PwD) :** Leaving the seats set apart for all types of supernumerary seats sanctioned, (if any) **5%** of the remaining seats in all the Government Law Colleges will be reserved for Persons with Disabilities.

B. **Special Reservation: One additional seat for a blind candidate is reserved in the Government Law College, Ernakulam.** Such candidates should submit their application to the Principal of the College concerned directly.

C. **Mandatory Reservation:** Leaving the seats set apart under item A above and all types of supernumerary seats, the remaining seats including Government merit seats in private self-financing law colleges will be distributed as per the mandatory reservation principle as follows:-

| i. State Merit (SM) | | 64% |
|---|---|---|
| ii. Socially and Educationally Backward Classes (SEBC) | | 26% |
| (a) Ezhava (EZ) | 9% | |
| (b) Muslim (MU) | 8% | |
| (c) Latin Catholic other than Anglo Indian (LC) | 2% | |
| (d) Other Backward Christian (BX) | 1% | |
| (e) Other Backward Hindu (BH) | 5% | |
| (f) Kudumbi (KU) | 1% | |
| iii. Scheduled Castes and Scheduled Tribes | | 10% |
| (a) Scheduled Caste (SC) | 8% | |
| (b) Scheduled Tribe (ST) | 2% | |

D. **Reservation of seats for Economically Weaker Section in General Category:**

As per the G.O.(MS) No.128/2020/HEDN dated.20.03.2020, G.O (MS)No.2/2020/P&ARD dated.12.02.2020 & G.O.(MS)No.23/2022/P&ARD dated.04.10.2022 Government have decided to implement reservation for Economically Weaker Sections in General category (EWS) in all Higher Educational Institutions other than Minority Institutions, where reservation to other backward classes are provided. Additional 10% of seats available for the allotment of CEE in LLM course in each college (where reservation to EWS category is applicable) will

be reserved exclusively for EWS category. The unclaimed seats in this category, if any, will not be offered to any other category. The institution wise breakup under EWS quota will be notified separately.

## 12. Claim for Reservations

**Note:** (i)     Claims for Special/Mandatory reservations must be made by a candidate in the online application and the supporting documents shall be uploaded to the online application within the stipulated time. <u>The claim has to be specified in the application in the appropriate places.</u> **Claims made after the submission of online application will not be entertained even if supporting evidences are produced**. The claims for Special and Mandatory reservation once made in the application cannot be altered by the candidate under any circumstance.

(ii) Only candidates belonging to an Indian Citizen of Kerala origin (Keralite) category, are eligible for claiming Special/Mandatory reservation in Government/Self Financing Colleges, unless otherwise specified in the prospectus.

(a) **State Merit**. The seats under the State merit will be filled purely on merit (Statewide) basis irrespective of the category/community to which the candidates belong.

(b) **Claim for communal reservation under Socially and Educationally Backward C l a s s e s (SEBC).**
Reservation to Socially and Educationally Backward Classes will be in accordance with the provisions contained in GO (P) No.208/66/Edn. dated. 02.05.1966 a n d G O ( M S ) N o . 95/08/SCSTDD d a t e d 06.10.2008, GO(P) No.1/2015/BCDD dated.01/01/2015, G.O(MS) No. 03/2018/BCDD dated 09.04.2018, G.O(MS) No. 05/2020/BCDD dated 16.03.2020, G.O(Rt) No. 01/2022/BCDD dated 25.02.2022 and as amended from time to time and will be in accordance with the orders of the Hon'ble Supreme Court of India/Hon'ble High Court of Kerala or Orders of the Government of Kerala/Government of India [See **Annexure V** for the list of communities under SEBC].

(i)     Candidates belonging to Socially and Educationally Backward Classes as per G.O. (P) 208/66/Edn. dated 02.05.1966, GO(MS) No. 10/2014/BCDD dated: 23.05.2014, G.O.(P)No.1/2015/BCDD dated: 01.01.2015, GO(MS) No. 4/2015/H.Edn. dated: 05.01.2015 and GO(MS)No.15/2015/H.Edn dated:  19.01.2015 s h o u l d u p l o a d t o t h e o n l i n e  application, a certificate to the extent that the candidate belongs to the community which is designated as a Socially and Educationally Backward Class and does not belong to the category of Creamy Layer, in the proforma given as Annexure V of the G.O.(P) No. 1/2015/BCDD dated: 01.01.2015. Only the claims of the candidates of those communities that are included in the list as incorporated in the respective Annexure of the Prospectus 2024 will be considered. Claims by candidates belonging to other communities, which are not included in the Annexure, will be rejected even if certificates from the concerned Revenue Officers have been obtained and uploaded to the online application.

(ii)     Candidates belonging to Ezhava, Muslim, Other Backward Hindus,

Latin Catholics Other than Anglo Indians, Other backward Christian and Kudumbi Communities claiming reservation under SEBC quota should invariably upload the Non-Creamy Layer Certificate [issued for State Education purpose only] from the Village Officer concerned in the prescribed format. (Format is given in Annexure IX)

**(iii)** **Reservation under SEBC for children of inter-caste married couples**: Children of inter-caste married couples with either the father or mother belonging to a community included in SEBC list, or with father and mother belonging to different communities, both of which are included in the SEBC list, are eligible for reservation under SEBC. Such candidates should upload a Non-Creamy Layer certificate specifying the community of the candidate from the Village Officer in the prescribed proforma (Format is given in Annexure IX). The claim made in the online application will be final and cannot be changed subsequently.

**(iv)** Candidates who are children of inter-caste married couple of which one is SC/ST who will be eligible for educational and monetary benefits admissible to SC/ST as per Para 2 (ii) of G.O (Ms) No.25/2005/SCSTDD dated 20-06-2005, if eligible for reservation under SEBC, will be granted the same based on the community shown in the Non-Creamy Layer Certificate obtained from the Village Officer and inter-caste marriage certificate issued by the Tahsildar (Annexure VI) to be uploaded by them with the online application.

**(v)** Candidates claiming SC/ST reservation who are children of Inter-caste married couple of whom one is SC/ST, should upload the Extract of First standard school admission register showing the caste/community and the relevant page of secondary school leaving certificate also. If the candidate is not from the Kerala SSLC stream, the relevant page of the School Leaving Certificate of the parents should be uploaded.

**(vi)** The candidature/ allotment/ admission of the candidates who furnish fake Non-Creamy Layer certificates are liable to be cancelled. Such candidates are also liable to be debarred from appearing for the Entrance Examination for a period extending upto two years.

**(c) Claim for Reservation under Scheduled Castes/Scheduled Tribes Quota**

i) Scheduled Caste/Scheduled Tribe candidates should upload the caste/community certificate from the Tahsildar in the prescribed format along with the online application (format is given in Annexure X). SC/ST caste status of children of parents contracted Inter-caste marriage will be subject to the orders/clarification issued in G.O (MS) No.25/2005/SCSTDD dated 20-06-2005, G.O(MS) No.25/2005/ SCSTDD dated 20-06-2005 and the judgment dated 10-08-2005 of the Full Bench of the Hon'ble High Court of Kerala in WP(C) 2483/2005 and connected cases and G.O(Ms) No.109/2008/SCSTDD dated 20.11.2008.

As per G.O.(MS)No.109/2008/SCSTDD, dated 20.11.2008, the children born of inter-caste married couple of which one of the parents is SC/ST can claim the status of SC/ST on proof of the conditions of acceptance, customary traits and tenets under which such children are brought up.

The competent authority issuing SC/ST community certificate to children born of inter-caste married couple, of which one of the parents is SC/ST, should ensure that the claimant is subjected to same social disabilities and also following the same customs and traditions and the community has accepted that person to its fold as such. The authority to issue caste certificate should also ensure that:

(a) Each case shall be examined individually in the light of the existing facts and circumstances.

(b) The claimant has suffered disabilities – socially, economically and educationally.

(c) The society has accepted the claimant to their original fold as one among them and is living in the same social tenet.

ii) Candidates claiming SC/ST reservation who are children of Inter caste married couple of whom one is SC/ST, should upload the Extract of First standard school admission register showing the caste/community and the relevant page of secondary school leaving certificate also. If the candidate is not from the Kerala SSLC stream, relevant page of the School Leaving Certificate of the parents should be uploaded.

Christian converts who have subsequently embraced Hinduism should upload caste/community certificate in the prescribed format along with the online application. The following certificate should also be got recorded by the revenue official below the certificate "The certificate is issued after observing the guidelines issued in Government Circular No.18421/E2/SCSTDD dated 15.12.1987."

> The names of castes and communities are given in Annexures II & III For claiming SC/ST reservation Community Certificate from Tahsildar is to be obtained in the prescribed format and uploaded to the online application.

iii) The applications for the reserved seats of Scheduled Castes/Scheduled Tribes candidates which do not contain SC/ST Certificate (Community Certificate) from the Tahsildar in the prescribed format to the online application will not be considered on any account for claiming community reservation against the seat reserved for SC/ST candidates (vide G.O.(MS) 31/90/SCSTDD dated 25.05.1990). The community certificate should clearly specify that the candidate himself/herself (not the father or mother) belongs to the Scheduled Castes/Scheduled Tribes. The community certificate as per G.O.(MS) No.136/07/RD, dated 27.04.2007 will be accepted. The candidates who are reconverted to Hinduism from Christianity of Scheduled Caste origin should upload community certificate from the Tahsildar concerned to the online application along with a copy of Gazette Notification regarding re-conversion. Such candidates should also upload the Sudhi Certificate and relevant page of the school documents of the candidate and his/her parents.

iv) The claims for reservation under Scheduled Castes/Scheduled Tribes quota will also be subject to verification and clearance by the Screening Committee constituted for the purpose by Government vide G.O.(P)No.15/2011/SCSTDD dated 01 02.2011 and as authorized by Section 6 of the Kerala (Scheduled

Castes and Scheduled Tribes) Regulation of Issue of Community Certificates Act, 1996 (Act 11 of 1996).

v) The SC/ST claims in respect of those who have migrated from one State to another will be subject to the provisions of G.O (MS) No.10/86/SCSTDD dated 12.02.1986. Only the children of those who had migrated to this State before the promulgation of the Constitution (Scheduled Castes) Order 1950 and the Constitution (Scheduled Tribes) Order 1950 and who ordinarily reside in this State can claim SC/ST benefits from the State of Kerala. They must be able to prove this, if required. SC/ST claims in respect of candidates whose parents were natives of other states but migrated to the State of Kerala before 1950 shall upload documents of migration also.

> **WARNING**: Those who upload false SC/ST Certificate for claiming reservation under SC/ST quota shall be liable for the penalties stipulated in section 15 of the Act referred to in Clause (c) above. Candidates and their parents who make such applications are warned that in addition to prosecution they will have to suffer the following consequences, in case the SC/ST certificate uploaded is found to be false and the candidate does not belong to any SC/ST communities, under section 16 of the Act which says, "Benefits secured on the basis of false community certificates will be withdrawn.

> (i) Whoever not being a person belonging to any of the Scheduled Castes or Scheduled Tribes secures admission in any educational institution against a seat reserved for such castes or tribes or secures any appointment in the Government, Government Undertakings, Local Authority or in any other Company or Corporation owned or controlled by the Government or in any aided institution against a post reserved for such castes or tribes or enjoys any other benefits intended exclusively for such castes or tribes by uploading a false community certificate shall, on cancellation of the false community certificate, be removed by cancelling the irregular admission in the concerned educational institution, or as the case may be, removed from the said service forthwith and any benefit enjoyed by him as aforesaid shall be withdrawn forthwith.

> (ii) Any amount paid to such person by the Government or any other agency by way of scholarship, grant, allowance, stipend or any other financial benefit shall be recovered as if it is arrears of public revenue due on land.

> (iii) Any degree, diploma or any other educational qualifications acquired by such person after securing admission in any educational institution on the basis of a false community certificate shall also stand cancelled on cancellation of the community certificate obtained by him".

**(d)  Claim of OEC candidates**

**(i)  Claim of OEC candidates against the un-availed seats of SC/ST candidates:** Other Eligible Community (OEC) candidates are eligible for the unavailed seats, if any, under SC/ST quota, as per GO(P)No.135/87/H.Edn, dated 06.05.1987. They should specify their community status in the application. Such candidate should upload Non- Creamy Layer Certificate

[issued for State Education purpose only] from the Village Officer concerned in the proforma (Annexure IX) available along with the online application as per GO(P)1/2015/BCDD dated: 01.01.2015 and GO(Ms) No. 4/2015/H.Edn. dated: 05.01.2015. Relaxation in marks in the qualifying examination as in the case of SEBC candidates will be applicable to OEC candidates (As per GO(P)No.53/2000/SCSTDD dated 03.07.2000). The list of Other Eligible Communities is given in Annexure IV (a) of the prospectus.

**(ii) Claim for fee concession to OEC candidates**

Candidates belonging to Other Eligible Communities are exempted from payment of fee at the time of admission to Professional Degree Courses under Government/Community quota as per G.O (MS) No.36/07/SCSTDD dated 03.07.2007. Those OEC candidates who have submitted the Non-Creamy Layer Certificate [issued for State Education purpose only] for availing the applicable reservation will be granted the Fee Concession based on the Non-Creamy Layer Certificate. But those OEC candidates who do not come under the Non-Creamy Layer category should upload the community certificate from the Village Officer in the prescribed format along with the online application for availing the fee concession (format is given in Annexure XIII). If the community is correctly recorded in SSLC/Educational Certificate of the candidate it can be considered instead of the community certificate issued by the Village Officer.

**(iii) Claim for fee concession to candidates belonging to communities listed in Annexure IV(b)**: Candidates belonging to the communities listed in Annexure IV(b) whose annual family income is up to Rs.6 lakhs are exempted from payment of fee at the time of allotment to Professional degree courses under Government/Community quota as per GO(MS)No.10/2014/BCDD Dated:23.05.2014. They should upload Community and Income Certificates from the Village Officer in the prescribed format along with the online application. (See Annexure XI(i) for details and Annexure XI for Income Certificate format). If the community is correctly recorded in SSLC/Educational Certificate of the candidate it can be considered instead of the Community certificate issued by the Village Officer.

**Note: Income from salary**: In the case of candidates whose parents are employed, the Basic Pay and Dearness Allowance of the employee(s) are to be taken into account for the purpose of calculating total annual family income. Inclusion of Interim relief in the annual income will be as per the orders of Revenue Department. HRA, Special pay, Deputation pay, TA, PTA, honorarium etc. need not be counted for calculating the annual family income. (See **Annexure** XI(i) for details).

The candidature/ allotment/ admission of the candidates who furnish false Income certificate are liable to be cancelled. Such candidates are also liable to be debarred from appearing for the Entrance Examination/Allotments for a period extending up to two years.

**(e) Claim for Reservation of Persons with Disabilities**

A Certificate of Disability from the District Medical Board, certifying the degree or percentage of disability issued not earlier than 12 months prior to the submission of application, has to be uploaded with the online application.

However, a medical certificate issued by the District Medical Board in which the disability is marked as 'Permanent' will be considered life-long valid. The selection of such physically handicapped candidates will be based on the merit in the Entrance Examination, and not based on the degree of disability. Only candidates having a minimum of 40% disability will be eligible for this quota.

**(f)** **Claim for fee concession to the Children of Fishermen:** Candidates who are children of Registered Fishermen allotted against Merit seats or against the seats reserved for them are exempted from payment of fees to Professional Degree Courses as per GO(Ms) No. 47/14/FPD dated 09.06.2014, if they upload a Certificate in the prescribed format given in Annexure XII from Fisheries Officer concerned of Kerala Fishermen Welfare Fund Board to the online application

**(g)** **Claim for fee concession to the inmates of Sri Chitra Home, Nirbhaya Home, Juvenile Home:** Candidates who are inmates of Sri Chitra Home, Nirbhaya Home, Juvenile Homes and other institutions run by Government allotted against Merit seats are exempted from payment of fees to Professional Degree Courses as per GO(Ms) No. 130/90/H.Edn dated 31.05.1990. A certificate in this regard from the authority concerned is to be uploaded along with the online application, for availing fee concession.

## 13. Other General Rules for Mandatory Reservation

(i) The un-availed seats under Scheduled Caste (SC) category will be converted to the Scheduled Tribes (ST) category and vice versa.

(ii) SC/ST category seats un-availed by both SC and ST candidates will be converted to Other Eligible Community (OE) category (See Annexure-IV(a) for the list of OECs). The un-availed seats under the OEC category will be converted to the State Merit category.

(iii) The un-availed seats under SEBC categories will be converted to State Merit.

(iv) If any seat, in PwD quota, is left un-availed, it will be converted to the Mandatory reservation quota, unless otherwise stated.

> **If any category seat remains vacant due to insufficient number of options to fill up the vacant seats even after fresh options are registered for the vacant seat filling allotments after second phase centralized allotment, the applicable category conversions will be carried out and the vacant seat filling allotment process will be conducted based on the resultant seat matrix, unless otherwise specified. However, no category conversion will be applicable for EWS category seats. During further counselling and stray vacancy filling phases there may be strict constrains on the kinds of moves from one course to another course or from one college to another college. The Commissioner for Entrance Examinations is authorized to prepare and publish detailed guidelines and conditions for centralized counseling and the subsequent vacant seat filling allotments / stray vacancy filling phases.**

## 14. Claim for Special Reservation

**One seat is reserved in the Government Law College, Ernakulam** for this category. Candidates under this category should produce certificates from the Medical Board to prove that the candidates deserve reservation under blind quota. Candidates against the seat reserved for blind quota will be selected on the basis of their marks in the qualifying examination. *They should apply to the Principal of the Colleges concerned, in the prescribed format which can be obtained from them. The last date for submission of applications will be the same as that fixed for those being considered for admission*

*based on the entrance examination. These candidates need not submit their application to the Commissioner for Entrance Examinations.* If there is no claimant for the seat, this additional seat will not be allotted to any other category. The seat will lapse on closing of admissions for the year.

15. **Entrance Examination**

    (a)    **Conduct of the Entrance Examination**

        (i)  A candidate desirous of joining the LLM Course in any of the Govt. Law Colleges of the State or in Government Merit seats in private self-financing law colleges of the State will have to appear for Entrance Examination. The admission to the course will be based on the rank of the candidate in this Entrance Examination, unless otherwise specified in the prospectus. The Entrance Examination for admission to the LLM Course 2024-25 will be a Computer Based Test (CBT). The Entrance Examination will be conducted on the date, venues and time as notified by the Commissioner for Entrance Examinations.

       (ii)  The Questions of the Entrance Examination will be of objective type.

      (iii)  The questions shall be of the standard of LLB Examination.

      (iv)  There shall be two parts of 120 minutes duration.

**Part A**

| Sl.No | Subjects | No. of Questions |
|---|---|---|
| 1 | Jurisprudence | 25 |
| 2 | Constitutional Law | 25 |
| 3 | Law of Crimes | 25 |
| 4 | Law of Contracts | 25 |
| **Total** | | **100** |

**Part B**

| Sl.No | Subjects | No. of Questions |
|---|---|---|
| 1 | Public International Law | 20 |
| 2 | Administrative Law | 20 |
| 3 | Law of Property | 20 |
| 4 | Company Law | 20 |
| 5 | Interpretation of statutes | 10 |
| 6 | Law of Torts | 10 |
| **Total** | | **100** |

      (v)  Each answer with correct response shall be awarded **three** marks. **One** mark each will be deducted for each incorrect response. However, in the event of failure to answer a question ie, no response is indicated against a

question, no deduction from the total score will be made.

(vi) A fully computerised system has been adopted for evaluation of the examination and for the preparation of the rank list. There is no provision for revaluation or re-checking of answers.

(vii) If any candidate has any genuine complaint regarding the conduct of the examination, he/she may register his/her complaint, before the Chief Superintendent of the examination Centre, with supporting details/information, immediately after the particular examination is over. Complaints relating to the conduct of the examination received directly in the Office of the Commissioner for Entrance Examinations will not be entertained.

(viii) **No Re-examination: Re-examination shall not be held under any circumstances for those who are unable to appear in the entrance examination on the scheduled date & time, for any reasons**

(ix) **No request for change in the Examination Centre will be entertained**

Special Instructions to the candidates appearing for the computer based Entrance Examination (See annexure XV)

Note: Read the instructions given in annexure XV carefully. Failure to observe instructions may affect the candidate's performance.

*IMPORTANT: Any malpractice or attempt to commit any kind of malpractice in the examination will result in the disqualification of the candidate and withdrawal of candidature.*

**(b)    Publishing of Answer Keys**

(i) After the examination, the Commissioner for Entrance Examinations will publish the "Answer Keys" on the website www.cee.kerala.gov.in. If any candidate has any complaint regarding questions or answer keys, Candidates can submit the complaints through the candidate Portal.  A fee of  Rs.200/- per question shall be paid online and no complaint will be entertained without the requisite fee, within 3 days from the date of publication of the answer keys on the website.

(ii)  If the complaint filed is found to be genuine, the fee remitted while filing the complaint will be refunded. Complaints received after the stipulated date or without requisite fee and supporting documents will not be considered under any circumstances. Complaints received by e-mail/fax will not be considered on any account.

(iii)  All complaints received on Answer Keys will be referred to a subject expert committee to be constituted by the CEE. The recommendations of the committee will be final. Necessary modifications will be made in the published answer keys based on the recommendations of the expert committee and the marks for the deleted questions, if any, shall be distributed as per the ruling of the Hon'ble High Court of Kerala in 2002(3) KLT 871.  Individual replies will not be given to the candidates on the decision of the committee.

**(c)** **Resolving of tie and Preparation of Rank list**

    (i)    **Resolving of tie**: In case there is tie among the candidates who secure same total marks, Candidates who score higher marks in Part A of the Entrance Examination will be placed higher in the rank list. If the tie still persists, the age of the candidate will be considered, the elder being preferred to the younger.

    (ii)    **Rank List**: The Commissioner for Entrance Examinations will prepare and publish the rank list of candidates, whose selection is based purely on merit as assessed in the entrance examination.

    (iii)    **Category Lists -** Separate category–wise list will be published for Community Reservation, Person with Disabilities and EWS reservation. Candidates are advised to verify the category list published by the Commissioner for Entrance Examinations and satisfy themselves regarding their position in the list. Complaints, if any, in this regard may be intimated to the Office of the Commissioner for Entrance Examinations. Complaints received after stipulated time will not be entertained. Revised category list will be published after considering the genuine objections/complaints, filed by the candidates.

    (iv)    Admission to the Entrance Examination, and the rank obtained in the Entrance Examination or inclusion in the merit list or allotment, will not entitle the applicant for admission to the course, unless the applicant satisfies the rules regarding the eligibility for admission to LLM course as laid down in the Prospectus for Admission to LLM course 2024-25.

    (v)    The admission to the Entrance Examination or rank obtained in the Entrance Examination would not automatically entitle the applicant for admission to the course, unless the applicant satisfies the rules regarding eligibility for admission. Furnishing of false particulars will result in the forfeiture of the candidature, as well as cancellation of admission to the course, and in addition, will attract the relevant provisions of the Criminal Laws of the Land. If any information or document uploaded to the online application by a candidate are found to be false or ineligibility for admission is detected before or after admissions, candidature of the applicant will be withdrawn and admission, if any, will be cancelled.

## 16. Procedure for applying online

**16.1** All candidates seeking admission to the course should apply online through the website **www.cee.kerala.gov.in** of the Commissioner for Entrance Examinations.

**16.2** **Five steps for applying online:** There are 5 steps for the online submission of application and all the steps are mandatory. Candidates should complete all steps and the **candidates are advised to keep a softcopy or printout of the** Application Acknowledgement page for future reference. For the online submission of application, candidate has to visit the website **www.cee.kerala.gov.in** where he/she can find the link **"LLM course 2024 - Online Application.**

### 16.2.1 Step 1: Registration

This is a onetime online process during which the candidates will get a system generated 'Application Number'. The candidates should give necessary basic data

and create a strong password during the registration process.

Candidates are advised to create a strong, unique password. The requirements of a strong password are:

a minimum length of 8 characters
a minimum of one alphabet character [a-z or A-Z]
a minimum of one number (0-9)
a minimum of one symbol [!@#$%^&*]

Don't use a shared password or disclose the password to others. Be informed that the application number and password will be required till the end of the admission process for accessing all the online facilities related to LLM Course 2024.

## 16.2.2 Step 2: Fill Application

All the basic information required for processing your application are to be filled in at this stage. Before filling the details, please read the Prospectus carefully.

The data provided here will be used for processing the application. Any mistake in filling this page or providing false/incomplete/wrong information will affect the candidate's eligibility for admission or claim for reservation under any category. It is obligatory that the candidate fill all the mandatory fields in the application.

**Candidates should take utmost care while filling the Online Application. Applicant should ensure that the data provided are correct before proceeding to next step.**

If the candidate is sure that the information provided in step 2 are correct, click the link **'Save and finalize'**.

**Note: - No modification will be possible after the Final submission.**

## 16.2.3 Step 3: Pay Application Fee

Application fee for General and SEBC candidates is **Rs.840/-**(Rupees Eight hundred and forty only) and in the case of SC/ST candidates and those eligible for SC/ST benefits as per G.O (Ms) No.25/05/SCSTDD dated 20.06.2005 is **Rs.420/-** (Rupees Four Hundred and Twenty only). Applications can be submitted in online mode only, and all the supporting documents are to be uploaded.

## Online Payment

The Application fee can be paid through the online payment only. 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 ensure 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 and can proceed to uploading of photograph, signature and supporting documents. 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, he/she 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 has not turned green, the payment has not succeeded and the candidate may try for online payment afresh. If the candidate's account is debited for an unsuccessful transaction, the amount will be reverted to his/her account within five working days.

## 16.2.4 Step 4: Upload images and Certificates

### Upload Photograph of Candidate

- A studio generated soft copy of latest passport size color photograph with light coloured background in jpeg format between 15 kb to 100 kb of size and resolution 150 x 200 pixels is to be used for uploading.
- The photograph should not be taken with the candidate wearing Cap or Goggles. Spectacles are allowed if being used regularly. POLAROID and COMPUTER /MOBILE-PHONE generated photos are not acceptable.

### Upload Signature of Candidate

On a plain white sheet, the candidate should put his/her signature with black/blue ink.

- 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**.

- File size should be between 4 kb and 100 kb.

- Scanned image of signature must be clear and complete

### Upload Documents/Certificates

- All necessary certificates/documents to be uploaded should be in PDF format
- File size of each document/certificate should be between 10kb and 500kb.
- The scanned images should be of the original documents/certificates and should be **clear** enough to read.

## Read before uploading documents/Certificates

- The <u>Originals</u> of the uploaded documents <u>should be furnished before the admitting authority</u> as and when required.
- The uploaded documents will be verified with the original documents by the admitting authority and the documents will be accepted only after this verification.
- It is the responsibility of the candidate to ensure the correctness and clarity of the documents uploaded.

- Uploading of any false or bogus documents may lead to disqualification of the candidacy.
- *If more than one documents have to be uploaded for a single claim, all the documents should be converted into a single pdf file and uploaded.*

## Certificates/Documents to be uploaded in the Online application.

(a) Proof for Nationality and Nativity as specified in Clause 9 (i) (Mandatory).

(b) Relevant page of the SSLC or equivalent certificate to prove date of birth, (Mandatory).

(c) Non-Creamy Layer Certificate for State Government Education purpose in the prescribed format given in Annexure IX from the Village Officer concerned for community reservation claims in the case of SEBC/OEC candidates.

(d) Community Certificate from the Tahsildar concerned in the prescribed format given in Annexure X in the case of SC/ST candidates.

(e) Inter-Caste marriage certificate in the prescribed format given in Annexure VI from the Tahsildar concerned, if applicable. [See Clause 12 b (IV).

(f) EWS Certificate in the prescribed format (Annexure VII (a), (b)) as per the G.O.(MS)No.23/2022/P&ARD dated.04.10.2022 issued by the Village Officer (if applicable).

(g) Certificate from the Medical Board for Persons with Disabilities.

(h) Any other documents mentioned in the Notification of the Entrance Examination and Centralized /vacant seat filling allotments.

*Remember:* *The Originals of the uploaded documents will have to be furnished before the admitting authority as and when required.*

## 16.2.5 Step 5: Print Acknowledgement Page

After completing the uploading of all necessary certificates/documents, candidates can take a printout of the Acknowledgement Page by clicking on the link '**Print Acknowledgement page'**. Candidates are advised to keep a soft copy or printout of the Acknowledgement Page for future reference**.**

> **DO NOT SEND THE PRINTOUT OF APPLICATION ACKNOWLEDGEMENT PAGE OR SUPPORTING DOCUMENTS TO THE OFFICE OF THE COMMISSIONER FOR ENTRANCE EXAMINATIONS**

**Warning:** *Applications with defective or incomplete certificates will be rejected. Documents or certificates furnished after the last date fixed for submission of online applications will not be considered on any account. No candidate will be permitted to incorporate any additional details in the application form or to submit any additional documents after the submission of the online application.*

## 17. Issue of Admit Card

The Admit Card for the Entrance Examination can be downloaded from the website of

the Commissioner for Entrance Examinations, www.cee.kerala.gov.in. Admit Card will not be sent by post from the office. The date of issue will be notified later. The candidates will have to enter their application number and password provided in order to download the admit card. They will have to take a printout of the admit card. Admit cards will not be sent by post from the Office of the Commissioner for Entrance Examinations. The venue of the examination and time table will be noted in the admit card. Separate notification in this regard will be issued.

a) Application, if rejected, will be shown in the candidate portal as "Application Rejected".

**b)** No memo will be sent by post in the case of defective applications. The defects in the applications will be displayed on the homepage of the candidate portal. **Defects if any, should be rectified within the dates specified in the notification pertaining to the download of admit cards.**

c) All candidates whose application has been accepted should download their admit card well in advance. A candidate who does not possess the Admit Card will not be admitted to the Examination Hall under any circumstances.

## 18. Centralised Allotment Process (CAP) and Online Submission of Options

The Centralised Allotment Process (CAP) will be done online to give allotment to the LLM courses. Candidates will be allowed to exercise their option for courses/colleges as per their ranks in the Computer Based Entrance Examination for admission to LLM courses-2024 conducted by the Commissioner for Entrance Examinations. The allotment of courses/colleges for the General Merit and reservation categories will be strictly in accordance with the rank list and category lists mentioned in clause 12 above.

1. The allotment to all the courses for all categories will be made through a Centralized Allotment Process which is a Single Window System (SWS) of Allotment to give allotments to the LLM seats in the Government Law Colleges and Government Merit seats in Private Self-Financing colleges based on the options submitted online by the candidates who have been included in the Rank list and Category lists prepared by the CEE based on the entrance examination for admission to LLM courses-2024. The Centralised Allotment is a simple and transparent process of allotment to the courses and it gives the candidate the opportunity to exercise his/her options for colleges of his/her choice conveniently in the order of his/her preference considering all those available to be chosen from. The allotments will be strictly based on the options exercised, the rank obtained and eligible reservations of the candidate. Candidates should register options only to those courses and colleges which they are sure to join on allotment. If the candidate fail to remit fee/join the college, she/he will lose the allotment as well as all the existing options of the candidate. When an allotment is given to a candidate, the previous allotment if any, shall automatically cancelled.

2. The Single Window System of Admissions for the LLM Courses 2024 will be done by the Commissioner for Entrance Examinations (CEE), Kerala.

3. The courses and the seats in the Government Law Colleges and Government Merit seats in Private Self-Financing colleges to be allotted by the Commissioner for Entrance Examinations will be included in the SWS and will be done as per the provisions of the allotment.

4.  **Register options**: Options can be registered only through the website, www.cee.kerala.gov.in. Candidates have to register their options in the 'Home Page' of the candidate through the website within the stipulated time. Candidates can access this website and follow the instructions given therein to register their options for courses and colleges. Options submitted to the CEE by Fax, Post, hand delivery etc., will not be processed or considered on any account for allotment of seats.

5.  **Time schedule for registering options**: The facility for registering of options will be available only during the period specified in the notifications to be issued by the CEE. Wide publicity will be given through electronic and print media regarding the schedule and related matters. The facility will be withdrawn once the time period is over and candidate will not have access to this facility after the specified time. A candidate, not registering his/her options as per the time schedule announced, will not be considered for allotments against any of the seats available then, irrespective of his/her rank. No extension of time will be granted under any circumstances for registering options.

6.  *Eligibility for registering options*: Only those candidates included in the Kerala State Rank List and Category list of LLM Entrance Examination, Kerala 2024 prepared by the Commissioner for Entrance Examinations are eligible to register their options online. Moreover, the candidates registering their options should satisfy all the eligibility conditions as per Clause 9 of the Prospectus for Admission to LLM course– 2024.

    *Principal/Head of the Institution will be personally responsible for verification of eligibility conditions as prescribed in the Prospectus for Admission to LLM course -2024 of the Government of Kerala, when the candidate reports for admission. Only those candidates who are found to be qualified as prescribed shall be admitted to the college/institution irrespective of the fact that he/she has an allotment through the SWS.*

7.  **Essentials for registering options**: The candidate can log on to his/her home page by entering the details (i.e. *Application number and Password*) correctly. Application number of the candidate is a seven-digit number assigned to the applicant while he/she submits the online application to CEE for the LLM Courses 2024.

8.  **Option Registration Fee.** A fee to be prescribed by the Commissioner for Entrance Examinations shall be paid by the candidates at the time of Option Registration. The registration fee once paid will not be allowed to change at any instance. The registration fee can be paid through online to the CEE before registering options.

    **Refund conditions for option registration fee:**

    a. Refund of option registration fee for the eligible candidates will be made only after the completion of allotment process and it will be notified

    b. The registration fee of those candidates who do not get allotment will be refunded.

c. If a candidate gets allotment and does not join within the stipulated time , the option registration fee will be considered as penalty and will not be refunded.

d. Option registration fee of the candidates who quit the seats after taking admission will be considered as penalty and will not be refunded

e. Option registration fee will not be adjusted to the course fee and it will be refunded to eligible admitted candidates.

f. Conditions, if any, regarding penalty will be notified later.

9. **Procedure for Registering Options**: Any candidate, who wish to register his/her options, should have the 'Application number' and 'password' readily available with him/her. The candidate must also have access to internet facility. The candidate should follow the procedure given below for registering options:

   a. Log on to the 'Candidate Portal' through the website www.cee.kerala.gov.in using Application Number and Password.
   b. Proceed to the Option Registration Page by clicking on the 'Option Registration' Link.
   c. Payment of Option Registration fee
   d. Register Options.
   e. Save the Options registered
   f. View and Print the List of Options registered.
   g. Log off from the Candidate Portal.

10. **Accessing the website**: The candidate can access the website, **www.cee.kerala.gov.in** from any computer having internet facility. The platform can be Windows-based or Linux-based and latest version of Mozilla Firefox is the recommended browser to be used.

11. **Logging on to the Candidate's Home Page**: The candidate can log on to his/her home page by entering the details (i.e. Application number and password) correctly. If the system finds that the one who has requested for 'login' is the genuine candidate, the candidate will be directed to his/her 'Home page'.

12. **How to register options in his/her Home Page:** By clicking on the 'Option Registration' tab, the Course - College - Fee combination list will be displayed in the Home Page. Here all the eligible options of the candidate will be displayed and the candidate should select only those options in which he/she is interested. The candidate is expected to select the options in his/her order of preference. All options registered by the candidate will be processed. If a candidate gets allotted to a particular seat, based on his/her option, he/she is bound to accept it, failing which; he/she will lose that allotment as well as all the existing options. The option once lost will not be available in the subsequent phases.

13. **Online option Confirmation for participating in subsequent phases of allotment:** Candidates who are having valid options and are willing to participate in the second allotment/subsequent allotment have to log in to his/her

Option Registration Page and Confirm their options by clicking the 'Confirm' button available in his/her Option Registration Page. Candidates can delete their unwanted options or alter the priority of existing options only after the online option confirmation.

14. **Saving the selected options**: For any selection, addition, deletion or rearrangement of options to take effect on the server, the changes must be saved before exiting the option registration portal. The Save menu item is provided for this purpose. It's important to save the changes frequently. The last saved data only will be available in subsequent sessions. All unsaved changes will be lost on exit, by logging out or other means. So make sure that the selected course-college combinations are saved before exit. Even if deletions only are intended, the remaining options (even if no options remain after the deletion) in the selected list must be saved for the deletions to take effect on the server. If any selection, addition, deletion or rearrangement of options go unrecorded on the server due to the candidate not saving the data before exit, CEE will not be responsible for it.

15. **Don't press refresh or back button:** Don't refresh the page by any means other than by clicking the given buttons or tabs. Also, no attempt should be made to open the option registration page in multiple tabs or windows. If for any reason you exit the system by logging out or otherwise, you can start all over again from the home page after logging in.

16. **Printing of the Option List based on the options registered:** After saving the selected options (after necessary additions, deletions and re-arrangements), a printout of the final list of selected course-college combinations may be taken and kept as a record for your own reference.

17. **Logging off from the Home page:** Once the candidate is satisfied with the options registered, he/she should 'Log off' the system by clicking on "logout" link. **Don't exit the system without logging out.** The process of 'Option Registration' is complete when the candidate logs off. This action is compulsory for preventing the misuse of his/her Home Page by others.

18. **Processing of Options and Allotment:**
    a. *Allotment Schedule and Allotment Memo:* After the period earmarked for registering options, the options will be processed and the allotment for all courses will be published on the website, www.cee.kerala.gov.in, on the date notified by the CEE. The allotment memo, the printout of which can be taken from the website, will show the course and college to which the candidate is allotted and the fee to be remitted for the course allotted. The schedule of allotment will be notified separately. Necessary notifications will be issued by the CEE.

    b. *Remittance of Fee:* The prescribed tuition fees and other fees for the course will have to be remitted by the candidate at the college allotted to him/her while taking admission.

    c. *Admission for all courses:*
    Candidates allotted to courses, and who remit the fee as prescribed, should take

admission in the college allotted as per the schedule prescribed by the CEE. Those Candidates who do not remit the fee or do not join the college on or before the date prescribed for the same will lose their allotment as well as all the existing options. The options once lost will not be available in the subsequent phases. The candidates are liable to pay admission fee as prescribed by the University concerned at the time of admission. If a candidate who got admission in any course, in any allotment of any phase under CAP conducted by the CEE, discontinues the course by taking TC to join another college or course which is not the part of CAP or for any other reasons not related to CAP will lose their allotment as well as all the existing options .The options once lost will not be available in the subsequent phases.

**d. *Online Option Confirmation***

Candidates who are having valid options and who are willing to participate in the second allotment/subsequent allotments have to log in to his/her Home page

and confirm their options by clicking the **'Confirm'** button available in his /her Home page. Candidates can delete their unwanted options or alter their priority for existing options only after the online option confirmation. If a candidate does not confirm the higher order options by clicking the 'Confirm' button available in his /her Home page, his/her higher order options will not be available in subsequent phases. However, his/her, existing allotment shall be retained, subjected to the condition of clause 18.18 (h).

> Online Option Registration or Confirmation, as the case may be, is mandatory before each phase of allotment for participating in that particular phase of allotment. Option Confirmation is necessary in the second phase to carry over the valid options, if any, remaining after the first phase of the CAP, to the second phase of the CAP. It will not be allowed to register fresh options in the second phase except to any courses and colleges newly included in the second phase. However, in the vacant seat allotment, already registered options, if any, will be automatically cancelled (keeping the admission, if any, intact) and fresh options can be registered to any of the available courses and colleges. The facility for Online Option Registration or Confirmation, as the case may be, will be made available on the website before each phase of allotment.

**e.** After each allotment, the options below the 'allotted one' of the candidate will automatically be removed from the option list of the candidate. For example, if a candidate had registered 10 options in all, and if he/she is allotted his/her $5^{th}$ option, all options from 6 to 10 will be removed from the option list. Since the $5^{th}$ option is the allotted one, it will not be seen in the option list. Options from 1 to 4 only will remain valid and will be considered for future allotments.

**f.** If a candidate is satisfied with an allotment and does not want to be considered against his/her remaining options, he/she will have the facility to cancel all the remaining options. He/she may also cancel specific options among the remaining options as per his/her desire. The candidate will also have the facility to alter the priority of the remaining options. But the candidate will not be permitted to register any fresh options to the existing ones.

**g.** The facility for confirmation and cancellation/deletion/alteration will be available for a specified period of time as notified, after which the facility will

be withdrawn. A candidate retaining all or any of the options after each allotment is bound to accept the next allotment, if any, given to him/her. If the candidate fails to accept the allotment, he/she will lose all the allotments/admission and will not be considered for any further allotments to any course or college.

**h.** Forfeiture of the claims in CAP: The claims in Centralised Allotment Process conducted by the CEE will be cancelled under the following reasons.

1) Nonpayment of tuition fee as specified in the allotment memo.
2) Non joining of the course/college within the stipulated time as specified by the CEE.
3) Discontinued with TC to join courses other than the courses allotted by the CEE or for any other reason.

**i.** Last Rank Details: The last rank details of the allotment will be published after each allotment and will be made available on the website. **The last rank given will be the rank of the candidate and not the position in the category list.**

**j. Other Rules related to registering of options:**

1) Candidate can register all the available options if he/she desires so. However, it is not compulsory that the candidates should exercise all the options.

2) A candidate will not be allotted a seat in a course of a college if he/ she has not opted the course-college combination during option registration process of CAP for LLM-2024.

3) A candidate is bound to accept an allotment as per the priority registered in the Option list and he/she has to surrender the seat already occupied by him/her, if he/she is allotted based on options furnished against arising/future vacancy. Request to retain the existing admission after an allotment is made, based on the option registered, will not be considered under any circumstances.

4) Failure to report for admission in the allotted institution, after remitting the required fee within the stipulated time will result in the forfeiture of the current allotment as well as the cancellation of the already registered options, resulting in no options to be carried over to the subsequent phase. However, fresh options can be registered in the vacant seat filling phase and participate in the allotment to be conducted as per the rules given in clause 18.19

5) For each phase of CAP for LLM -2024 subsequent to the initial phase, confirmation of the higher order options by logging in to the home page and clicking the **confirm** button is mandatory to participate in that phase of allotment even if no cancellation/re-arrangement of options is desired. Non-confirmation of higher order options for a particular phase of CAP will lead to automatic deletion of higher order options, making them unavailable for the subsequent phases also.

**Further Allotments:** Details regarding further allotments after the first Counseling will be notified by the Commissioner for Entrance Examinations. Additional seats, if any, added/sanctioned during the validity period of the rank

list will be filled in the final Counseling on the basis of Position in the Rank list and Category List mentioned in Clause 12.

19. **Vacant seat allotment**

Vacancies that may exist/arise in various Law Colleges in LL.M Course after the second phase of the centralized allotment process will be filled up through one or more rounds of vacant seat allotment to be conducted by the Commissioner for Entrance Examinations. Candidates who are included in the RankList /Category-wise Lists of LLM course published by the Commissioner for Entrance Examinations (CEE) can register fresh options for vacant seat allotment through the official website as per directions of the CEE.

Candidates who have already joined a college through the first or second phase of the CAP can also participate in the vacant seat allotment by registering fresh options.

**20. General Rules of vacant seat allotment**

i.      As in the other phases of the CAP, if no seat is allotted to the candidate in the vacant seat allotment, the existing admission, if any, shall prevail, and, if a seat is allotted to the candidate in the vacant seat allotment, the existing admission, if any, will stand cancelled and the candidate shall have to accept the new allotment.

ii.     Vacancies may arise due to up-gradations to higher options or due to category conversions when the option processing for the vacant seat allotment takes place. These probable vacancies will also be filled up in the vacant seat allotment based on the options registered by the candidates for the vacant seat allotment. Candidates are therefore advised to take into account these probable vacancies also in addition to the real vacancies available at the start of the vacant seat phase of the allotment process.

iii.    The seats received through vacant seat allotment cannot be changed further at any instance.

iv.     Candidates who are allotted a seat in the vacant seat allotment (irrespective of the admission status) will not be eligible for any subsequent allotments.

v.      If the candidates, who have been already admitted to LLM course through previous phases of allotment by Commissioner for Entrance Examinations, get an allotment through the vacant seat allotment, current admission of the candidate will stand cancelled. Hence candidates should be very careful while giving options and choose only those colleges where they want to study for the course if they get an allotment.

vi.     The various lists of candidates for the **college level stray vacancy filling** after the vacant seat allotment will be prepared based on the options registered for the vacant seat allotment process. But the options registered in vacant seat filling by already admitted candidates will not be considered for stray vacancy filling rounds. So, candidates who intend to participate in the institution level stray vacancy filling should participate in the vacant seat allotment also by registering fresh options for the vacant seat allotment

**21. Conversion of seats**

If any category seat remains vacant due to insufficient options even after fresh options

are registered for the mop-up allotment, the following conversion algorithm will be applied as part of the mop-up allotment process. **So, candidates are advised to register options for the mop-up allotment anticipating those probable vacancies too that may arise due to the applicable category conversion rules**.

| Sl. No | Conversion Category | Category converted to |
|--------|---------------------|-----------------------|
| 1 | SC | ST |
| 2 | ST | SC |
| 3 | SC, ST | OE |
| 4 | OE | SM |
| 5 | Categories under SEBC | SM |
| 6 | PwD | Mandatory reservation pool |

**So, candidates are advised to register options for the vacant seat allotment anticipating those probable vacancies too that may arise due to the applicable category conversion rules**.

**22. Vacant seats option registration Fees**

Those candidates who wish to register options in vacant seat allotment will have to pay separate registration fees to the Commissioner for Entrance Examinations.

Refund conditions for vacant seats option registration fee will be same as option registration fee (Refer clause 18.8)

**23. Post Allotment Activities**

(a) **Reporting at the College**: Candidates who get allotment will have to report before the Principal/Head of the Institution concerned for admission on the dates notified with the required documents for personal interview.

(b) **Verification of Documents:** The Principal/Head of the College or Institution shall be personally responsible for verification and satisfaction of the correctness of the records produced by the candidate at the time of seeking admission in the college/institution. The University concerned shall also verify the records produced by the candidate who got admission in the college/institution.

Genuineness of Certificate**:** If the Selection Committee has any doubt about any certificates furnished by a candidate, such certificate shall be accepted only if found genuine on further verification. Admission even if granted shall be cancelled if it is found later that false certificates had been produced or that the admission had been secured by fraudulent means.

(c) **Failure to Report for Admission:** Candidates who do not take admission on the prescribed date will lose their admission. They will not be considered for any further allotments in Centralised Allotment Process (CAP).

(d) **Admission/Allotment** of seats is governed by a statewide principle of selection. Accordingly, the total seats available in all the Institutions will be distributed

statewide for the different categories by applying mandatory reservation principle as mentioned in Clause 11 (C). While doing selection as per the statewide break up of seats, an institution wise break up of seats for the various categories, following the principle of reservation will also be maintained for the allotment of seats for the course in each college.

**(e)** **Selection / Allotment of College**: Selection/Allotment of a candidate to any college will be based on the rank of the candidate and the availability of seats, at that point of time when the candidate files option. The procedure adopted for admission will be as per the selection principle approved in G.O. (MS) No.122/98/HEdn dated 7-10-1998. According to the G.O., "candidates of the reserved category who will otherwise come in the open merit list will be allotted to the college of his choice provided he would have been eligible for allotment to that college if he was treated as candidate coming under reservation quota.

While a reserved category candidate entitled to admission on the basis of his merit will have the option of taking admission to the colleges where a specified number of seats have been kept reserved for reserved category, when computing the percentage of reservation he will be deemed to have been admitted as an open category candidate and not as a reserved category candidate".

**i.** The allotment to colleges will be as per the break-up of seats for the course in each college. But on applying the principle of selection mentioned above, the break-up of seats for allotment in certain colleges are likely to change.

**ii.** Allotment memo (Final Selection Memo) will be issued to the selected candidates after the Online Allotment Process. It is obligatory for the candidates to report to the College to which he/she is selected. Candidates should report for admission in the college with their parents/guardians. No extension of time for reporting to the college will be granted under any circumstances. Failure to appear before the Principal concerned for joining the course on the notified date and time will result in the forfeiture of his/her admission to the course and he/she will not be considered for any vacancies arising in future.

**iii.** All candidates included in the Rank Lists are eligible for allotment under State Merit (SM). Candidates might be entitled for other reservation quotas also under Mandatory Reservation. For example, a candidate may have the benefit of SEBC reservation (EZ/MU/BH/LC/BX/KU) or Scheduled Caste (SC) or Scheduled Tribe (ST)/EWS claim. The seats will be offered on the hierarchy of quotas.

The hierarchy in order is as follows:

(i) State Merit (SM) - All candidates included in the Rank Lists are eligible for allotment under State Merit.

(ii) A candidate without SEBC/SC/ST/EWS reservation benefit will be considered only against the 'State Merit' seats wherever available at the time of allotment. Such candidates will be allotted a seat as per the availability of seats.

**iv. Allotments under Special Reservations**: Candidates may be eligible for Special Reservations and/or reservation benefits under 'Persons with Disabilities'. Such allotment will be only to the colleges where the seats have been identified. Allotment under these categories will not be governed by the provisions of the GO referred to in clause 18. 23.(e). The allotment of seats under Special reservation will be taken up along with the General

Allotment. However such candidates will also be considered for allotments as per the Clauses 18.23.(e) and 18.23.(e) (iii), if they are eligible for SEBC/SC/ST/EWS reservation benefits.

**v. Seat allotment protocol in Self-financing Colleges:** Allotment of seats in Self-financing colleges will be college/institution wise. Details will be notified separately.

vi. There will be no mutual transfer between the candidates from one college to another.

vii. In case, candidates are directed to appear for a personal counselling at any stage of allotment process and a candidate is not able to attend the allotment process on genuine grounds, the parent/guardian or any authorized person can act as a proxy at the risk of the candidate, on production of authorization letter in the form given in Annexure XIV Authorization letter once received will be considered valid for the entire allotment process, unless the candidate revokes it in writing.

viii. Candidates who obtain TC after joining a college will not be eligible for further allotment in Centralised Allotment Process (CAP), unless otherwise specified.

**(f)** No allotment of seats to the 1$^{st}$ year of the course will be made after **15.01.2024** or after the closing date of admission as prescribed by the Government whichever is earlier, even if vacancy/vacancies arise thereafter.

**(g)** Weeding out Rule: The records of the Integrated LLM Entrance Examinations will be preserved up to **31.03.2025.**

## 19. Documents to be produced at the time of admission

a) Candidate's Data Sheet.
b) Allotment memo issued by the Commissioner for Entrance Examinations.
c) SSLC or any relevant school records/birth certificate/passport/other valid document to prove date of birth in original.
d) Original Mark list and Pass Certificate of the LLB Examinations (all mark list)
e) Transfer Certificate and Conduct Certificate from the institution where the Candidate studied last.
f) Four copies of recent passport size photograph.
g) The applicant who is employed or trainee in Government/Quasi Government/Banks etc. shall, at the time of interview, produce a relieving order and a certificate of good conduct from the Head of the Institution where the candidate was employed.
h) Candidate who passed their qualifying examination from Universities/Boards outside the state shall produce an "Eligibility Certificate" from the concerned university in Kerala, to the effect that the qualifying examination has been recognised by the University. The students opting for Law Colleges under various Universities in Kerala should have obtained the 'Eligibility Certificate' from the University concerned sufficiently before the submission of online options for allotment under Centralised Allotment Process (CAP).
i) The student who qualifies from other Universities should produce migration certificate at the time of admission.
j) Originals of all the uploaded documents/certificates (to prove nativity/reservation/fee concession).
k) Any other certificates/documents required to be furnished as per the prospectus/notifications/allotment memo.

**Note:** All certificates as listed above must be produced for verification at the time of admission. Candidate WILL NOT be given any chance to produce the original documents/certificates asked for, on a subsequent occasion.

20. Students belonging to SC/ST/OEC eligible for education concessions are exempted from payment of fees as per orders of Government issued in this regard from time to time. Their admissions will be provisional and subject to the submission of formal filled up application for concession in the prescribed form within one month from the date of admission. In any case if the student is later found to be not eligible for concession the student should pay the fees in full with fine or else his/her admission will be cancelled.

21. As per the GO(Ms) No. 06/2014/BCDD dated 21/02/2014 students belonging to all communities admitted to the course and whose annual aggregate family income does not exceed Rs. 1,00,000/- are eligible for fee concession for which they should apply. They shall produce a certificate in the prescribed form from the competent authority regarding income at the time of interview. Their admission will be provisional and subject to the submission of formal filled up application for fee concession in the prescribed form within one month from the date of admission. In any case if the student is later found to be ineligible for concession, the student should pay the fees in full with fine or else his/her admission will be cancelled.

**22. Fees -**Fees for the course will be notified by the Government from time to time.

## 23. WARNING AGAINST MALPRACTICE

Malpractice is an activity that allows a candidate to gain an unfair advantage over other candidates. It includes, but not limited to:

a. Having in possession of items such as stationary (pencil, eraser, papers, books, notes, log tables, pencil box, Slide Rules, correction fluid, etc.), all sorts of electronic devices/gadgets (calculator, digital watches, camera pen etc.), all sorts of communication devices (mobile phone, bluetooth, ear phone etc.) or any other material or information relevant to the examination concerned into the examination hall

b. Paying someone to write examination (impersonation);
c. Breaching examination rules;
d. Assisting another candidate to engage in malpractice or attempting to do so;

e. Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination hall;
f. Threatening any of the officials connected with the conduct of the examination or threatening any of the candidates;
g. Using or attempting to use any other undesirable method or means in connection with the examination;
h. Manipulation & fabrication in online documents viz. Admit card, Allotment letter, Data sheet, photograph etc; for sitting in more than one shift or for any other purpose;
i. Forceful entry in Examination Hall with malafide intentions;
j. Taking away the rough work sheet out of the examination hall;
k. Uploading of fabricated photograph in the online application form;

**Note**: <u>Parents/Guardians are advised to ensure that their ward does not indulge in unfair activities/malpractices which breach the examination rules. If any candidate is found to indulge in any such activity he/she shall be liable for punishment as per Clause 23.2.</u>

## 23.1   GUIDELINES TO CHIEF SUPERINTENDENT

In the event of observing malpractice in the examination hall by a candidate, the candidate shall not be allowed to continue to write the examination. The Admit Card and Rough Work Sheet of the candidate who indulges in the malpractice along with the materials in possession at examination hall which the candidate used for malpractice shall be seized and reported to the CEE with a report signed by the Invigilator, Chief Superintendent, and Observer in a sealed cover.

## 23.2   PUNISHMENT FOR MALPRACTICE

If a candidate is found to have indulged in any of the malpractice activities or  similar practices, during the course of Entrance Examination of LLM2024-25, before or later on, shall be deemed to have committed malpractice at the Entrance  Examination and his/her candidature in the LLM2024-25 Entrance Examination will be cancelled. **Such candidates shall be debarred from appearing the Entrance Examination conducted by CEE for not less than two years and shall also be liable for criminal action and /or any other action as deemed fit by CEE. Decision of the CEE in this regard shall be final.**

## 23.3 IMPERSONATION

If during the Entrance Examination of LLM 2024-25 or at any stage of allotment/admission process, it is found that candidates appearing in the Entrance Examination of the LLM2024-25 or in the admission process  at allotted College have indulged in any case of impersonation i.e. not matching the photograph/signature/documents of the candidates etc, he/she shall be handed over to the Police by the Chief superintendent/Liaison Officer /Principal as the case may be and the

cases shall be dealt as per the Indian Penal Code in this matter for further investigation. The matter shall also be reported to the CEE by the Chief Superintendent head of the institution in writing.

**Such candidates will be debarred permanently from appearing for the LLM 2024-25 Entrance Examination conducted by the CEE in future in addition to the cancellation of his/her candidature in the LLM entrance examination of the year.**

## 24. Other items

(i)    The Commissioner for Entrance Examinations will not entertain any request for change of the date, centre of Entrance Examinations or Centralised Allotment Process or enquiries with regard to the date of declaration of the results.

(ii) All disputes pertaining to the examination, selection or admission shall fall within the jurisdiction of the Honorable High Court of Kerala.

(iii) Any other items not specifically covered in this prospectus will be decided by the Commissioner for Entrance Examinations, and his decision shall be final.

**25.** The Prospectus is subject to further modifications as may be considered necessary by Government.

**Commissioner for Entrance Examinations**

# ANNEXURE – I

## List of Colleges to which Allotment was made by the CEE for LLM Course in 2023-24

| Sl. No | Name of College | Total No. of Seats* | No. of Seats allotted by CEE | Field of Specialisation Offered |
|---|---|---|---|---|
| **Govt. Law Colleges** | | | | |
| (i) | Govt. Law College, Thiruvananthapuram | 15 | 15 | a) Constitutional Law b)Criminal Law, Criminology and Penology c)International law |
| (ii) | Govt. Law College, Ernakulam | 15+1** | 15 | Commercial Law Criminal Law |
| (iii) | Govt. Law College, Thrissur | 10 | 10 | Administrative Law Criminal Law |
| (iv) | Govt. Law College, Kozhikode | 15 | 15 | Law of Taxation Criminal Law |
| **Private Self-financing Law Colleges** | | | | |
| (i) | Al-Azhar Law College, Thodupuzha,Idukki | 15 | 8 | Criminal Law |
| | | 15 | 7 | Commercial Law |
| (ii) | CSI College for Legal Studies, Ettumanoor, Kottayam | 30 | 15 | Commercial Law |
| (iii) | Mar Gregorios college of Law, Nalanchira, Thiruvananthapuram | 10 | 5 | Constitutional Law |
| (iv) | SreeNarayana Guru College of Legal Studies,Kollam | 10 | 5 | Constitutional Law |
| (v) | Bharata Mata School of Legal Studies, Aluva | 15 | 7 | Criminal Law |
| | | 15 | 8 | Commercial Law |
| | | 15 | 8 | Maritime Law |
| (vi) | CSI Institute of Legal Studies,Thiruvananthapuram | 15 | 7 | Constitutional Law |
| (vii) | Markaz Law College, Karanthur, Kozhikode | 15 | 8 | Commercial Law |
| | | 15 | 8 | Constitutional Law |
| (viii) | Sree Narayana Law College, Poothotta, Ernakulam | 15 | 7 | Commercial Law |
| | | 15 | 7 | Criminal Law |

* Total seats excluding 10% of EWS supernumerary seats.
**There is one  additional seat for a blind candidate filled up by the Principal of the college)

*Note: Allotment of Government merit seats in private self-financing law colleges for the academic year 2024-25 will be in  accordance with the approval of the Government of Kerala and will be subject to the renewal of their University affiliation for the academic year 2024-25. New colleges may also be added to the list, subject to Government Sanction and University affiliation.*

# ANNEXURE - II

## LIST OF SCHEDULED CASTES (SC)

[As Amended by The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002 (Act 61 of 2002) Vide Part VIII – Kerala - Schedule 1 Notified in the Gazette of India dated 18.12.2002,The Constitution (Scheduled Castes) Order (Amendment) Act 2007, G.O(P)No.65/96/SCSTDDdated.19.12.96, The Constitution(Scheduled Castes) Order (Amendment) Act 2016 No.24 of 2016 dated 06.05.2016 ]

[See Clause 12(C)]

| | | | |
|---|---|---|---|
| 1 | Adi Andhra | 37 | Mannan(മൂ�ാൻ),Pathiyan, Perumannan, Peruvannan, Vannan, Velan |
| 2 | AdiDravida | 38 | xxx |
| 3 | Adi Karnataka | 39 | Moger (other than Mogeyar) |
| 4 | Ajila | 40 | Mundala |
| 5 | Arunthathiyar | 41 | Nalakeyava |
| 6 | Ayyanavar | 42 | Nalkadaya |
| 7 | Baira | 43 | Nayadi |
| 8 | Bakuda | 44 | xxx |
| 9 | xxx | 45 | Pallan |
| 10 | Bathada | 46 | Palluvan, Pulluvan |
| 11 | xxx | 47 | Pambada |
| 12 | Bharathar (Other than Parathar), Paravan | 48 | Panan |
| 13 | xxx | 49 | xxx |
| 14 | Chakkiliyan | 50 | Paraiyan, Parayan, Sambavar, Sambavan, Sambava, Paraya, Paraiya, Parayar |
| 15 | Chamar, Muchi | 51 | xxx |
| 16 | Chandala | 52 | xxx |
| 17 | Cheruman | 53 | xxx |
| 18 | Domban | 54 | Pulayan, Cheramar, Pulaya, Pulayar, Cherama, Cheraman, WayanadPulayan, WayanadanPulayan, Matha, MathaPulayan |
| 19 | xxx | 55 | xxx |
| 20 | xxx | 56 | PuthiraiVannan |
| 21 | xxx | 57 | Raneyar |
| 22 | Gosangi | 58 | Samagara |
| 23 | Hasla | 59 | Samban |
| 24 | Holeya | 60 | **Semman, Chemman, Chemmar** |

| 25 | Kadaiyan | 61 | Thandan (excluding Ezhuvas and Thiyyas who are known as Thandan, in the erstwhile Cochin and Malabar areas) and (Carpenters who are known as Thachan, in the erstwhile Cochin and Travancore State) Thachar (Other than carpenters) |
|---|---|---|---|
| 26 | Kakkalan, Kakkan | 62 | Thoti |
| 27 | Kalladi | 63 | Vallon |
| 28 | Kanakkan, Padanna, Padannan | 64 | Valluvan |
| 29 | xxx | 65 | xxx |
| 30 | Kavara (other than Telugu speaking or Tamil speaking BalijaKavarai, Gavara, Gavarai, Gavarai Naidu, Balija Naidu, GajaluBalija or ValaiChetty) | 66 | xxx |
| 31 | Koosa | 67 | Vetan |
| 32 | Kootan, Koodan | 68 | Vettuvan, PulayaVettuvan (in the areas of erstwhile Cochin State only). |
| 33 | Kudumban | 69 | Nerian |
| 34 | Kuravan, Sidhanar, Kuravar, Kurava, Sidhana | | |
| 35 | Maila | | |
| 36 | Malayan [In the areas comprising the Kannur, Kasaragode, Kozhikode and Wayanad Districts]. | | |

# ANNEXURE – III

## LIST OF SCHEDULED TRIBES (ST)

[As Amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002 (Act 10 of 2003) Vide Part - VII - Kerala - Second Schedule Notified in the Gazette of India dated 8.1.2003, G.O. (Ms) No. 06/2014/SCSTDD dated 29.01.2014]

[See Clause 12(C)

| | | | |
|---|---|---|---|
| 1 | Adiyan | 23 | Malakkuravan |
| 2 | Arandan [Arandanan] | 24 | Malasar |
| 3 | Eravallan | 25 | [Malayan, Nattu Malayan, Konga Malayan (excluding the areas comprising the Kasaragod, Kannur, Wayanad and Kozhikode Districts) |
| 4 | Hill Pulaya, Mala Pulayan, KurumbaPulayan,Kuravazhi Pulayan, Pamba Pulayan | 26 | Malayarayar |
| 5 | Irular, Irulan | 27 | Mannan(മŹ○ൻ) |
| 6 | Kadar [Wayanad Kadar] | 28 | xxx |
| 7 | xxx | 29 | Muthuvan, Mudugar, Muduvan |
| 8 | Kanikkaran, Kanikkar | 30 | Palleyan, Palliyan, Palliyar, Paliyan |
| 9 | Kattunayakan | 31 | xxx |
| 10 | [Kochuvelan] | 32 | xxx |
| 11 | xxx | 33 | Paniyan |
| 12 | xxx | 34 | Ulladan, [Ullatan] |
| 13 | Koraga | 35 | Uraly |
| 14 | xxx | 36 | Mala Vettuvan (in Kasaragod& Kannur districts) |
| 15 | Kudiya, Melakudi | 37 | Ten Kurumban, Jenu Kurumban |
| 16 | Kurichchan [Kurichiyan] | 38 | Thachanadan, Thachanadan Moopan |
| 17 | Kurumans,Mullu Kuruman, MullaKuruman, Mala Kuruman | 39 | Cholanaickan |
| 18 | Kurumbas,[Kurumbar,Kurumban] | 40 | Mavilan |
| 19 | Maha Malasar | 41 | Karimpalan |
| 20 | MalaiArayan [Mala Arayan] | 42 | VettaKuruman |
| 21 | Malai Pandaram | 43 | Mala Panikkar |
| 22 | Malai Vedan [Malavedan] | 44 | Maratis of Kasargod and HosdurgTaluk |

# ANNEXURE –IV(a)

## LIST OF OTHER ELIGIBLE COMMUNITIES  (OEC)

See Clause 12(d) (i)

G.O(Ms) No. 14/2017/BCDD dated: 02.08.2017, G.O(Ms) No.07/2013/BCDD dated: 19.07.2013, & G.O(Ms) No. 09/2022/BCDD dated: 18.09.2022

| | | **OEC (ST)** |
|---|---|---|
| | 1 | Allar (Alan) |
| | 2 | Chingathan |
| | 3 | Irivavan |
| | 4 | Kalanadi |
| | 5 | Malayan,Konga-Malayan(Kasargod,Kannur, Wayanad and Kozhikode Districts) |
| | 6 | Kundu-Vadiyan |
| | 7 | Kunnuvarmannadi |
| | 8 | Malamuthan |
| | 9 | Malavettuvar (Except Kasargod and Kannur Districts) |
| | 10 | Malayalar |
| | 11 | Panimalayan |
| | 12 | Pathiyan (other than Dhobies) |
| | 13 | Hindu-Malayali |
| | | **OEC (SC)** |
| | 1 | Chakkamar |
| | 2 | Madiga |
| | 3 | XXX |
| | 4 | Kudumbi |
| | 5 | Dheevara/Dheevaran (Arayan, Valan, Nulayan, Mukkuvan, Arayavathi, Valanchiyar, Paniyakal, Mokaya, Bovi, Mogayar, Mogaveerar) |
| | 6 | Scheduled Caste converted to Christianity |
| | 7 | Kusavan, Kulalan,  Kumbharan, Velaan, Velaar, Odan, Andhra Nair, Andhuru Nair, |
| | 8 | PulayaVettuvan (Except KochiState) |

# ANNEXURE – IV (b)

## LIST OF COMMUNITIES ELIGIBLE FOR EDUCATIONAL CONCESSIONS AS IS GIVEN TO OEC

[G.O.(MS) No. 10/2014/BCDD dated: 23.05.2014]

[See Clause 12(d) (iii)]

| | |
|---|---|
| 1 | Vaniya (Vanika, VanikaVaisya, VanibhaChetty, VaniyaChetty, Ayiravar, Nagarathar and Vaniyan |
| 2 | Veluthedathu Nair (Veluthedan and Vannathan) |
| 3 | Chetty/Chetties (KottarChetties, ParakkaChetties, ElurChetties, AttingalChetties, PudukkadaChetties, IranielChetties, Sri PandaraChetties, Telugu Chetties, UdiyankulangaraChetties, PeroorkadaChetties, Sadhu Chetties, 24 ManaChetties, WayanadanChetties, KalavaraChetties and 24 Mana Telugu Chetties |
| 4 | Ezhavathi (Vathy) |
| 5 | Ganika |
| 6 | Kanisu or KaniyarPanicker, Kani or Kaniyan (Ganaka) or Kanisan or Kamnan, KalariKurup/KalariPanicker |
| 7 | Vilkurup, Perumkollan |
| 8 | Yadavas (Kolaya, Ayar, Mayar, Maniyani and Iruman), Erumakkar |
| 9 | Devanga |
| 10 | Pattariyas |
| 11 | Saliyas (Chaliya, Chaliyan) |
| 12 | Pandithar |
| 13 | Vaniar |
| 14 | Ezhuthachan |
| 15 | Chakkala/Chakkala Nair |
| 16 | Reddiars (throughout the State except in Malabar Area) |
| 17 | Kavuthiya |

| | |
|---|---|
| 18 | Veerasaiva (Yogi, Yogeeswara, Poopandram, Malapandaram, Jangam, Matapathi, Pandaram, Pandaran, Vairavi, Vairagi) |
| 19 | Vilakkithala Nair – Vilakkithalavan |
| 20 | Vaduka – Vadukan, Vadugar, Vaduka, Vaduvan |
| 21 | Chavalakkaran |
| 22 | Agasa |
| 23 | Kaikolan |
| 24 | Kannadiyans |
| 25 | Kerala Mudalis |
| 26 | Madivala |
| 27 | Naikkans |
| 28 | Tholkolans |
| 29 | Thottian |
| 30 | Mooppar or KallanMoopan or KallanMoopar |

# ANNEXURE - V

## LIST OF SOCIALLY AND EDUCATIONALLY BACKWARD CLASSES (SEBC)

[Vide G.O. (P) 208/66/Edn. dated 02.05.1966, G.O. (Ms) No. 95/08/SCSTDD dated 06.10.2008 &G.O. (Ms) No. 58/2012/SCSTDD dated 16.04.2012, Lr No. 1538/A2/2014/BCDD dated 02.07.2014, G.O.(Ms) No.03/2017/BCDD dated: 23.03.2017,G.O (MS) No.5/2020/BCDD dated.16.03.2020, G.O.(Rt)No.01/2022/BCDD dated. 25.02.2022]

[See Clause 12(b) (i)]

I.   **Ezhavas** including Ezhavas, Thiyyas,Ishuvan, Izhuvan, Illuvan and Billava

II.  **Muslims** (all sections following Islam)

III. **Latin Catholics other than Anglo Indians**

IV.  **Other Backward Christians**

(a) SIUC
(b) Converts from Scheduled Castes to Christianity

(c)Nadar belonging to Christian religious denominations other than SIUC

V.   **Kudumbi**

## VI. Other Backward Hindus, i.e.

1.  Viswakarmas including Vishwakarma, Asari, Chaptegra, Kallassari, Kalthachan, Kammala, Kamsala, Kannan,Karuvan, Kitaran,Kollan, MalayalaKammala, Moossari, Pandikammala, Pandithattan, Perumkollan, Thachan, Thattan, Vilkurup, Villasan, Viswabrahmanan or Viswabrahmanar, Viswakarmala and PalisaPerumkollan

2.  Kusavan including Kulalan, Kulala Nair, Kumbaran, Velaan, Velaans, Velaar, Odan, Kulala, Andhra Nair, Anthuru Nair.

3.  Dheevara including Dheevaran, Araya , Arayas, Arayan, Valan, Nulayan, Mukkuvan, Arayavathi, Velinjiar, Paniakkal, Paniakel, Mukaya, Bovis-Mukyar, Mukaveeran, Mogaveera, Mogavirar,Mogayan

4.  Agasa

5.  Kharvi

6.  Aremahrati

7.  Arya, Atagara,Devanga, Kaikolan, (Sengunthar) Pattarya, Pattriyas, Saliyas,(Padmasali, Pattusali, Thogatta, Karanibhakatula, Senapathula, Sali, Sale, Karikalabhakulu, Chaliya, Chaliyan) Sourashtra, Khatri, Patnukaran, Illathupillai, IllaVellalar, Illathar

8. Bestha

9. Bhandari or Bhondari

10. Boya

11. Boyan

12. Chavalakkaran

13. Chakkala (Chakkala Nair)

14. Devadiga

15. Ezhavathi (Vathi)

16. Ezhuthachan, Kadupattan

17. Gudigara

18. Galada Konkani

19. GanjamReddies

20. Gatti

21. Gowda

22. Ganika including Nagavamsom

23. Hegde

24. Hindu Nadar

25. Indiga including Settibalija

26. Jangam

27. Jogi

28. Jhetty

29. Kanisu or Kaniyar-Panicker, Kaniyan, Kanisan or Kamnan, Kannian or Kani, Ganaka

30. xxx

31. Kalarikurup or KalariPanicker

32. Kerala Muthali, Kerala Mudalis

33. Oudan (Donga) Odda (Vodde or Vadde or Veddai)

34. Kalavanthula

35. Kallan including IsanattuKallar

36. Kabera

37. Korachas

38. xxx

39. Kannadiyans

40. Kavuthiyan, Kavuthiya

41. Kavudiyaru

42. Kelasi or KalasiPanicker

43. KoppalaVelamas

44. Krishanvaka

45. Kuruba

46. Kurumba

47. Maravan (Maravar)

48. Madivala

49. Maruthuvar

50. Mahratta (Non-Brahman)

51. Melakudi (Kudiyan)

52. Xxx

53. Moili

54. Mukhari

55. Modibanda

56. Moovari

57. Moniagar

58. Naicken including TholuvaNaicker and Vettilakkara Naickker, Naikkans

59. Padyachi (Villayankuppam)

60. Palli

61. Panniyar or Pannayar

62. Parkavakulam (Surithiman, Malayaman, Nathaman, Moopanar and Nainar)

63. Rajapuri

64. Sakravar (Kavathi), Chakravar

65. Senaithalaivar, Elavania, Senaikudayam

66. Chetty/Chetties including kottarChetties, ParakkaChetties, ElurChetteis, AttingalChetties, PudukkadaChetties, IranielChetties, Sri PandaraChetties, TelunguChetties, UdiyankulangaraChetties, PeroorkadaChetties, Sadhu Chetties, 24 ManaChetties, WayanadanChetties, KalavaraChetties, ManaTelunguChetties

67. Tholkolan

68. Thottiyan, Thottian

69. Uppara (Sagara)

70. Ural Goundan

71. Valaiyan

72. VadaBalija

73. Vakkaliga

74. Vaduvan (Vadugan),Vaduka, Vadukan, Vadugar

75. VeeraSaivas (Pandaram, Vairavi, Vairagi, Yogeeswar, Yogeeswara, Poopandaram,Malapandaram, Pandaran, Matapathi and Yogi)

76. Veluthedathu Nair including Vannathan, Veluthedan and Rajaka

77. Vilakkithala Nair including vilakkathalavun, AmbattanPranopakari, Pandithar and Nusuvan

78. Vaniya including Vanika, VanikaVaisya, VaisyaChetty, VanibhaChetty, AyiravarNagarathar, Vaniyan, VaniyaChetty, Vaniar

79. Yadava including Kolaya, Ayar, Mayar, Maniyani, Eruman, Iruman, Ermakkar, Golla and Kolaries

80. Chakkamar

81. Mogers of KasaragodTaluk

82. xxx

83. xxx

84. xxx

85. Reddiar (throughout the State except in Malabar area)

86. Mooppar or KallanMoopan or KallanMoopar

# ANNEXURE VI

## INTER-CASTE MARRIAGE CERTIFICATE
## FOR SON/DAUGHTER OF INTER-CASTE MARRIED COUPLES OF WHOM ONE ISSC/ST

[See Clause 12(b) (iv)]


Certified  t h a t  S h r i /Smt. ..........................................................................................an Applicant for admission to the  LLM 2024-25 is the son/daughter of an Inter-Caste married couple,                                and                              his/her                           father Sri…………..…………………………………………………………….………belongs  to ………………………………………………………………..Community   and   his/her mother…………………………..belongs to.......................................Community.



Place:

 Date                                                                      Signature of  Tahsildar::


Name of Tahsildar:


Name of Taluk Office/ District:




(Office Seal)

----------------------------------------------------------------------------------------------------------------




* Strike off whichever is not applicable

**INCOME AND ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS OF CITIZENS IN GENERAL CATEGORY FOR THE PURPOSE OF RESERVATION UNDER CLAUSE(6) OF ARTICLE 15 OF THE CONSTITUTION**
(Reservation for admission to Educational Institutions other than Minority Institutions)
**(Vide G.O (MS)No.2/2020/P&ARD dated.12.02.2020 & G.O.(MS)No.23/2022/P&ARD dated.04.10.2022)**

Certificate No……………………….                                    Date: ……………….

This is to certify that Shri/Smt./Kumari…………….**……** **………………….** **…..** son/daughter/wife of**……………………….........…………...** is a resident of …………………………………………………………(H.E.address)………………………… ………………Village ...................................................................................... Taluk ……………………………...…………………………District …. . . . . . . . . . . .  . . . . . . . in Kerala, Pin Code ....................... whose photograph is affixed below, belongs to Economically Weaker Sections in General Category (*) and that his/her family income is Rs……………………..(Rupees.....................……………………………………………………. ……………………………….) (in words also) for the financial year ...................................and that his/her family does not own or possess assets exceeding the limit specified in G.O. (Ms) No.2/2020/P&ARD dated. 12.02.2020 and that he/she does not belong to a caste/community/class recognised as belonging to Scheduled Caste, Scheduled Tribes or Socially &Educationally Backward Classes.

| |
|---|
| Recent passport size photograph of the applicant |
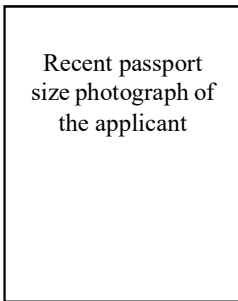
Signature with Office Seal:………………………

   Name:**…………………………………………**

   Designation:**……………………………………**

**(*)** General Category means and includes all classes of citizens other than Scheduled Caste, Scheduled Tribe, Socially &Educationally Backward Class and Other Backward Class.
Note: Citizens belonging to Other Eligible Communities (OEC) eligible for reservation for admission to Educational Institutions also stand excluded from General Category.

## ANNEXURE –VII (b)
## CERTIFICATE TO BE PRODUCED BY THE APPLICANTS BELONGING TO ANTHYODAYA ANNAYOJANA (AAY) AND PRIORITY HOUSE HOLD (PHH) CATEGORY FOR THE PURPOSE OF RESERVATION UNDER CLAUSE (6) OF ARTICLE 15 OF THE CONSTITUTION

(Reservation for admission to Educational Institutions other than Minority Institutions)
**(Vide G.O (MS)No.2/2020/P&ARD dated.12.02.2020 &G.O.(MS)No.23/2022/ P&ARD dated.04.10.2022)**

Certificate No………………………. Date: ………………...

This is to certify that Shri/Smt./Kumari …………………………………………………… Son/daughter/wife of ……………………………..........… ………………….…… is a resident of ………………………….………………………………….…………… (H.E.address)………………….………………………………Village…………………… Taluk …………..…………………..District. . . . …………………………………..in Kerala, Pincode……………, whose photograph is affixed below, is a member of Anthyodaya Annayojana (AAY)/Priority House Hold (PHH) and that his/her name is included in the Ration card issued under this category and that he/she does not belong to a caste/community/class recognised as Scheduled Castes, Scheduled Tribes or Socially &Educationally Backward Classes in the State and therefore he/she belongs to Economically Weaker Sections in General Category.(*)

| Recent passport size photograph of the applicant | Signature :…………………………………….. |
|---|---|
| | Name:……………………………………… |
| | Designation:………………………………… |

**(Office seal)**

**(*)** General Category means and includes all classes of citizens other than Scheduled Caste, Scheduled Tribe, Socially &Educationally Backward Class and Other Backward Class.
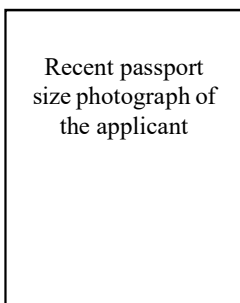Note: Citizens belonging to Other Eligible Communities (OEC) eligible for reservation for admission to Educational Institutions also stand excluded from General Category

**CERTIFICATE TO PROVE NATIVITY FOR KERALITES**

**Candidate should submit ANY ONE of the following certificates:**

(i)    Self-attested copy of Birth Certificate/SSLC/Relevant page of the Passport of candidate showing the candidate's place of birth in Kerala.

**(OR)**

(ii)   Self-attested copy of Birth Certificate/SSLC/Relevant page of the Passport of candidate's father/mother showing their place of birth in Kerala along with corroborative certificate to establish the relationship between the parent and the candidate.

**(OR)**

**(In the absence of above certificates, obtain the following certificate from the Revenue officials to prove nativity)**

---

# CERTIFICATE OF BIRTH

**(i) In case the candidate is born in Kerala**

Certified    that,    Shri/Smt………………………………………………………    House ........................................    …………………………Village..................................................    District …........................................................ is an Applicant for the Admission to the LLM 2024-25 and he/she was born in Kerala.

**(OR)**

**(ii) In case any of the parents are born in Kerala**

Certified that, Shri/Smt ...................................................................... is an Applicant for the Admission    to    the    LLM    2024-25    and    his/her    father/mother    Shri/Smt ……………………………………………………………….House............................................ ............................    ....................................    Village ....................................................District …........................................... was born in Kerala.

Signature of Village Officer/Tahsildar/Any Competent Revenue Authority.............................

Name and Designation: ........................................................................................

Place:

Date:                                                    (office seal)

---

Strike out whichever is not applicable

# ANNEXURE – IX
**GOVERNMENT OF KERALA**

**…**....................................**VILLAGE OFFICE**

## NON-CREAMY LAYER CERTIFICATE

### (State Educational Purpose)

**No. ……………….**                    **Date: ……………...**

This is to certify that the person with the following details belongs to the community which is designated as a Backward Class in the State of Kerala and does not belong to the category of 'Creamy Layer' in the light of guidelines issued in [G.O.(P)No.1/2015/BCDD dated 01-01-2015] and the schedule (s) prescribed there under to identify the 'Creamy Layer' among the designated 'Socially and Educationally Backward Classes' in the State of Kerala.

| | |
|---|---|
| Name of Person to whom certificate is issued | |
| Gender | |
| Name of Father | |
| Address | |
| Post Office with Pin Code | |
| Name of Local body | |
| Village | |
| Taluk | |
| District | |
| Religion | |
| Caste | |
| Date of Issue of Certificate | |
| Designation of the Issuing Officer | |

Place

Date

Signature & Name of the Village Officer

Office seal

# ANNEXURE X

GOVERNMENT OF KERALA

… ..................................... TALUK OFFICE

## COMMUNITY CERTIFICATE

No…………… Date :.....................

Certified that the person with the details mentioned below belongs to the SC under:
- The constitution (Scheduled Castes) Order,1950
- The Constitution (Scheduled Tribes) Order,1950 (as amended by the Scheduled Castes and Scheduled    Tribes Orders (Amendment)Act,1976.

| | |
|---|---|
| Name of Person to whom certificate is issued | |
| Gender | |
| age | |
| Name of Father | |
| Address | |
| Post Office with Pin Code | |
| Name of Local body | |
| Village | |
| Taluk | |
| District | |
| Caste | |
| Religion | |
| Date of Issue of Certificate | |
| Designation of the issuing officer | |

Place                                               Signature & Name of the Tahsildar
Date

Office seal

# ANNEXURE – XI

## GOVERNMENT OF KERALA

### …..................VILLAGE OFFICE

### INCOME CERTIFICATE

No………                                    Date:............

Certified that the Annual Family Income of the persons with the details mentioned below from all source is ………………………(Rupees.................................................)

| | |
|---|---|
| Name of Persons to whom certificate issued | |
| Gender | |
| Age | |
| Name of Father | |
| Address | |
| Post Office with Pin code | |
| Name of Local body | |
| Village | |
| Taluk | |
| District | |
| Date of issue of Certificate | |
| Designation of the issuing officer | |

Place                                    Signature & Name of the Village Officer
Date

Office seal

# ANNEXURE - XI (i)

**GUIDELINES FOR THE ASSESSMENT OF INCOME FOR THE**
**PURPOSE OF ISSUING INCOME CERTIFICATE**

**(1) Different purposes of Income Certificate:**

a) for availing fee concession in Education Institution.

b) for securing seats in the quota reserved in professional colleges for the Socially and Economically Backward classes.

c) for obtaining loans from Government Departments, Kerala Financial Corporation etc. for various purposes.

d) for getting different kinds of pension such as Old Age Pension, Widow Pension, Agricultural Laborers Pension, Pension for T.B Patients, Leprosy Patients, Cancer Patients etc.

e) for getting financial aid available to the Ex-Servicemen.

f) for getting the loan available to the SC/ST for different purposes.

g) for getting the relief given to the victims of natural calamities.

h) for getting the artificial limb, cycle, etc., supplied to the physically handicapped persons.

i) for getting free ration etc.

**(2) Definition:**

**(a) Family :-**

For assessing the income of the family, the term of family would mean a family consisting of
(1)  Applicant
(2)  Parents/Guardian
(3)  Unmarried brothers and sisters/ dependent unmarried sons and daughters living together in the same house, widowed daughters actually dependent on the family.
(4)  Spouse of the candidate.

**(b) Income:-**

Income would mean the regular income actually earned by the family members. Income of unmarried daughters and unmarried brothers and sisters as the case may be should be reckoned for calculating family income. Income of the members of the family living together alone need be reckoned.

Exceptions

(1) Income of widow's daughter/ sister will be excluded.
(2) Terminal benefits will be excluded.
(3) Surrender leave salary will not be reckoned.
(4) Festival allowance will not be reckoned.
(5) Family pension will be excluded.

**(3) Different sources of income for the purpose of Income Certificate:**

**i) Income from salary :**

Salary income excluding H.R.A., Special pay, Deputation Pay/Allowances etc., will be reckoned for calculating total income. T.A., P.T.A., honorarium for special work etc. will be excluded for calculating salary income. D.A will be included for calculating total income.

ii) **Income from pension :**

The amount excluding the amount of commutation will be taken into account for the purpose of Income Certificate. The pension will be assessed on the basis of the Pension Payment Order.

iii) **Income from business :**

This can be assessed on the basis of Income Tax Certificate. In the cases of non-assesses the Income Certificate will be issued on the basis of declaration filed by the persons concerned. In the case of non-assesses Income Certificate shall be issued on the basis of the declaration filed by the applicant/parent/or guardian in the case of students.

iv) **Income of persons employed abroad** shall be assessed on the basis of the declaration filed by the applicant / parent or guardian in the case of students.

v) **Income of daily labourers :**

Income Certificate shall be issued on the basis of the declaration filed by the applicant/ parent or guardian in the case of student.

vi) **Income from property :**

The income from property will include the income from produce viz. coconut etc., value of improvements on landed property will be calculated on the basis of the principles adopted for the purpose of land acquisition.

vii) **Income from rented buildings:**

Income on this account will be calculated deducting the annual maintenance charges.

**(4) Assessment of income of the family having more members:**

When there are more members in a family, the income available for distribution will be less compared to a family having lesser number of members. In such cases an allowance will be given to each member in excess of five. For example if there are five members in a family, three children and parents, the income from all members should be taken into account for computing family income. If the number exceeds five, an allowance will be given to each additional child. The amount of such allowance ( to be decided ) should be deducted from the total annual income of the family for the purpose of Income Certificate.

**(5) Variation of super checking:**

There may be variation between the income assessed by the Village Officer and that arrived at by higher officers on super checking. 10% or less of such variation can be allowed.

**(6) Period of validity:**

Normally a Certificate issued to a person for a particular purpose should be binding for a period of two years or for the term of the course.

**(7) Cancellation of false Certificates:**

The certificates obtained fraudulently, that is by willfully suppressing the actual income or willfully giving false income, will be cancelled.

**(8) Authority:**

The Village Officer shall be the authority to issue Income Certificate that is required to be produce before the State Government Department or Authorities. In the case of certificate required to be produced before the Central Government Departments the Tahsildar shall be the authority to issue the Income Certificate.

The Tahsildar shall be the Appellate Authority to entertain the appeal if any against the income assessed by the Village Officer. The Revenue Divisional Officer/Deputy Collector shall be the Revisional Authority. Appeal against the income assessed by the Tahsildar shall be preferred before the Revenue Divisional Officer/Deputy Collector. The Collector shall be the Revisional Authority in that case.

**(9) Co-ordinating Department :**

The Revenue Department in the Secretariat shall be the Co-ordinating department in respect of the issuance of guidelines/instructions relating to the grant of the Income Certificate, by Village Officer/Tahsildar. The Revenue Department shall be consulted if and when any event/instructions are proposed to be issued in the matter by other departments.

The Application of Income Certificate shall be in the prescribed form, duly affixing Court Fee stamp worth Rs.1/-.The Income Certificate shall be issued in the form, prescribed by the Revenue Department.

# **ANNEXURE XII**

### **CERTIFICATE FOR CLAIMING FEE CONCESSION TO CHILDREN OF FISHERMEN**

(See clause 12 (f))

ഫിഷറീസ് ഓഫീസ്:                    സർട്ടിഫിക്കറ്റ് നമ്പർ:

### സാക്ഷ്യപത്രം

.............................................ജില്ലയിലെ.............................................താലൂക്കിലെ
.................................വില്ലേജിൽപ്പെട്ട.........................................................................ൽ...............................................
............................................................... താമസം ശ്രീ/ശ്രീമതി........................................................ മത്സ്യഗ്രാമത്തിലെ
മത്സ്യത്തൊഴിലാളി/അനുബന്ധ തൊഴിലാളി(*ബാധകമായത്* ✓ ചെയ്യുക) പട്ടികയിൽ ........................................... നമ്പറായി പേര് രജിസ്റ്റർ
ചെയ്യപ്പെട്ടയാളാണെന്നും/പേര് രജിസ്റ്റർ ചെയ്യപ്പെട്ടിരുന്നയാളുടെ വിധവയാണെന്നും (*ബാധകമായത്* ✓ ചെയ്യുക)   ടിയാൾ കേരള
മത്സ്യത്തൊഴിലാളി ക്ഷേമനിധിയിലേക്കുള്ള വിഹിതം കുടിശ്ശികയാകാതെ അടച്ചിട്ടുള്ളതാണെന്നും/ കേരള മത്സ്യത്തൊഴിലാളി ക്ഷേമനിധി
ബോർഡിൽ നിന്ന് ...........................................കോഡ് നമ്പർ പ്രകാരം വാർദ്ധക്യകാല പെൻഷൻ ലഭിച്ചവരുന്നയാളാണെന്നും(*ബാധകമായത്* ✓
ചെയ്യുക) ഇതിനാൽ സാക്ഷ്യപ്പെടുത്തിക്കൊള്ളുന്നു.

     ഈ    സർട്ടിഫിക്കറ്റ്    മുകളിൽ    പറഞ്ഞയാളുടെ    മകന്റെ/മകളുടെ    (പേര്)    ...............................................
...........................................................................................................................................2024 ലെ  പ്രൊഫഷണൽ  ഡിഗ്രി  കോഴ്സ്
പ്രവേശനത്തിനുള്ള (LLM) ആവശ്യത്തിനായി  നൽകുന്ന
 ശ്രീ./ശ്രീമതി..................................................................യുടെ....................................................... മകന്/മകൾക്ക്  ഫിഷറീസ്
വകുപ്പിൽ നിന്നുള്ള വിദ്യാഭ്യാസാനുകൂല്യങ്ങൾ ലഭിക്കുന്നതിലേക്കാണ് ഈ സാക്ഷ്യപത്രം നൽകുന്നത്.

                ഒപ്പ്:
                പേര്:
              ഉദ്യോഗപ്പേര്:

സ്ഥലം:

തീയതി:

    (ഓഫീസ് മുദ്ര)

*Strike whichever is not applicable.*

# ANNEXURE XIII

No.                                        Village Office. . . . . . . . . . . . . .

                                           Date. . . . . . . . . . . . . . . . . .

## COMMUNITY CERTIFICATE

Certificate that Shri/Smt. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . Village in. . . . . . . . . . . . . . . . . . . . . . . . . . . . Taluk belongs to

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Community which is included in the list of

other/other eligible community in Kerala State.


**Name &Signature of the Village officer**



(Office seal)

**CENTRALIZED ALLOTMENT PROCESS (CAP) – 2024**
**AUTHORISATION LETTER**
**SUBMITTED BY AN AUTHORISED REPRESENTATIVE / PROXY OF CANDIDATE**

[See Clause 18.23.e (vii)]

I, ………………………….…………………………….…………….…*(name of candidate)* son/daughter of

Shri/Smt. ………………………...…………………...…...……….….. having Application No. …………….……

in the LLM Entrance Examination 2024, with Rank ………...……, do hereby authorize Shri/Smt

…….……………………………………………………………………….......................................

..……………………..…………………………………………………………………… *(Name & Address of the*

*person being authorized) to* represent me to report at the allotment venue for admission to Professional Degree

Courses, 2024.  The signature of the person authorized is attested below by a Gazetted Officer.
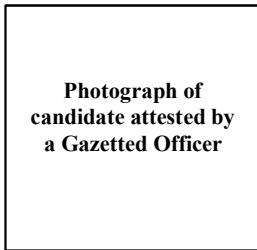
| | |
|---|---|
| **Photograph of candidate attested by a Gazetted Officer** | Signature of Candidate: …………………………..<br><br>Name        : ……………………….…………………<br><br>Address :………………………………………....……. |

…………………………………………

*(Gazetted Officer to attest the Photograph)*

Name: ………………………………………….....

Designation :………………………………………....

………………………………………….
**(Signature of authorised representative)**

*(Office Seal)*

*(ATTESTED)*
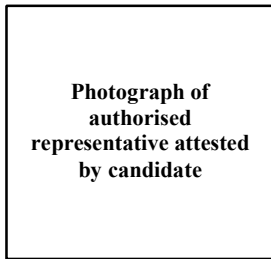
| | |
|---|---|
| **Photograph of authorised representative attested by candidate** | (Candidate to sign over the Photograph) |

………………………………
*Signature of Candidate*

## U N D E R T A K I N G

I, undertake that the decision taken if any, by my authorised representative at the allotment venue shall be binding on me and I shall not have any claim whatsoever, other than the decision taken by my authorised representative on my behalf.

Place   :

Date    :                                                                  Signature of candidate
-------------------------------------------------------------------------------------------------------------------------

**Note: An authorized representative attending CAP must bring a photocopy also of the filled in form. The same will be returned to the representative with the seal of the CEE's office. This copy of the filled in form having the seal of the CEE's office can be used in lieu of authorization letter during subsequent appearances.**

## SPECIAL INSTRUCTIONS TO THE CANDIDATES APPEARING FOR THE COMPUTER BASED ENTRANCE EXAMINATION 2024

Note: Read the following instructions carefully. Failure to observe instructions may    affect the candidate's performance.

A Reporting for the Examination and Instructions:

(i) Candidates shall have to report at the Examination Center 02 hours prior to the commencement of the examination. If the candidates do not report on time due to any reason, they will not be permitted to enter the examination hall.

(ii) After biometric verification of the candidate, he/she will be allotted a seat inside the computer lab/examination hall. Allotted seat number will be displayed on the left bottom corner of the login screen. Candidates should ensure that the displayed seat number and the allotted seat number are the same. In case a candidate ventures to change his/her seat and does not sit on the seat allotted to him/her, the candidature will be cancelled.

(iii) The candidates are permitted to bring only admit card, authorized Photo ID and a simple transparent ballpoint pen to the examination hall. Candidate must carry "Any one of the original and valid Photo Identification Proof issued by the government" – PAN card/Driving License/Voter ID/12th Class Board Admit or Registration card/ Passport/ Aadhaar Card (With photograph)/ E-Aadhaar/ Ration Card with photograph/ Aadhaar Enrolment No. with Photo. Candidates, who do not possess valid Admit Cards and authorized Photo ID, shall not be permitted to appear for the examination under any circumstances. The candidates must put signature in the Attendance Sheet provided by the Invigilator.

(iv) Candidates will not be permitted to bring items such as pencil, eraser, papers, books, notes, log tables, pencil box, correction fluid etc., all sorts of electronic devices such as calculator, digital watches, camera pen etc., and all sorts of communication devices such as mobile phone, bluetooth, ear phone etc. or any other material or information relevant to the examination concerned into the examination hall.

(v) Paper sheets for rough work will be provided in the examination hall. Candidates must write their Roll Number and Name at the top of the paper and put signature. This sheet should be returned to the Invigilator at the end of the examination.

(vi) Candidates indulged in any unfair and improper conduct during the examination will be disqualified. Any gesture or conversation with other candidates in the Examination Hall shall be treated as improper conduct/malpractice activity and shall be dealt with as per the relevant provision in the Prospectus clause 23.2

(vii) In case the computer/mouse allotted to any candidate malfunctions anytime during the test, he/she will be immediately allotted another computer system and the time lost due to this will be adjusted in the server so as to give the candidate the full allotted time. Use of keyboard during the exam is strictly not allowed. Wherever use of keyboard is needed, a virtual keyboard appearing on the computer screen can be used.

(viii) In case of any system failure or the candidate needs any assistance during the examination, the candidate should raise his hand to draw the attention of the invigilator.

(ix) In case, a candidate by furnishing false information, appears in more than one

shift/date, his candidature will be cancelled, and his result will not be declared and treated as improper conduct/malpractice activity and shall be dealt with as per the relevant provision in the Prospectus clause 23.2

(x) Candidates will be permitted to leave the examination hall only after completion of the examination.

### Computer Based Test (CBT) : Guidelines for CBT test

- After biometric and facial image capture of the candidates, they will be allocated seats inside the computer lab.

- Allotted seat number will be displayed on the left bottom corner of the login screen. Candidates should ensure that the displayed seat number and the allotted seat number are the same.

- A text box is provided to enter the roll number on the candidate login banner in the login screen. Candidates must enter the roll number using the virtual keyboard and mouse.

- After entering the roll number, candidate can click the Submit button to login to the Computer Based Test

- After the roll number validation, the candidates have to enter a secret code to complete the login process. Candidates will get the secret code only after the roll number validation in the examination hall.

- After login to the Computer Based Test, candidate will see the General Instructions Page On the right top corner of the general instructions page, candidates can see their Name, Roll Number and Photo which was uploaded along with the online application for the KEAM 2024 Examination.

- There will be a familiarization session (Mock Test) prior to start of the examination. Candidates can practice and familiarise themselves before the actual examination starts. The familiarization time starts 15 minutes before the actual start of examination.

- A countdown timer will be visible on the top right corner, indicating the time left to start the Mock Test.

- After the timer hits zero, the page will get redirected to the Mock Test page automatically.

- On the Mock Test page, when the timer hits zero, the page will redirect to the actual examination page automatically.

ACTUAL EXAMINATION

- After the scheduled Mock Test time, the candidates will be automatically redirected to the Examination Screen, where the candidates can attend the actual test.

- An information panel is provided on the top of the screen indicating total questions, answered questions and the time remaining for the examination.

- Below the information panel, the Question Block will be displayed to show the question and options. Questions will be displayed one by one. The options of questions will also be displayed along with the question.

- Candidates can select their option/answer by using the mouse.

- In the Top right corner of the Question block, Font Resize Buttons are provided for adjusting the size of the text.

- Question palette is provided next to the Question Block on the right side of the screen. Candidates can navigate to any subject or any question by clicking the question numbers shown in the Question palette. The palette displays all question numbers and their status such as answered, unanswered, marked for review, answered and marked for review.

- Question palette legends will show the answered questions in Green Colour, Not Answered in White, and Marked for Review in Orange and Answered & Marked for Review in Purple Colour.

- If a candidate selects an answer/option and then selects another question number from the question palette (as the next click), then the CBT will prompt a warning message to select any of the actions in the Navigation Panel to move to the selected question.69 Navigation Panel is provided just below the Question block to capture the candidate response.

- "Save & Next" button click will save the selected option and navigate to the next question.

- "Save & Previous" button click will save the selected option and navigate to the previous question.

- "Clear Response" button click will clear the selected option/response.

- "Mark/Unmark for Review" button click will Mark the question for review or unmark the marked question (if the question is already marked for review).

- Candidates can mark a question for review either as answered or unanswered. If an answer is selected for a question and is marked for Review, the answer will be considered in the final evaluation.

- When the timer hits zero, the CBT will redirect to the "Exam Statistics" page, where he/she could view the statistics of the examination. The Statistics Page shows total questions, number of answered questions, unanswered questions, etc.

- After seeing the statistics page, candidates can leave the exam hall. There is no need to end/submit the exam.