

## 8 Procedure for applying online:

8.1 All candidates (including Service Quota) seeking admission to the courses should apply online through the website [www.cee.kerala.gov.in](http://www.cee.kerala.gov.in) of the Commissioner for Entrance Examinations.

### 8.2 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 for future reference**. For the online submission of application, candidate has to visit the website [www.cee.kerala.gov.in](http://www.cee.kerala.gov.in) where he/she can find the link **“PG Nursing 2018 - Online Application”**.

#### 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 through the remaining stages until the end of the admission process for accessing all the online facilities related to **PG Nursing 2018**.

#### 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.

During the filling up of application, frequently click **'Save'** button available in the home page to protect your data.

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.**

#### Final Submission of Application

If the candidate is sure that the information provided in step 2 are correct, click the link 'Final Submission'.

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

### Step 3: Pay Application Fee

Application fee for General candidates is **Rs.1000/-**(Rupees One Thousand 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. 500/-** (Rupees Five Hundred only). Service candidate seeking admission in General Quota also, should pay **extra amount of Rs.1000/-**(Rupees One Thousand only). Applications can be submitted in online mode only, and all the supporting documents are to be uploaded only.

Two payment methods are available for remitting the application fee.

- Online Payment
- e-Challan

#### **Online Payment:**

The Application fee can be paid through the online payment gateway. 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 'Payment' 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 or resort to the e-Challan payment mode. If the candidate's account is debited for an unsuccessful transaction, the amount will be reverted to his/her account within five working days.

#### **e-Challan Payment (Post Office):**

If the mode of payment selected is e-Challan, the applicant needs to take printout of e-Challan by clicking the link '[Print e-Challan](#)'. Payment can be made in cash at any of the **Head Post Offices** in Kerala. The e-Challan should be handed over to post office counter along with the required cash.

The post office's official will make necessary entries both in their online portal and e-Challan form. The counter foil of the e-Challan must be collected back from the post office official. It must be ensured that the official has recorded the Transaction ID pertaining to the payment on the counter foil of the e-Challan and put the office stamp and his/her initials at the designated places on the counterfoil.

If the payment was successful, the 'Pay Application Fee' tab in the candidate's home page turns green.

Candidates are advised to login to the website and examine the 'Pay Application Fee' tab to make sure that the fee payment status has been updated by the post office official. If the payment tab has not turned green, the candidate should immediately contact the concerned post office and get the payment status updated. The list of Post Offices for collecting application fee is published in the web site.

#### **Step4: Upload Photograph, Signature and Documents/Certificates:**

##### **Upload Photograph of Candidate**

- A studio generated soft copy of latest passport size color photograph with light coloured background in jpeg format between 10 kb to 30 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 below **30 KB**.
- Scanned image of Signature must be clear.



##### **Upload Documents/Certificates**

(All necessary certificates/documents to upload should be in PDF format)

- File size of each document/certificate should **not exceed 300 KB**.
- The documents/certificates should be **clear** enough to read.

##### **Read before uploading documents/Certificates**

- The Originals of the uploaded documents should be furnished before the admitting authority 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.

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

### **Step 5: Print Application**

After completing the uploading of all necessary certificate/documents, candidates can take a printout of the Application and the uploaded documents by clicking on the link '**Print Application**'. Candidates are advised to keep a soft copy or printout of the application for future reference. **Hard copy of application printout or any supporting documents to should not be sent to the CEE office.**

**For Service Quota Candidates:** - The print out of the application along with all the required supporting documents should be forwarded to the Head of the concerned Department.

**DO NOT SEND THE PRINTOUT OF APPLICATION TO THE CEE OFFICE**

### **8.3 Documents to be furnished before the admitting authority**

Candidates should produce all the required Original Documents at the time of admission.

- **Originals of all the uploaded documents/certificates.**
- **Any other certificates/documents required to be furnished as per the prospectus/notifications/allotment memo.**