

How to Fill Online Application for KEAM 2014

A QUICK GUIDE TO APPLYING FOR KEAM

This is only a quick reference that helps to fill up online application. If any details regarding terms and conditions of any field described here are needed, please refer the respective clause in KEAM Prospectus.

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Pre-requisites

Prospectus

Read the prospectus of KEAM before filling up application.

Photograph

Jpeg format of candidate's photograph (see the guideline for scanning photograph given in this document)<Click here>

Email ID and Mobile Number

Candidate should possess a valid email-id. Keep this email-id live and secure till the end of the admission process of KEAM. If the candidate does not have an email-id, a new email-id must be created before applying online. Candidate should not provide the email-id of others, under any circumstances. A Mobile No. in India should also be provided during online registration.

Application Fee

Candidates can make the payment of the application fee in two modes viz.

Security Card : By purchasing the Security Card from selected Post Offices; or

Demand Draft : By way of Demand Draft (DD) drawn on a Nationalised/Scheduled Bank, in favour of the Commissioner for Entrance Examinations, payable at Thiruvananthapuram.

Certificates/Documents

Candidate should have other relevant documents which are needed to fill up all fields in the online application like, name, date of birth, category, caste, income, name of village, taluk, district, etc.

Computer System

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

Internet : Should have an internet connection.

Browser : Should have a browser. Recommended browser is Mozilla Firefox latest version.

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

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

Seven Steps for applying online

Step 1 : **Candidate Registration**

Step 2 : **Candidate Login**

Step 3 : **Fill-up Application**

Step 4 : **Final Submission of Application**

Step 5 : **Payment of Application fee**

Step 6 : **Print Application**

Step 7 : **Send the printout of Application and supporting documents to CEE**

The address of website for applying online for KEAM is www.cee.kerala.gov.in and the link is [KEAM 2014---Online Application](#). There are 7 steps for the submission of application and all are mandatory. Candidates should complete all steps before the last date of submission of application, and printout should reach the Office of the CEE on or before 05.02.2014

The screenshot shows the main page of the KEAM 2014 online application portal. At the top, there is a header with the Government of Kerala logo, the CEE logo, and the text 'OFFICE OF THE COMMISSIONER FOR ENTRANCE EXAMINATIONS Thiruvananthapuram, Kerala'. To the right, there is a 'KEAM 2014' logo and an image of a hand writing on a document. Below the header, there is a navigation bar with the following steps: 'Steps for Application Submission', 'Registration', 'Login', 'Fill Application', 'Final Submission', 'Payment', 'Print Application', and 'Send To CEE'. On the left side, there is a sidebar menu with the following items: 'Pre-requisites', 'Photo Guidelines', 'How To Apply', 'Prospectus', 'Notification', 'Reasons For Rejection', 'FAQ', 'Forgot Application No', and 'Help Desk'. The main content area is divided into two columns. The left column is titled 'If you are a new user?' and contains a 'Candidate Registration' link. The right column is titled 'If already registered?' and contains a 'Candidate Login' link. Below these links, there is a 'Forgot Password?' link. At the bottom of the page, there is a footer with the following text: 'Downloads: Recommended Browser: Mozilla Firefox | PDF Readers: Adobe Reader | Foxit Reader. Best Viewed In: 1024 X 768. Site owned by: CEE KERALA IT Services: National Informatics Centre(NIC) Kerala. Software Version: 5.0'.

Main Page (Registration/Login) getting after clicking the link KEAM-2014:Online Application

Step 1 : Candidate Registration

This is a one-time procedure. Click on '[Candidate Registration](#)' link available in the main page. The sample page is given below:

The screenshot shows the 'Candidate Registration' form. The form has the following fields:

- Name of Applicant *: DEVIKA K S
- Date of Birth *: 01 JAN 1996
- Email Id *: deviaika452@gmail.com
- Mobile Number *: 9899999999
- Choose your Password *: [masked]
- Re-type Password *: [masked]
- Security Question *: THE PLACE YOU LIKE MOST? (dropdown menu)
- Type the code in the box *: 862935 (with a CAPTCHA image and a refresh button)

At the bottom of the form, there is a blue 'Register' button.

Candidate Registration



How to Register

1. Name of Applicant :

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

2. Date of Birth :

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

Name and DOB cannot be edited later.

3. Email ID :

Provide your own valid Email ID. Keep this email id live and secure till the end of the admission process KEAM. If you do not have an email id, a new email id may be created before applying online. **Candidate should not provide the email id of others**, under any circumstances.

Email ID and mobile number are mandatory for applying KEAM.

You should ensure that email ID and mobile number are entered correctly. Otherwise you won't receive important messages and reminders from CEE.

4. Mobile Phone Number :

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

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

5. Password :

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

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

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

6. Re-type password :

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

7. Security question and Answer of Security Question :

Choose a question from the list provided in the page.

Type your own answer to the above security question. Make sure your answer is memorable, but not easy for others to guess. This information will be useful for retrieving password, if forget.


Make sure the answer of your selected security question is memorable. It will be useful when you forget the password.

Important! Note down the Application Number for further login and reference.

8. Type the code in the box :

You will see a special set of characters displayed on the screen. These characters are called captcha. Type the letters exactly as shown in the box.

After completing the necessary fields correctly, press '[Register](#)'. If you have successfully completed the registration process, a '**Candidate Registration confirmation**' page will be displayed. If the applicant is sure that the information provided by them are correct, press '[Confirm](#)' button.

 **Candidate Registration Confirmation**


-You need to remember your password.
 -You need to remember your security question and answer.
 -You need to check the following details furnished by you.

Name	DEVIKA K S
Date of Birth	01/01/1996
Email	devika452@gmail.com
Mobile No	9899999999

If the above details are correct and note down the password and security question details,Click on 'Confirm' button.
Otherwise Click on 'Edit' button to change the registration data.

Asking Confirmation for Registration

If any mistakes are found, press '[Edit](#)' for correcting the data. Candidate will get a system generated Application Number. **Write down the Application number and remember the password** to future login, to view results of examinations, to exercise option registration, to get allotment memo etc.

 **Welcome, DEVIKA K S**

You have successfully registered for KEAM 2014.

Your Application Number is: **5635358**

Please note down your Application Number for next step and future reference.

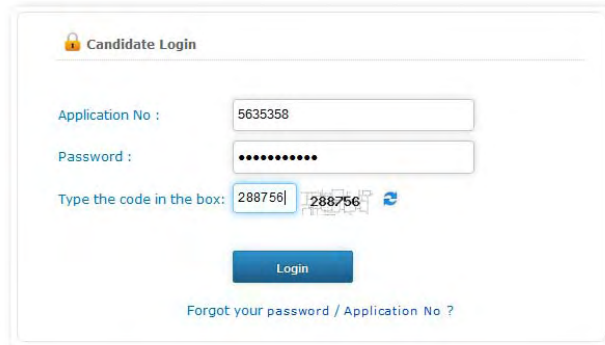
To fill-up your application, go to main page by clicking 'Home' link. Then select 'Candidate Login'. For successful login, you should provide the application number shown above and the password that was given at the time of registration.

Registration Completed and Generated Application number

After write down the generated Application Number, click on 'Home' which directs you to the main page. From there click '[Candidate Login](#)'. Application Number and password are essential to login to the candidate's home page.

Step 2 : Candidate Login

Logging into keam application portal is essential to Fill-up Application, Payment of Application Fee, View Filled-up Application, Printing of Application, Change your Password, Download various proformas and Know Your Application Status.



Login Page of Candidate



How to Login

Application No :

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

Password :

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

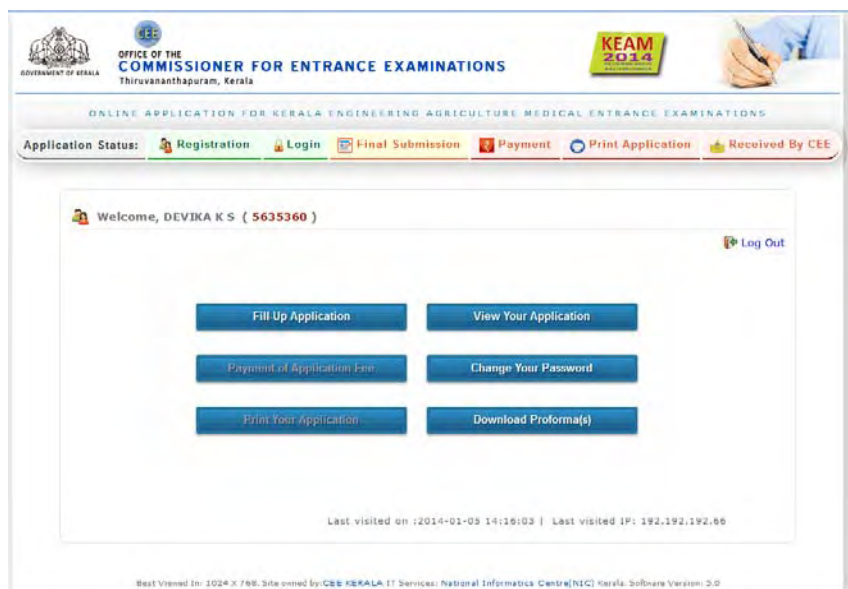
Type the code in the box :

This is another captcha. Type the letters exactly as shown in the box. After giving the above information correctly, press '[Login](#)' button to logon to your home page.

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

Candidate's Home Page

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



Candidate's Home Page

The applicants can track their application by entering into their home page. **Application status** is available after the title bar of this application portal. For details, see 'To know the application status'-Page 19<Click here>. Candidate can do all online activities, except registration and login, only through the candidate's home page. The online activities available in the home page are:

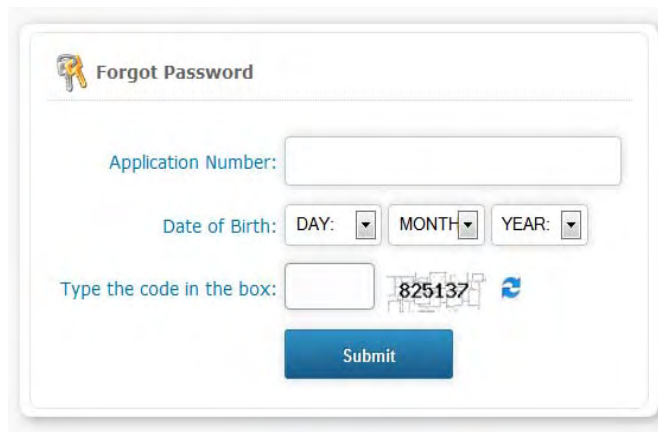
- | | |
|----------------------------|-----------------------|
| Fill-up Application | View Your Application |
| Payment of Application Fee | Change Your Password |
| Print Your Application | Download Proforma(s) |

Certain links in the home page are activated only after completing a particular step. For example, 'Payment of Application Fee' is activated only after the 'Final submission' of the 'Fill-up Application' section. Likewise, the 'Print your Application' is available only subsequent to the Payment section.

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

Forgot your Password?


If candidate cannot remember the password, go through the link ['Forgot your password?'](#) to recover the password. You are required to give the Application Number, Date of Birth, Security Question you have chosen, and the answer of the security question.



Forgot Password

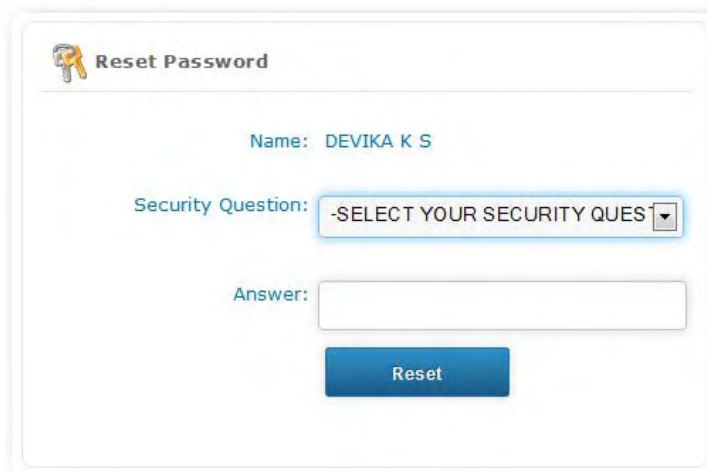
Application Number:

Date of Birth: DAY: MONTH: YEAR:

Type the code in the box: 825137 

Retrieving Password-step1

After submitting the above information the following screen will be populated.



Reset Password

Name: DEVIKA K S

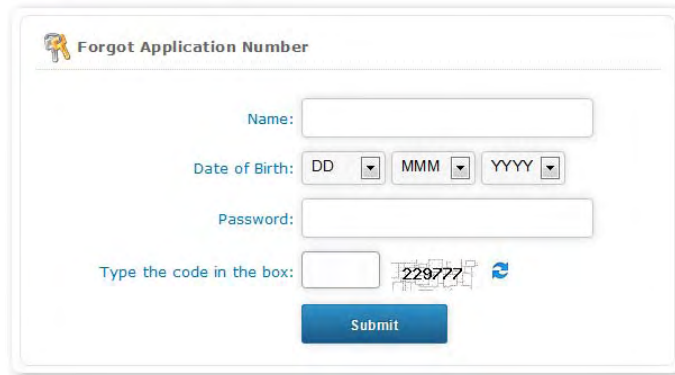
Security Question:

Answer:

Retrieving Password-step2

Forgot your Application number?

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



Getting Application Number

Step 3 : Fill-up Application

**Certain fields in the application are to be filled-up compulsorily.
The mandatory fields are marked with a red star mark (*). Eg: Citizenship***

Uploading photograph :

The first step for filling up application is to upload a digital photograph.

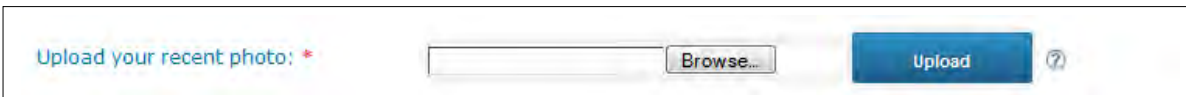
Guidelines for scanning and uploading photograph :

For applying online, you must have a scanned/digital image of your photograph. The Specification of photograph image should be as follows:

- Photograph should be in passport format. Front view of full face and shoulder portion of candidate is to be seen clearly in the photograph.
- The face of the candidate should be straight and at the centre.
- Photograph must be in colour with a light colour background, white is preferable.
- Photo, wearing caps and dark glasses will be rejected.
- Scanned image file should be in **jpg (jpeg) format** only.
- Dimensions of the photograph **150 pixels width and 200 pixels height**.
- Size of the image file should be **between 15 kb and 30 kb**.
- Candidate's **name and date of photo taken should be printed** at the bottom portion of the photograph with black letter and white background.

- If the face in the photograph is not clear, your application is liable to be rejected.
- If the photograph is not clear, the candidate should upload a clear photograph again by using the link 'Change Photo'.
- The uploaded photo and photo affixed on the printout of application should be identical. Otherwise application is likely to be rejected

Procedure for Uploading the Photograph :



Uploading of photograph

There is a section named 'Upload Photograph' in the online application for uploading Photograph. Click on '[Browse](#)' or '[Choose File](#)' and Select the location where the scanned photograph file has been saved. Select the digital photo file by clicking on it and then click the '[Upload](#)' button. If the described specifications are met, the selected photograph will be uploaded to the application portal.

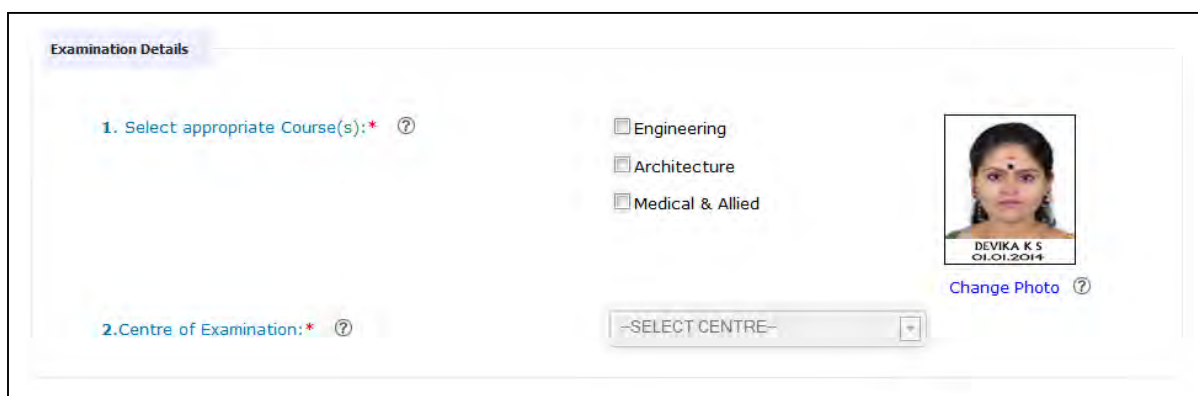
Remember, a printed copy of the uploaded photo should be affixed on the specified place in the printout of the application and get it duly attested by a gazetted officer/head of institution where the candidate has last studied.



How to Fill-up Application

All the basic information required for processing your application are to be filled at this step. 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 your eligibility for admission or claim for reservation under any category.** It is obligatory that you should fill all the mandatory items in the application. Sample screens and details of each section are given below:

Examination Details



1. Select appropriate course(s) :

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

2. Centre of examination :

The Entrance Examinations for Engineering and Medical & Allied courses will be conducted at the following centres:

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

Keep in mind that the medical entrance examination will not be conducted at Shillong and Ranchi. Select a name of the Centre chosen for examination from the list available. The candidate who selects Ranchi or Shillong as a Centre, please select one more Centre as Second Option. If it will not be possible to conduct the exam in Shillong or Ranchi due to any unforeseen reason, the second opted Centre will be your examination centre.

Personal Details

3. Name of Applicant :

The name given at the time of registration of candidate will be displayed here. It cannot be altered in later.

4. Date of Birth :

The date of birth given at the time of registration will be shown on the screen and cannot be modified.

5. Gender :

Select male or female as the case may be.

6. Citizenship :

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

7. Nativity :

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

8. State of Permanent Residence :

Select the State in which the candidate is residing permanently.

9. Details of Parents/Guardian

(i) Type name of father of the applicant.

(ii) Type name of mother of the applicant.

(iii) Type name of guardian

(iv) State relation of the applicant with the guardian

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

10. Religion and Caste:

Select the religion and type the caste of the applicant.

11. Permanent Address :

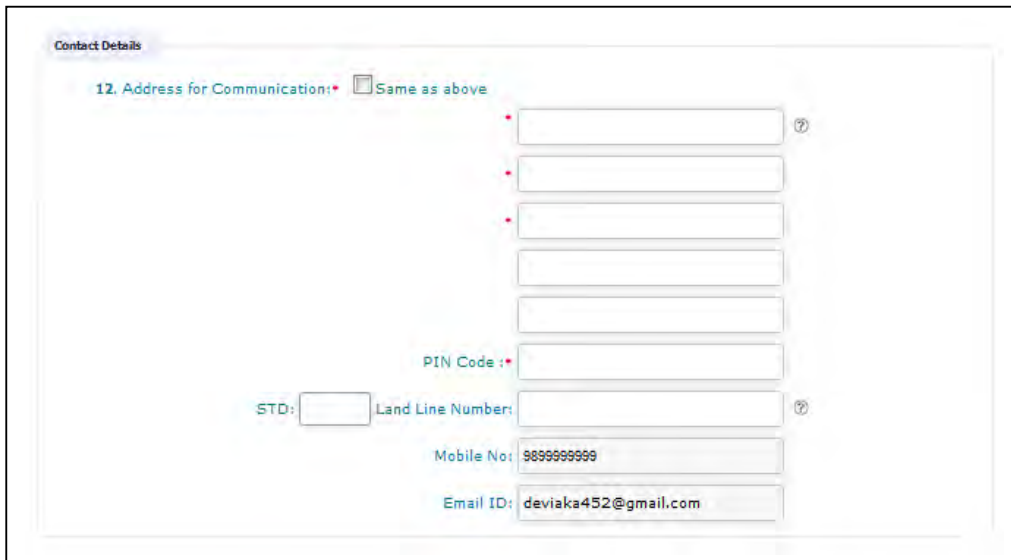
Type full permanent address and pin code as per the relevant valid certificate.

The screenshot shows a web form titled "Personal Details". The form contains the following fields:

- 3. Name of Applicant: Text box containing "DEVIKA K S".
- 4. Date of Birth: (Attach Self Attested Copy of Proof) Date picker showing "01/01/1996" and "Age: 18".
- 5. Gender: * Dropdown menu showing "--SELECT--".
- 6. Citizenship: * Dropdown menu showing "--SELECT--".
- 7. Nativity: (Attach Certificate of Proof) * Dropdown menu showing "--SELECT--".
- 8. State of Permanent Residence: * Dropdown menu showing "--SELECT--".
- 9. * (i) Name of Father: Text box.
- (ii) Name of Mother: Text box.
- (iii) Name of Guardian: Text box.
- (iv) Relationship with Guardian: Text box.
- 10. (i) Religion: * Dropdown menu showing "--SELECT--".
- (ii) Caste: * Text box.
- 11. Permanent Address: * Four stacked text boxes for address lines.
- PIN Code: * Text box.

A "Save" button is located at the bottom right of the form.

Contact Details



Contact Details

12. Address for Communication: Same as above

•
•
•

PIN Code: *

STD: Land Line Number:

Mobile No: 9899999999

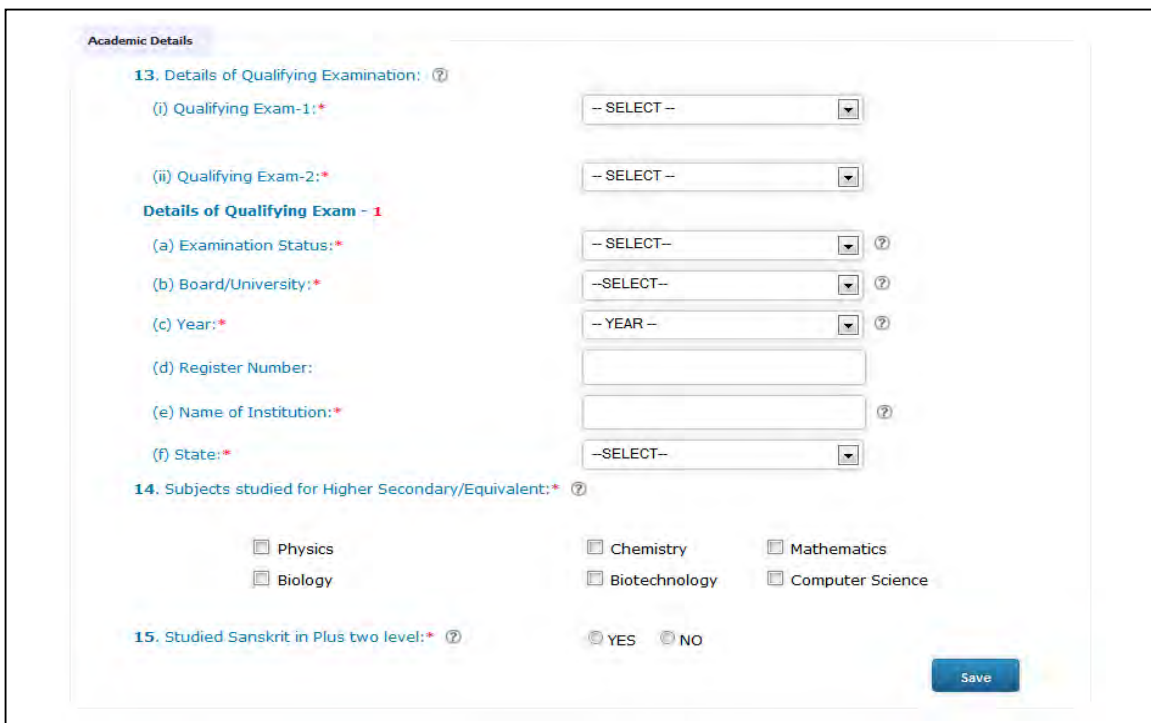
Email ID: deviaka452@gmail.com

12. Address for Communication :

If the address for communication is same as permanent address, click on the **'Same as above'**. Otherwise, give the address for communication with PIN code. Communication, if any, will be made on this address.

Type land phone number with STD code, if available. Candidates opting examination centre outside India must give their land number in India with STD code for communication purpose. Mobile number and email ID will be automatically taken from candidate's registration entry.

Academic Details



Academic Details

13. Details of Qualifying Examination: ?

(i) Qualifying Exam-1: * -- SELECT --

(ii) Qualifying Exam-2: * -- SELECT --

Details of Qualifying Exam - 1

(a) Examination Status: * -- SELECT -- ?

(b) Board/University: * --SELECT-- ?

(c) Year: * -- YEAR -- ?

(d) Register Number:

(e) Name of Institution: * ?

(f) State: * --SELECT--

14. Subjects studied for Higher Secondary/Equivalent: * ?

Physics Chemistry Mathematics

Biology Biotechnology Computer Science

15. Studied Sanskrit in Plus two level: * ? YES NO

Save

13. Details of Qualifying Examination :

Qualifying Exam-1:

Select any one of the suitable option given below as qualifying exam-1:

Kerala Higher Secondary
AISSCE (CBSE)
Others

Kerala Technical HSS
ISCE (CISCE)
Not Applicable

Kerala VHSE
Pre-Degree

Qualifying Exam-2:

If you want to choose one of the following educational qualifications as the qualifying criteria for the entrance examination, select the appropriate qualifications from the list.

Diploma in Engineering
BSc Zoology

BSc Physics
BSc Bio-technology

BSc Chemistry
Not Applicable

BSc Botany

You also provide the details such as Examination Status(Passed or Appearing/Appeared), Name of Board or University, Year, Register number, Name of institution and state regarding your selected qualifying examination. If you select qualifications from Qualifying exam-1 and Qualifying Exam-2, the details will be asked about your Qualifying Exam-1.

14. Subjects Studied for Higher Secondary /Equivalent :

Select the subjects studied for the qualifying examinations.

If you are appearing for Engineering Course, you should have studied Mathematics, Physics and

Chemistry/Computer Science/Bio-technology/Biology in qualifying examination. If you are appearing for Medical/MBBS/BDS Course, you should have studied Physics, Chemistry and Biology/Bio-Technology in the qualifying examinations. For the courses of Agriculture, Veterinary and Fisheries, Biology is a compulsory subject. The Candidates opting Architecture should have studied Maths as subject. See clause 6.2 of prospectus for details.

Course opted will be validated based on the subjects selected here.

15. Studied Sanskrit in plus two level :

If you have studied Sanskrit at plus two level, select 'Yes', otherwise choose 'No'. If you have selected 'Yes', then provide proof of study of Sanskrit along with printout of application. It is applicable only for Medical and Allied courses. It will be considered for preparing Ayurveda rank list.

Communal Reservation

Communal Reservation

SI No 10-22 is available only for the Candidates selected "Indian" as Citizenship (SI No. 8) and "Keralite" as Nativity (SI No 7)

16. Details of Income Certificate: (Attach Certificates of Proof)

Note:- Those (Including General Category) who wish to avail benefits such as fee concession/scholarships based on annual family income, should furnish the Income Certificate along with the application itself. Further chance to submit Income certificate will not be allowed.

(i) Annual Income in Rupees:

(ii) District:

(iii) Taluk:

(iv) Village:

17. Are you a child of an inter-caste married couple with father / mother belonging to SC/ST or SEBC?* YES NO [Community List](#)

18.(i) Eligible Reservation Category:*

(ii) Community:

19. (i) Do you claim reservation under Other Eligible Community?* Yes No

(ii) Community (OEC):

20. Whether SC/ST claim rejected previously by CEE?*

16. Details of Income Certificate :

The candidate who has claim for a communal reservation (except SC/ST) should obtain an Income Certificate in the prescribed format from the Village Officer/Tahsildar.

- (i) **Annual Income in Rupees** : Input the annual family income in Indian rupees. The amount of income should be same as one which is provided by the Village Officer.
- (ii) **District** : Pick name of District from the list.
- (iii) **Taluk** : Choose name of Taluk in which the Village is located
- (iv) **Village** : Name of Village from which the Income certificate obtained.

Note : Those (including General Category) who wish to avail the benefits such as fee concession/scholarships that may be notified by the Government or college authorities subsequently, based on annual family income, should furnish the Income Certificate along with the application itself.

17. Are you a child of an inter-caste married couple with father/mother belonging to SC/ST or SEBC?:

If father or mother of a candidate is from the SEBC or SC/ST, he/she is eligible for reservation under the relevant quota. Select 'Yes' or 'No'. If yes, provide **religion, category** and **community** of your father and mother. Also choose whose (father or mother) category is claimed for communal reservation. Such candidate should produce an 'Inter-Caste Marriage Certificate' obtained from the Revenue Official not below the rank of Village Officer in the Proforma given in Annexure XV. They need not produce the Income Certificate for claiming this reservation. The candidate who claims SC/ST should produce Community Certificate obtained from Tahsildar. (Refer the clause 5.4.3 for details)

18. Eligible Reservation Category :

Please read the prospectus carefully for getting detailed instruction for filling up of this field.

Reservation under SEBC :

- a. Ezhava
- b. Muslim
- c. Other Backward Hindu
- d. Other Backward Christian
- e. Latin Catholic
- f. Kudumbi

Candidate under SEBC should furnish both the Community and Income Certificates along with the printout of the Application in support of their claim. (See Clause 5.4.2 and Annexure XI of the prospectus)

Reservation under SC/ST :

Select **Scheduled Caste** or **Scheduled Tribe** as the case may be in the online application. Community Certificate from Tahsildar is to be obtained in the prescribed format along with the application itself. (See Clause 5.4.3 and Annexure VIII, IX of the prospectus)

Only natives of Kerala and who belong to communities listed in the Scheduled Castes and Scheduled Tribes Orders (Amendment Act 2002) are eligible for reservation under Scheduled Castes/ Scheduled Tribes quota.

Reservation for Jewish/Anglo-Indian:

Select **Jewish** or **Anglo-Indian** as the case may be for getting reservation under this quota. A certificate, in the prescribed format, should be obtained from the Village Officer/Tahsildar and produced for the claim.

If not eligible for any reservation category, select '**Not Applicable(General)**'.

Community : Community list will displayed based on the given reservation category. Choose suitable one from the list.

19. Do you claim reservation under Other Eligible Community? :

Select **Other Eligible Community** if eligible. Then select the relevant community from the list. Community Certificate and Income Certificate in the proforma from the Village Officer should be furnished along with the printout of the Application. (Refer the Annexure X of the prospectus)

20. Whether SC/ST claim rejected previously? :

State whether SC/ST claim rejected in previous years for the entrance examinations.

Special Reservation

21. Do you claim Special Reservation? :

Select **'Yes'** or **'No'**. If yes, Choose reservation category/ Categories from the provided list. Certificate(s) of proof should also be sent along the printout of application. See clause 5.2

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

22. Reservation for Person with Disabilities (PD)? :

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

Special Reservation

21. Do you claim Special Reservation ?* YES NO ?

<input type="checkbox"/> Children of Agriculturist(CA)	<input type="checkbox"/> CRPF/Para Military(RP)	<input type="checkbox"/> Children of Fisherman(CF)
<input type="checkbox"/> Degree/Dip. In Ayurveda(DA)	<input type="checkbox"/> Degree/Dip. in Homoeopathy(DH)	<input type="checkbox"/> Diploma in Engineering(DE)
<input type="checkbox"/> Defence Died/In-Hareness(HR)	<input type="checkbox"/> Children of KAU Farm Labourer(FL)	<input type="checkbox"/> Scouts & Guides(SG)
<input type="checkbox"/> Nurse-Alopathy:Govt. Ser.(NQ)	<input type="checkbox"/> Medical/Agriculture for BHMS(OH)	<input type="checkbox"/> Defence Killed(DK)
<input type="checkbox"/> Nurse-Ayurveda:Govt. Ser.(NY)	<input type="checkbox"/> MBBS/BHMS/DHMS for BAMS(OA)	<input type="checkbox"/> Ex-Serviceman(XS)
<input type="checkbox"/> Nurse-Homoeo:Govt. Ser.(NH)	<input type="checkbox"/> Serving Defence Personnel(SD)	<input type="checkbox"/> Sports(SP)
<input type="checkbox"/> NCC(CC)		

22. Do you claim reservation for "Person with Disabilities(PD)":* YES NO ?

Statistics

23. Statistics :

These data are collected for statistical purpose. Fill all the details correctly. The details of sample screen are given below:

Statistics

23. Statistics: * ?

a. District of Permanent Residence	--SELECT ONE --	g. Course undergone at Secondary Level	--SELECT ONE --
b. Parents/Guardian's Occupation	--SELECT ONE --	h. Course undergone at +2 Level	--SELECT ONE --
c. Residential Area	--SELECT ONE --	i. Medium of instruction at +2 Level	--SELECT ONE --
d. Parents/Guardian's Education	--SELECT ONE --	j. Location of School where +2 studied	--SELECT ONE --
e. Community	--SELECT ONE --	k. Annual Family income (From All Sources)	--SELECT ONE --
f. No. of appearances for KEAM	--SELECT ONE --		

Save

Declaration

24. I Agree :

Candidate should read the declaration carefully stated on the screen and agree with statements by clicking on the '[I Agree](#)' box



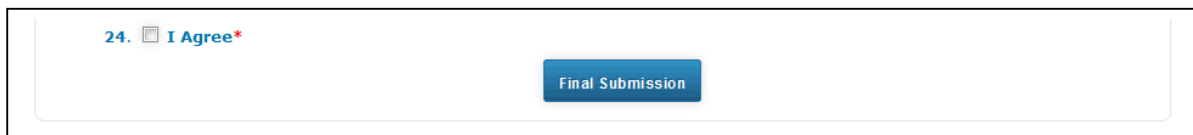
The screenshot shows a 'Declaration' section with two numbered statements:

- (i). I hereby declare that, I have read the various clauses in the Prospectus for Admission to Professional Degree Courses 2014 and the instructions carefully and I agree to abide by them.
- (ii). I also declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief and that in the event of any information being found false or incorrect or ineligibility being detected before or after the examination, action can be taken against me by the Commissioner for Entrance Examinations.

Below the statements is a checkbox labeled '24. I Agree*'. At the bottom center of the form is a blue button labeled 'Final Submission'.

Fig-9 Declaration by the candidate

Step 4 : Final Submission of Application



The screenshot shows a simplified version of the declaration form. It features the checkbox '24. I Agree*' and the 'Final Submission' button at the bottom center.

Final Submission of the application

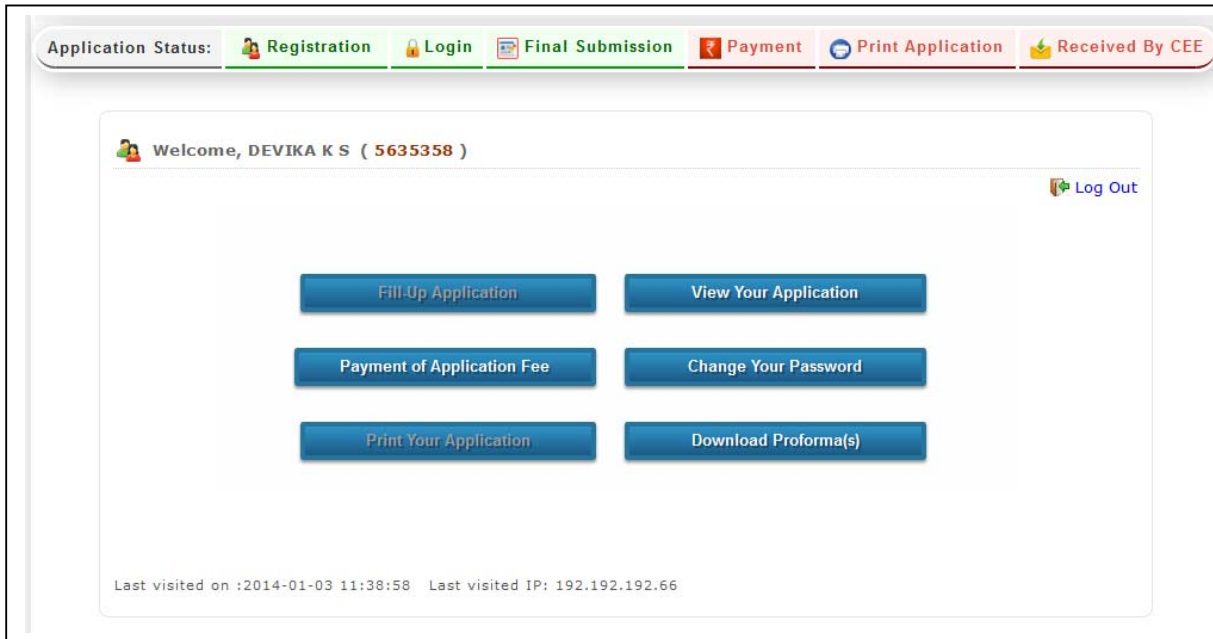
This is also a one-time procedure. If candidate is sure that the information provided in step 3 are correct, click the button '[Final Submission](#)'. Please note that modification of your application will not be possible after doing this step. If any mandatory fields are found unfilled or any related fields are found mismatched, Final submission cannot be possible. In such cases, error messages will be colorized in **red** for the respective fields. You should correct the errors, press '[I Agree](#)' button once again and press '[Final Submission](#)'.

Before pressing the Final Submission, you must ensure that all the information provided by you are correct and true. No modification will be allowed after the Final Submission.

If you want to view your entered details, before doing Final Submission, save the document using '[Save](#)' button on the right part of page, go to home page by clicking '[Home](#)' link and click '[View Your Application](#)'.

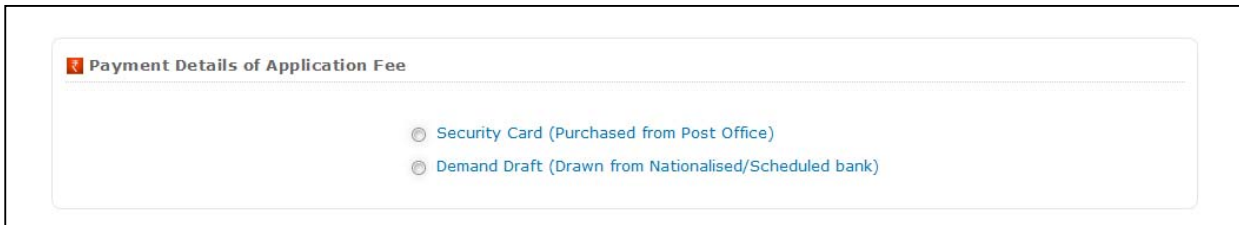
Step 5 : Payment of Application Fee

This step facilitates to provide payment details of your application fee. (See the Clauses 7.2 & 7.3). You should have the details of Application fee remittance. Modes of Payments are through Security Card or Demand Draft. Click on '[Payment of Application Fee](#)' for entering payment details:



Payment of Application Fee available in the home

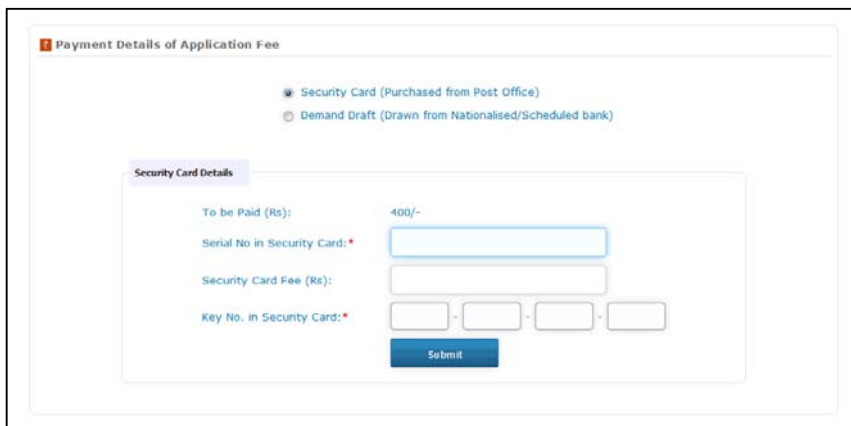
Candidate need to select the mode of payment of application fee from the following screen.



Mode of payment of application fee

Security Card (Purchased from Post Office) :

The fee of application may be remitted by purchasing a Security Card from the selected Post Office, the list of which is available on the website. When selecting Security Card option, the following screen will be available.



Security Card for General



Security Card for SC/ST

Two types of cards are available. One is meant for General/SEBC Candidates, the price of which is Rs. 800/- and the other is intended for SC/ST candidates, the price of which is Rs. 400/-. A 7-digit Serial Number and a 16 character Key Number printed at the

Important! Do not disclose the serial number and key number to others. Key number should be kept safe till the end of allotment procedure for further login.

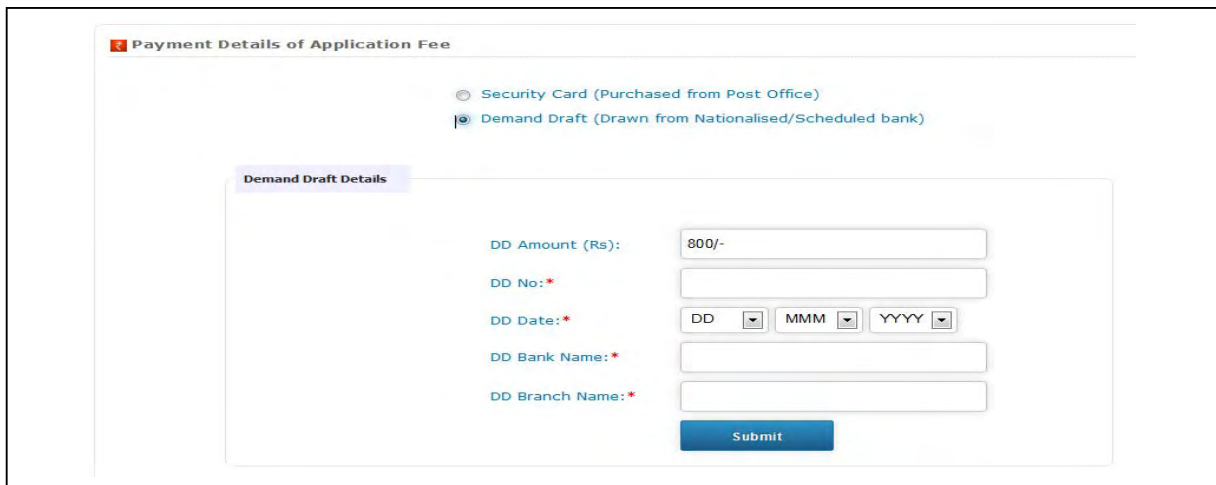
back of security card should be provided when asked in the online application. To see the Key Number given on the Security card, gently scratch off the silver panel using a coin, seen on the back of the card. The candidates who select Dubai Centre and have Security Card should send a DD of Rs. 12000/- along with the printout of application. These candidates should provide the details of Security Card through online application.

General and SC/ST candidate should remit the specified fee meant for them. Otherwise the application will be rejected.

Demand Draft (Drawn from Nationalised/Scheduled bank) :

The Demand Draft drawn on a Nationalised/Scheduled Bank, in favour of the Commissioner for Entrance Examinations, payable at Thiruvananthapuram will be accepted as Application Fee. DD Number, date of drawn and name and branch of bank have to be provided.

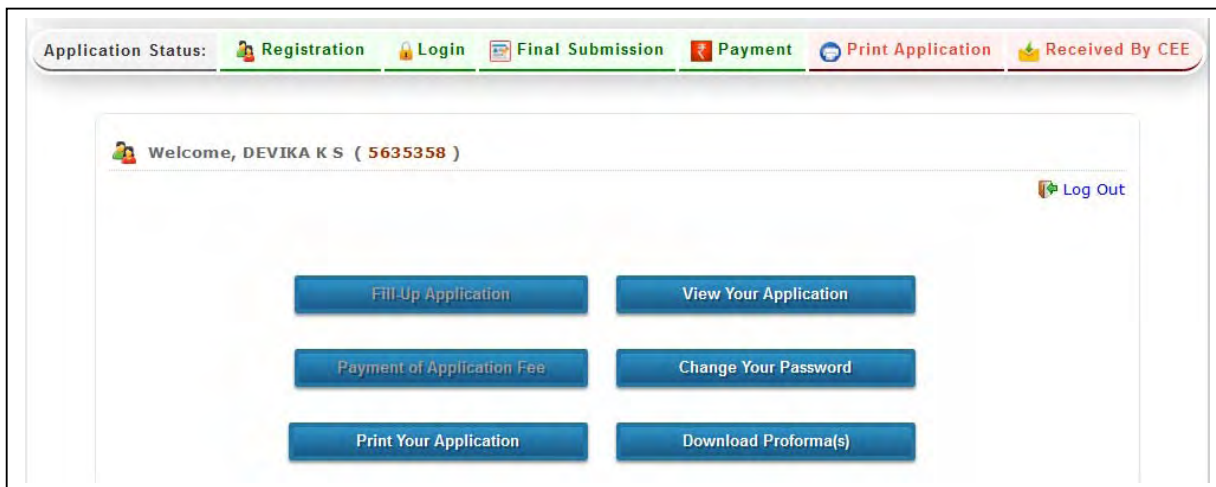
The candidates opting centre of exam as outside India should remit an extra amount of Rs. 12,000/- by way of Demand Draft. So, D.D amount for general candidate should Rs. 12800/- and for SC/ST it should be Rs. 12400/-. The screen shot of Demand Draft Payment mode is given below:



Payment Section by using D.D

Step 6 : Print Application

Candidate should take a printout of his/her application which contains a main page of application and proforma(s) of supporting document according to the claim. The link for printing is available on the home page is named '[Print Your Application](#)' and it is available only next to successful payment.



Print Your Application button in the home page

Important:

Take printout of application using the link '[Print Your Application](#)'. The Printout of Application using the link 'Print Your Application' alone will be accepted. Any other kind of printout is not accepted.

Logout from the Application Portal

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



Logout

Procedures to be followed after taking printout of the application:

- Affix a passport size (3.5 x 4.5 cm) photograph (this should be the copy of the uploaded photo), get it attested by a Gazetted Officer or the Head of the Institution where the candidate has last studied.
- The applicant and the parent should sign in the specified areas on the printout of the Application.
- Get Course Certificate and Nativity Certificate in the prescribed format available in the body of the print out of the application.
- If the candidate claims any reservation, use the proforma obtained along with the printout of application and gets it certified from the concerned authorities.

Step 7 : Send the printout of the Application and supporting documents to CEE

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

Address :

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

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

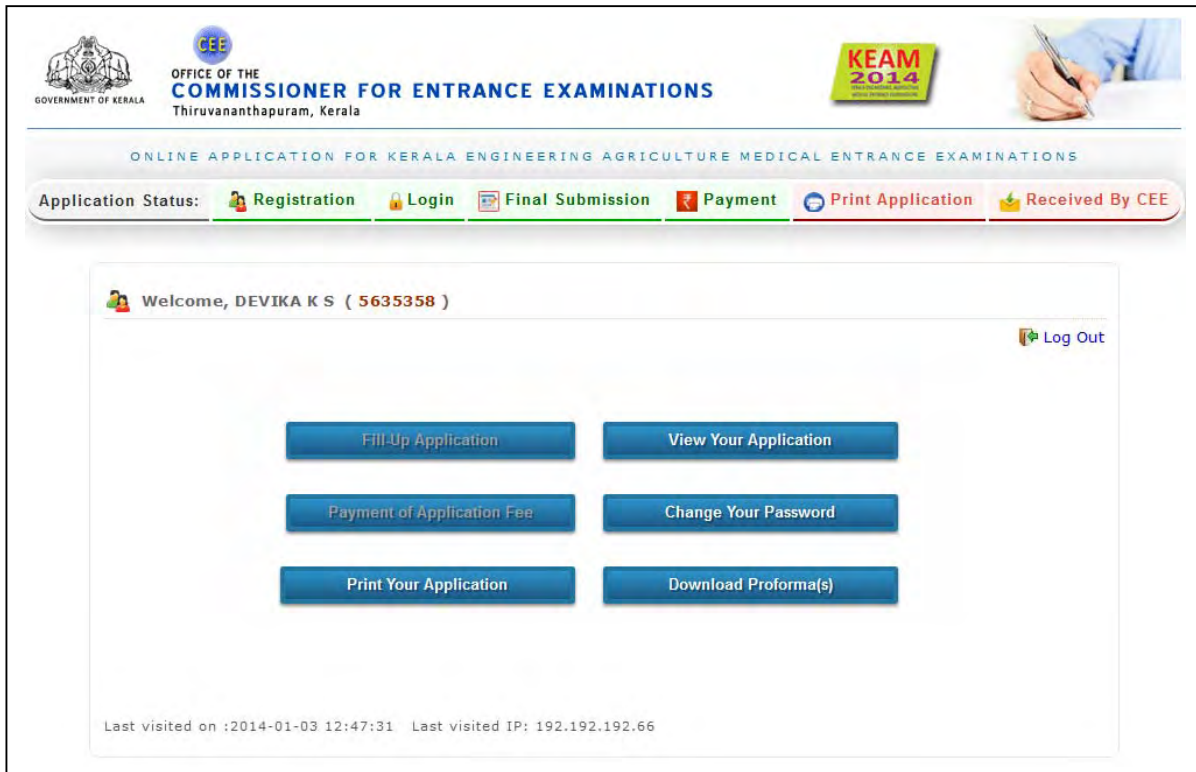
Do not fold the envelope.

Do not tamper the barcode on the face of printout of application.

Those candidates who paid application fee by Demand Draft will obtain an Address Slip along with the printout of the application. Glue the address slip on an A4 envelope in which enclosed the properly completed application and supporting documents.

To know the status of your Application Submission

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



The screenshot displays the CEE (Commissioner for Entrance Examinations) website interface. At the top, there is a navigation bar with the CEE logo, the text 'OFFICE OF THE COMMISSIONER FOR ENTRANCE EXAMINATIONS Thiruvananthapuram, Kerala', and the 'KEAM 2014' logo. Below this, a horizontal bar indicates the 'ONLINE APPLICATION FOR KERALA ENGINEERING AGRICULTURE MEDICAL ENTRANCE EXAMINATIONS'. A status bar shows the following steps: 'Registration' (green background), 'Login' (green background), 'Final Submission' (green background), 'Payment' (red background), 'Print Application' (red background), and 'Received By CEE' (red background). The main content area shows a welcome message for 'DEVIKA K S (5635358)' and a 'Log Out' button. Below the message are six blue buttons: 'Fill-Up Application', 'View Your Application', 'Payment of Application Fee', 'Change Your Password', 'Print Your Application', and 'Download Proforma(s)'. At the bottom, it shows 'Last visited on :2014-01-03 12:47:31' and 'Last visited IP: 192.192.192.66'.

Candidate's Home page that showing the status of application submission

Available status on the home page is given below.

- Registration** : Indicates Candidate's Registration for online application.
- Login** : Successfully logged in or not
- Final Submission** : Shows whether the candidate made the final submission of application by pressing 'Final submission' button.
- Payment** : Payment section of online application successfully finished or not.
- Print Application** : Printout of the application taken or not.
- Received by CEE** : Receiving status means that whether the application sent by the candidate reached at the CEE office and taken for scrutinizing or not. Remember, it may take some days to update this status. This status is turned into green only after completing scrutiny of the application.

The **Green** letter within the light green background indicates the completion of respective step. The **Red** letter within the light red background represents the respective step has not been performed so far. For example, in sample screen shot given above, the candidate has completed the Candidate Registration, Candidate Login, Fill-up and Finalize Application Submission and Pay the Application Fee. But the Printing of Application is pending and the printout of application is not received by the Office of CEE.

Safety Tips for online application submission

- **Secure your password and key number**

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

- **Use recommended Browser**

Always use the latest version of Mozilla Firefox.

- **Clear your Browser's Cache**

If you use public or shared computer to access the application portal, it is better to clear the browser's cache before you sign in to online application. Refer FAQ for clearing the cache.

- **Do not use Mobile device**

Never use any kind of mobile device for online application submission.

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

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

- **Use 'Save' button frequently**

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

- **Logout Properly**

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

Reason(s) for rejecting Application

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

- If the **photograph of the applicant** affixed in the printout of Application and the photograph uploaded in Online is **different** OR not follow the guideline given in the 'Photo guideline'
- If the **photograph** affixed in the printout of Application is **not duly attested** by the Head of the Institution which he/she studied last or by a Gazetted Officer.
- **If Applicant and Parent** have **not signed** in the specified areas on the printout of the Application.
- If duly **filled and signed Course Certificate/Mark list and Nativity Certificate** in the prescribed format are **not attached** along with the printout of the application.
- If the particular **Application Fee** meant for each category **is not paid**.
- If printout of **application** (use the 'Print Your Application' link) and supported documents **reach after the last date specified**.

So, utmost care should be taken while applying KEAM and send a proper application with the supporting documents to the office of the CEE within the stipulated time.

For any further help, contact us :

Phone : 0471-2332120. Fax : 0471-2337228. Email : ceekin@cee.kerala.gov.in

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

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

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

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