Frequently Asked Questions (FAQ)

1. What are the procedures for applying online?

Please refer "How to Apply".

2. Which are the recommended browsers for applying online?

Mozilla Firefox latest version.

3. How to enable Java Script in my browser?

In the Tools drop-down menu, select Options.
Next, select the Content icon/tab at the top on the window.
Then, check the Enable JavaScript checkbox under the Web Content category.
Press OK to close the Options window and save your changes.
Finally, Refresh your browser
In Internet Explorer
In the Tools drop-down menu, select Internet Options.
Next, select the Security tab.
Then, select the Internet option.
Then select the Custom Level button.
Locate Scripting near the bottom of the list.
Under Active Scripting, select Enable, then Press OK.
Answer yes to the following conformation box.
Press OK to close the Internet Options window.
Finally, Press refresh on your browser window to enjoy the JavaScript.
If menu bar is not visible for selecting Tool menu in your browser, just press 'Alt' key in your keyboard.

4. Is it compulsory to do all the steps mentioned for applying online in a single sitting?

No need to complete all the procedures in a single step. You can do each step in different time. But you should use the 'Save' button frequently to save the entered data and logout from the portal each time should be ensured.

5. I forgot to note down my Application number during the Candidate registration process. How can I get the application number?

Using the menu `**Forgot Application No**` in Home page, you can get your application number. Name, Date of Birth, Password and the code (captcha) should be provided for getting the application number.

6. I forgot my password. What is the procedure to retrieve the password?

Using the link '**Forgot Password**' in online application, you can reset your password. Application number, DOB, Security Question and answer of it should be provided for resetting the password.

7. Is it compulsory to have an Email-ID and Mobile number?

Important messages and information regarding KEAM will be sent to the provided Email-ID and Mobile numbers. So Email-ID and mobile number are mandatory for all candidates. Mobile number and Email-ID once given cannot be changed later.

8. I am not able to upload the photo. What is the reason?

Photo to be uploaded should have the specified dimensions and size. Refer the '**Photo guidelines**' provided in the application portal.

9. How do I get certain Proforma (example, Income Certificate, etc.) before filling up of online application?

You can download any proforma from your home page after logging on the application portal. But you have to complete the 'Candidate Registration' (Step 1) for entering into the home page. The link '**Download Proforma(s)**' in home page can be used for downloading the required proforma.

10. What is the AGE requirement to apply for KEAM Entrance Examination 2016?

Candidate should have completed 17 years of age as on 31.12.2016. There is no upper age limit for applying for KEAM 2016.

11. Why certain courses cannot be opted in online application (Eg. Medical)?

Certain validation will be done during the online submission. Please refer the eligibility criteria for each course. For example, a non-keralite-II candidate is not permitted to opt Medical course. Likewise, an engineering candidate should study Physics and Mathematics in plus 2 level and that should be selected in 'Subjects studied for higher secondary/equivalent' section.

12. How can I pay the Application Fee?

Application fee can be paid in either of the three ways viz. a) by **Security Card** which can be purchased from selected Post Offices; or b) by way **Online Payment**; or c) by way of **Demand Draft** drawn on a Nationalised/Scheduled Bank, in favour of the Commissioner for Entrance Examinations, payable at Thiruvananthapuram. These details have to be entered in the Payment section of the online application.

13. What is the Cost of Security Card?

Rs.1000/- for General candidates.
Rs.500/- for SC candidates.
No Fee for ST candidates
Rs.12000/- extra for those opting DUBAI as centre of exam. This fee should be paid as Demand Draft or Online Payment.

14. Is it necessary to keep the Key Number after completing the online submission of application?

Key Number should be kept in safe custody till the end of admission procedure. The key number is required to further login for exercising options, taking allotment memo, etc.

15. I made payment of application fee by using Online or Demand Draft. Where can I get the Key Number?

Such candidates can get their "Key Number" through online after the declaration of result. The date will be notified in due course.

16. How many Application forms should I submit if I wish to appear for Engineering, Medical entrance examinations and also wish to be considered for Architecture course?

One candidate need submit only one application. The candidate can opt Engineering, Architecture, Medical & Allied, whichever he/she wishes to opt, in that application itself. If you send more than one application, all the applications send by the candidate is likely to be rejected.

17. Where can I find the List of Scheduled Castes(SC)?

The List is provided in Annexure VIII -- List of Scheduled Castes (SC) of KEAM Prospectus.

18. Where can I find the List of Scheduled Tribes (ST) ?

The List is provided in Annexure IX -- List of Scheduled Tribes (ST) of KEAM Prospectus.

19. Where can I find the List of Other Eligible Communities (OEC) ?

The List is provided in Annexure X -- List of Other Eligible Communities (OEC) of KEAM Prospectus.

20. Where can I find the List of Communities eligible for educational concessions (EC) as is given to OEC ?

The List is provided in Annexure X(a) -- List of Communities eligible for educational concessions as is given to OEC.

21. Where can I find the List of Socially and Educationally Backward Classes(SEBC) ?

The List is provided in Annexure XI --List of Socially and Educationally Backward Classes (SEBC) of KEAM Prospectus.

22. Is there any concession in application fee for female/Single girl child candidate?

No.

23. In which all places does the KEAM examination be held?

Entrance Examinations will be conducted at the following centres only. Thiruvananthapuram, Kollam, Pathanamthitta, Alappuzha, Kottayam, Ernakulam, Thodupuzha,Kattappana, Thrissur, Palakkad, Malappuram, Kozhikode, Wayanad, Kannur, Kasaragod, Mumbai, New Delhi and Dubai.

24. Can I change the centre of the entrance examination?

No. Once you have selected the examination centre, it is not possible to change the centre.

25. Can I change the Course opted after final submission of application?

No. Courses cannot be changed.

26. I have passed +2. Should I obtain course certificate in the printout of application?

No need to obtain course certificate for such candidate. All candidates who have passed +2 or equivalent can attach a self-attested copy of their pass certificate and mark list of the said examination instead of course certificate. All candidates who have just appeared for the +2 or equivalent examinations and awaiting results should submit the course certificate in the body of the application itself; otherwise it is liable to be rejected.

27. What are the certificates that must be submitted to prove nativity?

Please refer the clause 6.1 in the prospectus.

28. Whether income certificates obtained from other States in India will be accepted?

No. Income certificate obtained from a competent revenue authority in Kerala alone will be accepted.

29. I belong to General category. Is it required to submit Income certificate?

It is better to submit income certificate by all candidates except SC/ST. Those candidate (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. No further chance will be allowed to submit Income Certificate.

30. I belong to Kannur district. The village officer denied providing the Income and Community certificate in the prescribed format of KEAM. Instead, an Income Certificate in e-district format was given. Are they acceptable?

The Income and Community Certificate issued from the districts where e-district was implemented will be acceptable.

31. How and when to apply for NATA examination?

Information regarding NATA will be available at www.nata.in

32. I belong to Socially and Educationally Backward Classes (SEBC). How can I claim for the communal reservation?

For getting SEBC reservation, the candidate has to submit a Non Creamy Layer Certificate in original from the competent authority along with the printout of KEAM application.

33. What are the procedures to claim SC/ST communal reservation?

Candidates claiming reservation under Scheduled Castes/Scheduled Tribes quota should attach a caste/community certificate from the Tahsildar concerned, in the specified proforma along with the printout of KEAM application.

34. I am a child of an inter-caste married couple with father or mother belonging to SC/ST or SEBC. Can I get any reservation based on the Inter-caste marriage certificate?

No. The procedure described for getting SEBC/SC/ST claim has to be followed for getting the communal reservation. But candidates who are children of Inter-caste married couple of whom one is SC/ST, will be eligible for educational and monetary benefits admissible to SC/ST as per para 2(ii) of GO (MS no. 25/2005/SCSTDD dated 20.06.2005).

35. What do you mean by OCI / PIO?

OCI – Overseas Citizen of India
PIO – Persons of Indian Origin
OCI and PIO issued by Govt. of India alone will be considered.

36. I belong to Non-Keralite Category-II. Am I eligible to get admission to MBBS in any of the Medical colleges in Kerala?

No. Non-Keralite Category-II candidates are only eligible for admission to Engineering courses in Management quota seats in Govt. Controlled Self financing Engineering colleges and Government seats in Private Self financing Engineering Colleges.

37. For claiming reservation under Scouts & Guides quota, which certificates should I submit along with the application?

Two seats are reserved for Rashtrapathi Scouts and Guides for Engineering courses. Candidates seeking reservation under this quota should attach copy of the Rashtrapathi Guide Certificate signed by the President of India. In the absence of this Certificate, Specimen Certificate signed by the Director of Public Instructions (DPI), Kerala and the State Secretary, Kerala State Bharat Scouts and Guides, will be considered.

38. What should I do for claiming reservation under Sports quota?

Candidates who claim reservation under Sports Quota shall fulfill their eligibility based on the norms of Kerala State Sports Council appended in Annexure XVIII (ii) prior to submission of application, for the seats as prescribed in the Prospectus. The candidate should forward the original application form to the Commissioner for Entrance Examinations, and a photocopy of the application to the Secretary, Kerala State Sports Council, Thiruvananthapuram-695001.

39. I am an NCC cadet and I wish to be considered for admission under NCC quota. What should I do?

The candidates seeking admission under the NCC quota should forward the original application form to the Commissioner for Entrance Examinations, and a photocopy of the application to the Deputy Director General, NCC (Kerala), PB No.2212, Thiruvananthapuram-695010 through the respective NCC Unit Officers where the candidates have been enrolled as cadets.

40. If any prescribed format for claiming a reservation is not obtained along with the printout of application, how can it be downloaded?

All proforma can be downloaded from the candidate's home page using the link **'Download Proforma(s)'** after logging on to it.

41. How do I solve the problem that some unexpected data being shown in my online application? How to solve this? (Clearing of Cache)?

If you are not using Firefox, shift the browser to it. Most of the time, problem may be solved by clearing the cache of the browser. For clearing the cache, press Ctrl+Shift+Delete keys from the browser and follow instructions therein

42. During the time of filling up of application, it shows 'Session Time Out' and the filled information has been lost. How to avoid this?

The specified period of time when the user doesn't work with the application is called session time out. The applicant has to login again to proceed further. To avoid this session time out, candidates are requested to use '**Save**' button frequently, available in the application page which will facilitate to save the entered data so far.

43. Which is the last date for submission of application?

For information regarding last date of application, visit www.cee-kerala.org.

44. What are the common causes for rejecting the 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 Online are different OR do not follow the guidelines 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/e_district format are not attached along with the printout of the application.
- If the particular Application Fee meant for each category (General or SC/ST) is not paid.
- If printout of application (use the 'Print Your Application' link) and supported documents reach after the last date specified.

45. How can I know whether the application has reached at CEE office?

There is an 'Application Status' bar in the home page of on line application. 'Received by CEE' status will become in light green color background, when the application received by the CEE office. It will be updated only when the application will be taken for scrutinizing and not at the time of receiving. Moreover, a message will be sent to your mobile phone regarding receiving status.

46. How can I know whether the Online Payment of Application Fee has been successful?

On successful payment, the candidate will be guided back to the home page of KEAM Application Portal wherein you will find the 'Payment' tab at the top turned green and you can take printout of the application.

47. How can I know whether the DD Payment of Application Fee has been successful?

In DD payment, candidate has to send the original DD along with the printout of application. The 'Payment' tab at the top of home page turns green only after crediting the DD amount to CEE's account. It may take several days to complete this procedure. However candidate can take printout of the application after providing DD details at the payment section of application portal.

48. How shall I get the Admit Card for the Entrance Examination?

The Admit Card has to be downloaded from the website www.cee.kerala.gov.in. To know the available date, refer the website www.cee-kerala.org.

49. Will Admit card be sent to me by post?

No. Admit cards will not be sent by post from this office to the candidate. The Admit cards have to be downloaded by the candidate.

50. When I tried to download my Admit Card, a Memo will be obtained for taking printout. What should I do?

During scrutiny of application, if there any defects are found in your claim or in certificates such as failure of producing Nativity, fail to sign the declaration, etc., you will get a Memo while trying to download the Admit Card. In such cases, defects will be mentioned in the Memo. Necessary documents for correcting the defects should be sent to CEE office on or before the specified date along with the Printout of Memo sheet.