

Admission to Kerala Management Aptitude Test (KMAT)-2020 (MBA-2020)

HOW TO APPLY

Admission to the MBA Course-2020 should apply online through the website www.cee.kerala.gov.in of the Commissioner for Entrance Examinations.

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 **are advised to keep a softcopy or printout of the confirmation 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 "MBA- 2020 - Online Application".

Step 1: Registration

This is a One-Time process. Candidates will be prompted to enter mobile number and create a password and as outcome of the registration process a system generated unique Application Number will be displayed which the candidate has to note down and use for the rest of the application submission process as well as the allotment 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 [! @ # \$ % ^ & *]

The candidate has to re-enter the password for confirmation.

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 **MBA- 2020.**

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 application is filled completely, candidate can preview the details of the application before going to the next step by clicking the 'Save and Preview' button. After confirming that all the information given are correct and true, clicks 'Save & Finalize' button to complete the application filling process.

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

Step 3: Pay Application Fee

Application fee for General/SEBC candidates is **Rs.1000/-**(Rupees 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.750/-**(Rupees Seven Hundred Fifty only)/-. The application can be submitted in Online mode only.

Two payment methods are available for remitting the application fee.

- Online Payment
- e-Challan

Online Payment:

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

When the mode of payment 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/Sub 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 counter foil. 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 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.

Step 4: Upload Photograph and Signature:

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 the 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 **10 kb and 100 kb**.
- Scanned image of signature must be clear and complete.

Remember: The Original of the uploaded documents will have to be produced before the admission authority as and when required.

Step 5 : Print Confirmation Page

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

No need to send the hard copy of confirmation page or supporting documents to the office of the Commissioner for Entrance Examination.
