

**INSTRUCTIONS FOR APPLYING FOR THE ENTRANCE EXAMINATION FOR ADMISSION TO
MASTER OF COMPUTER APPLICATIONS (MCA) COURSE 2012-13**

(i) **Application for appearing in the Entrance Examination**

Candidates seeking admission to the course have to apply online through the website www.cee.kerala.gov.in of the Commissioner for Entrance Examinations. **Application Fee** for General and SEBC candidates is **Rs.800/-** (Rupees Eight Hundred Only). In the case of SC/ST candidates and those eligible for SC/ST benefits as per G.O. (MS) No.25/05/SCSTDD dated 22.06.2005, the application fee is **Rs.400/-** (Rupees Four Hundred Only). The required fee can be remitted at any branch of State Bank of Travancore using the Bank Chalan, which is available in the online application printout. Candidates outside Kerala State can remit the Application Fee by way of Demand Draft for the requisite amount drawn from a Nationalised Bank in favour of **The Commissioner for Entrance Examinations**, payable at **Thiruvananthapuram**, and it should be sent along with the print out of the application. Application Fee once remitted will not be refunded on any account. The prospectus can be downloaded from the website. The application forms and the prospectus will not be available from the colleges or from the office of the Commissioner for Entrance Examinations. All candidates should apply online and take a printout of the application and submit to the Commissioner for Entrance Examinations with all necessary documents on or before the last date and time notified.

Candidates are advised to go through the Prospectus before filling up the Application Form.

(ii) **Stepwise procedure to submit Online Application**

1. The candidate has to visit www.cee.kerala.gov.in where he/she can find the link 'Online Application Form for MCA Course 2012-13' for submitting his/her application.
2. The candidate will be directed to another page where he/she should click the link 'Apply Online'.
3. The candidate has to select the "Centre of Examination". The candidate has to upload his/her latest passport size photo in **jpg format** not more than **50 kb** size and dimensions of 150 pixels (width) X 200 pixels (height) by clicking on the browse button provided.
4. Click on the 'Continue' button.
5. Fill the online Application Form completely.
6. If the candidate is fully sure that the data entered are correct in all respects, he/she has to click 'Submit' button placed below a 'Declaration' by the candidate. The declaration is meant to state that all details entered by the candidate are true and no corrections will

be requested for in future. Some preliminary validations on the data entered will be done during this stage. If the validation is not cleared, the candidate will have to look into all errors shown in the page and correct it; otherwise, the candidate can click the 'Confirm' button and save his application or click 'Back to Application' button to Edit. Once the 'Confirm' button is clicked, the application will be saved and the candidate will be directed to another page where facility for printing his/her application, nativity certificate, chalan etc (as applicable) will be available. The 'Application Number' of the candidate will also be displayed in the page. The candidate is instructed to note down the Application Number for further correspondence with this office. The candidate will not be able to edit/modify/correct his application, once the 'Confirm' button is pressed. If any of the details submitted are found incorrect, the candidature of the candidate will be cancelled.

7. Take printouts of the Application Form and other documents by clicking on the link 'Print'. (This is very important).
8. In the printout of filled in application form, fix a passport size photograph, same as the one which has been uploaded, in the space provided duly attested by the candidate and obtain necessary certificates as mentioned in Clause 9.
9. Candidate has to approach any one of the designated branches of State Bank of Travancore along with the print out of the bank chalan for remitting the application fee, by cash. The candidate will be given a fee receipt. The 'fee receipt in original' has to be sent along with the application.
10. In the application, the candidate has to write the fee receipt number, date of payment, fee amount, Bank branch, put his/her signature wherever necessary and send the same by Registered Post/Speed Post/Hand Delivery to The Commissioner for Entrance Examinations, 5th Floor, Housing Board Buildings, Santhi Nagar, Thiruvananthapuram - 695 001 before the time and date notified by the Commissioner for Entrance Examinations. The application submitted by the candidates should be complete in all respects and the certificates produced after the last date of receipt will not be considered at any cost. Late and defective applications will not be considered by the Commissioner for Entrance Examinations under any circumstances. Admit cards will be issued to only those candidates whose copy of application (in full and as required) is received in the office of the Commissioner for Entrance Examinations on or before the last date specified.
11. The candidate is advised to retain a photocopy of the application (complete in all respects with photo and signatures) for his/her reference.
12. Use 'Print Existing Application' link for taking further copies of application if necessary.

(iii) Points to be noted:

1. Candidate must upload a copy of his/her passport size photograph. (Only after uploading the photograph, the candidate will be able to fill in his/her application form online)
2. Candidate must pay the application fee, only in State Bank of Travancore using the chalan available with the printout of the application.

3. Candidate will not be able to correct/modify/edit his/her application once the 'Confirm' button is pressed. Only after pressing the 'Confirm' button, the page containing 'Print' link will be available.
4. The candidate must take a printout of the application submitted, by visiting the 'Print' link. One copy of the same has to be retained by the candidate and another copy has to be sent to the Office of the Commissioner for Entrance Examinations along with relevant documents in support of the claims in the application.
5. All applications sent to the Office of the Commissioner for Entrance Examinations are to be printed using 'Print' link.
6. Candidates should not send more than one print out of application to the CEE.
7. The status of the receipt of the application forms can be viewed from the same website.
8. Incomplete /late /defective applications will be summarily rejected.

(iv) Certificates/ Documents to be submitted along with the Printout of the application

1. True copy of the S.S.L.C book or any other relevant record to prove date of birth.
2. True copy of the mark lists of the qualifying examination (if passed), Equivalency Certificate (if applicable).
3. Any one of the certificates to prove nativity (in the prescribed format).
4. Income & Community Certificates in support of SEBC/OEC claim (in the prescribed format).
5. Community Certificate in support of SC/ST claim (in the prescribed format).
6. Inter-Caste marriage certificate in the prescribed format (if applicable).
7. Copy of Certificate from the Medical Board for Persons with Disabilities, duly attested by a Gazetted officer.
8. Copy of BPL Certificate issued from Competent Revenue Authority, duly attested by a Gazetted officer. (Applicable to forward community candidates, who claim BPL reservation)
9. Any other documents mentioned in the Notification of the Entrance Examination.
