

## How to apply

- (a) **Application forms for allotment / admission to P G Medical Degree/Diploma Courses:** – The application forms are common for all candidates applying for the course. Candidates seeking admission to the course can apply in the online application form provided in the website [www.cee.kerala.gov.in](http://www.cee.kerala.gov.in) of the Commissioner for Entrance Examinations and then remit the required fee at any of the branches of State Bank of Travancore using the Bank Chalan available with the printout of the online application. The candidates outside Kerala can remit the application fee by way of a Demand Draft for the requisite amount, drawn from any nationalized bank in favour of Commissioner for Entrance Examinations, payable at Thiruvananthapuram. Application fee for General candidates is ` 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 ` 500/- (Rupees Five Hundred only). The Prospectus can be downloaded from the website. The application forms and the prospectus will not be available from the Medical Colleges or from the office of the Commissioner for Entrance Examinations. Service candidate seeking admission in General Quota also, should pay extra ` 1000/-.

(b) **Step wise procedure on how to apply using Online Application Form:**

1. The candidate has to visit [www.cee.kerala.gov.in](http://www.cee.kerala.gov.in) wherein he/she can find the link '**PG Medical 2013 -Online Application**'.
2. **Candidate Registration:** The candidate will be directed to another page where he/she should click the link '**Candidate Registration**'. The candidate should register by giving the necessary details, on completion of which, an **Application Number** will be generated which the applicant has to note down for further processes.
3. **Candidate Login:** The candidate has to give the Application number and the Password created during registration and on clicking the '**Login**', he/she will be directed to the homepage of the candidate.
4. **Apply Online:** The candidate has to click the link '**Apply Online**' and upload his/her photograph.

**Photograph:**-The candidate has to upload his/her latest passport size photo in jpg format not more than 50 kb of size by clicking on the browse button provided. It must be good quality color 'STUDIO' photograph with light color background. 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.

**Important point to note is that the photograph uploaded should be the same as the one submitted to NBE for NEET-PG 2013 and the same photograph should be pasted in the printout of the application.** The photograph should be firmly affixed to the printout of the application (in the space provided) by gum and should not be pinned or stapled.

Applications not complying with these instructions or with unclear photographs are liable to be rejected.

5. Fill the application form completely on-line.
6. If the candidate is fully sure that the data entered are correct in all respects, he/she has to click a '**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 the errors shown in the page and correct it, otherwise, the candidate can click the '**Confirm**' button and save the application or click '**Edit**' button to edit. Once the '**Confirm**' button is clicked, the application will be saved and the candidate will be directed to the homepage of candidate wherein facility for printing his/her application, nativity certificate, community certificate, Chalan etc (as applicable) will be provided. 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 the printouts of the Application Form and other documents by clicking on the links provided. **(This is very important)**.
8. In the printout of filled in application form, fix passport size photograph in the space provided and obtain necessary certificates as mentioned in Clause VIII(e).
9. Candidate has to approach any one of the 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 to the Commissioner for Entrance Examinations.
10. In the application, the candidate has to write the fee receipt no, date of payment, fee amount, Bank branch, put his/her signature where ever necessary and send the same by Registered Post to the **Commissioner for Entrance Examinations, Vth Floor, Upper Zone, 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. Late and defective applications will not be considered by the Commissioner for Entrance Examinations. 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 notified.
11. The candidate is advised to keep a photocopy of the application (complete with photo and signatures) and keep it with him/her for reference.
12. Use '**Print Existing Application**' link for taking further copies of application if necessary.

**(c) Points to be noted:**

1. Candidates must upload a copy of their passport size photograph same as the one submitted for NEET-PG. (Only after uploading the photograph, the candidate will be able to fill in his/her application form online)
2. Candidates must pay the application fee, only in one of the branches of State Bank of Travancore.

3. Candidates 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 candidates must take a print 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 supporting 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 application form to the CEE.
7. Incomplete /late /defective applications will be summarily rejected.

**(d) Application of Service Quota candidates:** - The service quota candidates should complete all the procedures mentioned in clause VIII (b) & (c). In addition to that they are also required to forward a copy of the printout of the application form, along with copies of all required documents, to the controlling officer concerned (Director of Medical Education / Director of Health Services / Director of Insurance Medical Services / Director of Municipal Services).

**(e) Certificates / Documents to be attached with the applications**

Self-Attested photo copies of the following documents to be attached:

- (i) M.B.B.S. Degree/Pass Certificate.
- (ii) House Surgency (CRRI) Certificate. In the case of candidates who are undergoing internship in the Medical colleges of the state, a certificate from the concerned Principals to the effect that he/she will complete internship by **31-03-2013** should be produced.
- (iii) Document to prove age.
- (iv) Copy of Admit card of NEET PG 2012 issued by the NBE.
- (v) Relevant page of the Secondary School Leaving Certificate / Indian Passport / Birth Certificate showing the candidate's or either of the parent's place of birth in Kerala. In case certificate of parent is attached, corroborative certificate to establish the relationship between the parent and the candidate should also be attached.
- (vi) Certificate of disability from the District Medical Board for claiming PD reservation, as per Clause VI (e).
- (vii) Fee receipt of the amount paid in bank, **in original**.
- (viii) Any other certificate / document required along with the application.

**Certificates to be obtained in the application form itself:**

- (i) Certificates obtained from Revenue officers not below the rank of Tahsildars should be obtained in the application form for verification of community in the case of SC/ST candidates.
- (ii) Those who claim relaxation of marks/reservation applicable for SEBC candidates, community certificate to that effect and income certificate has to be obtained from the concerned revenue authorities. SEBC benefit will be subject to income limit prescribed in clause VI(b)(iii).
- (iii) Nativity Certificate as per Clause IV (b), should be obtained in the application form, from the Village Officer to show that he/she or his/her father/mother was

born in Kerala.

- Note:**
1. Candidates, who have attached the certificate as mentioned in (v) above, need not obtain the nativity certificate from the Village Officer.
  2. For candidates who are sons/daughters of Non-Keralite parents and who have undergone M.B.B.S. course in the Medical Colleges of Kerala, a certificate to that effect obtained from the Principal of the Medical College, where he/she has studied, will be accepted in lieu of nativity certificate.

**Additional documents to be enclosed by the Service Quota candidates**

- (xi) Declaration to the effect that he/she has not undergone PG Degree course under the service quota previously and countersigned by the Head of the Department should be furnished.
- (xii) Service details, in original, from the Accountant General.
- (xiii) Details of Service from the Head of the Department in the format prescribed.

- Note:**
1. **The candidates who are applying only for Service quota need not attach the certificates /documents mentioned in clause (v) and (xi) above.**
  2. **Documents / Certificates furnished after the submission of the application, will not be entertained under any circumstances.** No opportunity will be given to incorporate any details after the submission of the application form.
  3. Applicants claiming service quota should forward a copy of the application to the Head of the Department (**DME/DHS/DIMS/DMS**).
  4. If there is any doubt regarding the authenticity of any certificate furnished by the candidates, such certificates will be accepted only if found correct on further verification.
  5. Admission even if given will be cancelled if it is found later that false certificates have been produced or that the admission has been secured by fraudulent means.