

# Admission to Three Year LL.B Course 2020

## HOW TO APPLY

All candidates seeking admission to the course should apply online through the website [www.cee.kerala.gov.in](http://www.cee.kerala.gov.in) of the Commissioner for Entrance Examinations.

Application fee for General candidates is **Rs.685/-**(Rupees Six Hundred and Eighty Five 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.345/-**(Rupees Three Hundred and Forty Five only).

### Step wise procedure 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 the **candidates are advised to keep the 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](http://www.cee.kerala.gov.in) where he/she can find the link **“Three Year LL.B Course 2020 - Online Application”**.

### Step 1: Registration

Candidates will be prompted to enter mobile number, email Id 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 through the remaining stages until the end of the admission process for accessing all the online facilities related to Three Year LL.B 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 should fill all the mandatory items 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 candidate is sure that the information provided in step 2 are correct, click the link Save & Finalize.

**Note:- No modification will be possible after the Save & Finalize.**

## Step 3: Pay Application Fee

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 and the candidate can take printout of the confirmation page. If the payment transaction was unsuccessful, a message to that effect will be displayed on the screen and the candidate can navigate 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 and 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 counterfoil 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 counterfoil of the e-Challan and put the office stamp and his/her initials at the designated places on the counterfoil. If the payment was successful, "**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 Pay Application Fee 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.

## Step4: Upload images and certificates:

### Photograph of Candidate:

For applying online, the candidates must have scanned/digital image of their photograph.

Specification of photograph image should be as follows (to be strictly followed):



- Photograph must be in colour with a light colour background, white is preferable. It must be taken in a professional studio. Photo taken by mobile phone/tab is not accepted.
- Photograph should be in passport size 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.
- Photo, wearing caps and dark glasses will be rejected.
- Scanned image file should be in **jpg format** (Jpeg).
- Dimensions of the photograph should be **150 pixels width** and **200 pixels height**.
- Image file should be **between 15 kb and 30 kb** file size.

If the face in the photograph is not clear, your application is liable to be rejected.

### Very Important :

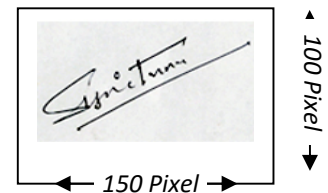
1. If the face in the photograph is not clear or the image is not as per the above guideline, your application is liable to be rejected.
2. A clear uploaded photograph will help the Invigilator/admission authority to



identify the candidate at the examination hall/admission desk. So strictly follow and adhere the specifications and guidelines.

### Upload Signature of Candidate

- On a plain white sheet, the candidate should put his/her signature with black/blue ink. Scanned image of Signature must be clear.
- 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 from **10 KB** to **30 KB**.



### Upload Documents/Certificates

- The uploaded document should be in **PDF format**.
- The file size must **be between 10 KB and 300 KB**.
- The document should be **clear** enough to read.

### Read before uploading documents/Certificates

- The Originals of the uploaded documents should be furnished before the admitting authority as and when required.
- The uploaded documents will be verified with the original documents by the admitting authority and the documents will be accepted only after this verification.
- It is the responsibility of the candidate to ensure the correctness and clarity of the documents uploaded.
- Uploading of any false or bogus documents may lead to disqualification of the candidacy.

### Certificates / Documents to be uploaded

Each of the required Certificates must be in **PDF format** file and to be **uploaded**. The scans should be of the original documents and in colour (if the original document was issued in colour).

**1. Nativity Proof:** Uploading Nativity proof is mandatory for all candidates. For details of Nativity condition, see Clause 6.1 of the Prospectus.

**2. Community or Non-Creamy Layer Certificate:** It is applicable only for those candidates who wish to avail any communal reservation and/or fee concession. Such candidates should upload Non-Creamy Layer Certificate (for SEBC/OEC) or Community Certificate (SC/ST). See Clause 9(c) of the prospectus for community reservation details.

**SC/ST candidates :** Original Community Certificate obtained from Revenue officer not below the rank of Tahsildar.

**SEBC/OEC candidates :** Original Non Creamy layer Certificate obtained from the Village Officer concerned in the proforma available.

**Candidates belonging to the communities listed in Annexure IV(a) :**

Original Community and Income Certificates(Annual family income is up to Rs.6 lakhs) from the village officer in the prescribed format.

**3. Income Certificate:** Candidates belonging to the communities listed in Annexure –IV(a), whose family income is up to Rs.6 lakhs are eligible for educational concession. For claiming this, upload Income Certificate obtained from the Village Officer.

**4. Inter-Caste Marriage Certificate:** Those candidates who wish to avail inter-caste benefit as mentioned in the Clause 9(b)(iv) of the Prospectus, need to upload the Inter-caste Marriage Certificate.

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, based on the original **Inter-Caste marriage Certificate** issued by Tahsildar to be uploaded

**Candidates who are children of Inter- Caste married couple with either father or mother belonging to a community included in SEBC list, original Non-Creamy Layer certificate specifying the community of the candidate from the Village Officer** is to be uploaded .

**5. Certificate for claiming Reservation for Persons with Disabilities (PD):** For claiming PD reservation as per Clause9(e), Certificate of Disability obtained from the District Medical Board is required to be uploaded.

**6. Certificate for claiming Ex-Service Quota:** To claim the reservation in Ex-service quota, upload the relevant certificate. (See Clause 11(i))

**7. Certificate for claiming Ex-Paramilitary Personnel :** Eligible candidates should upload the relevant certificate. (See Clause 11(iv))

8. Any other document mentioned in the Notification of the Entrance Examination.

**Remember :** *The Originals of the uploaded documents will have to be furnished before the admitting authority as and when required.*

### **Step 5: Print Confirmation Page**

After completing the uploading of all necessary certificate/documents, take a printout of the Confirmation Page and the uploaded documents by clicking on the link '**Print Confirmation Page**'. Candidates are advised to keep the printout of the Confirmation Page for future reference. **No need to send the hard copy of Confirmation Page printout or any supporting documents to the CEE office.**

**DO NOT SEND THE PRINT OUT OF CONFIRMATION TO THE CEE OFFICE**