Admission to 3 Year Unitary LL.B Course 2024

How to apply?

All candidates seeking admission to the course should apply online through the website www.cee.kerala.gov.in of the Commissioner for Entrance Examinations.

Application fee for General candidates is **Rs.850/-**(Rupees Eight Hundred and Fifty 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.425/-**(Rupees Four Hundred and Twenty 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 **are advised to keep a softcopy or printout of the Acknowledgement 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 **"Three Year LL.B Course 2024 - Online Application"**.

Step 1: Registration

This is a onetime online process during which the candidates will get a system generated **'Application Number'**. The candidates should give necessary basic data and create a strong password during the registration 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 THREE YEAR Unitary LL. B Course 2024.

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 & Preview' button. After confirming that all the information given is correct and true, click 'Save & Finalize' button to complete the application filling process.

<div style="border:1px solid black">

Note: - No modification will be possible after the final submission

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Step 3: Pay Application Fee

Application fee for General and SEBC candidates is **Rs.850/-**(Rupees Eight hundred and Fifty 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.425/-** (Rupees Four Hundred and Twenty Five only). Applications can be submitted in online mode only, and all the supporting documents are to be uploaded.

Payment method available for remitting the application fee:
* Online Payment

Online Payment:

* Those Candidates having an Internet banking account, Credit card or Debit card can make use of online payment gateway

* 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 can proceed to uploading of photograph, signature and supporting documents.

* 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 and can proceed further.

* On the other hand, if the candidate fails to receive the final confirmation (success or failure) message, 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.

* If the candidate's account is debited for an unsuccessful transaction, the amount will be reverted to his/her account within **five working days.**

Step4: Upload Images & Certificates:

Upload Photograph of the 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):

200 Pixel

- 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 100 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.

Acceptable format of
Sample Photograph

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 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. Scannedimage 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 **4 kb and 100 kb.**
- Scanned image of signature must be clear and complete

100 pixel

150 pixel
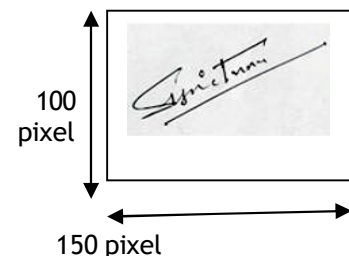
Upload Certificates

- All necessary certificates/documents to be uploaded should be in PDF format. File size of each document/certificate should be between **10 kb and 500 kb.**
- The scanned images should be of the original documents/certificates and should be **clear** enough to read.

Read before uploading documents/certificates

- The Originals of the uploaded documents should be produced 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 to the Online Application

a) **Proof for Nationality (mandatory)**: Relevant page of Birth Certificate/SSLC/Passport/Election ID

b) **Proof for Date of Birth (mandatory)**: Relevant page of SSLC/Birth Certificate/Passport

c) **Nativity Proof**: For details of Nativity condition, see Clause 9.1 of the Prospectus

d) **Community/Non-Creamy Layer/EWS 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 12(b) & (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(b) :
Non Creamy layer Certificate obtained from the Village Officer for availing applicable reservation and Fee Concession. But those who not come under Non Creamy layer should upload Original Community from the village officer in the prescribed format. For details See clause 12(d) -(i)&(ii))

Candidates eligible for EWS, upload EWS Certificate in the prescribed format (Annexure IX (a), (b)) as per the G.O (Ms) No.128/2020/HEDN dated 20.03.2020, issued by the Village Officer (if applicable).

Income Certificate: Candidates belonging to the communities listed in Annexure–IV (b), 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. For details See clause 12(d) -(iii)

e) Inter-Caste Marriage Certificate: Those candidates who wish to avail inter-caste benefit as mentioned in the Clause 12 (b)(iv) of the Prospectus, need to upload the Inter-caste Marriage Certificate.

f) 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. For details See Clause 12 (v).

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.

g) Certificate for claiming Reservation for Persons with Disabilities (PD): For claiming PD reservation as per Clause 12(e), Certificate of Disability obtained from the District Medical Board is required to be uploaded.

h) Certificate for claiming Ex-Service Quota: To claim the reservation in Ex-service quota, upload the relevant certificate. (See Clause 14(i))

i) Certificate for claiming Ex-Paramilitary Personnel: Eligible candidates should upload the relevant certificate. (See Clause 14(iv))

j) Any other document mentioned in the Notification of the Entrance Examination.

Remember: The originals of the uploaded documents will have to be produced before the admitting authority as and when required

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Step 5: Print Acknowledgement Page

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

DO NOT SEND THE PRINTOUT OF ACKNOWLEDGEMENT PAGE OR SUPPORTING DOCUMENTS TO THE OFFICE OF THE COMMISSIONER FOR ENTRANCE EXAMINATIONS