

Admission to LL.M Course 2024

How to apply?

Five steps for applying online:

There are 5 steps for the online submission of application. 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 “LL.M 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 [! @ # \$ % ^ & *]

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 LL.M 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 are correct and true, click ‘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 and SEBC candidates is **Rs.840/-**(Rupees Eight hundred and fourty 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.420/-** (Rupees Four Hundred and twenty only). Applications can be submitted in online mode only, and all the supporting documents

are to be uploaded only.

The application fee can be remitted through only.

- 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

- 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 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)
- File size should be between **4 kb and 100 kb**.
- Scanned image of signature must be clear and complete



Upload Certificates

- All necessary certificates/documents to be uploaded should be in PDF format
- File size of each document/certificate should be between **10kb and 500kb**.
- 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

- Proof for Nationality** : Relevant page of Birth Certificate/SSLC/Passport/Election ID
- Proof for Date of Birth**: Relevant page of SSLC/Birth Certificate/Passport
- Proof for Keralite**: Any one of the documents mentioned under clause 9(i).
- Certificates obtained from Tahsildar for verification of community in the case of SC/ST candidates.
- Non-Creamy Layer Certificate** in the prescribed format in original from the concerned Village Officer for community reservation/fee concession claims in the case of SEBC/OEC candidates. Non-Creamy Layer/Community and Income Certificates from the village officer concerned in the prescribed format in the case of Candidates belonging to the communities listed in Annexure IV (b), whose family income is up to Rs. 6 lakhs.
- Income Certificate** : Certificate from the concerned village officer is to be uploaded.
- Inter-Caste marriage certificate** : Candidates who are children of Inter-Caste married couple of whom one is SC/ST, need to upload Inter-Caste marriage Certificate issued by Tahsildar. Candidates who are children of Inter-Caste married couple with either of the parents belonging to a community included in SEBC need to upload Non- Creamy Layer certificate specifying the community of the candidate from the Village Officer.
- Certificate from the District Medical Board for Persons with Disabilities.
- Certificate to prove children of Fisherman/Inmates of Sri Chitra Home, Nirbhaya Home, Juvenile Home :Certificate from the concerned officer is to be uploaded.
- Certificate to prove children of Fisherman/Inmates of Sri Chitra Home, Nirbhaya Home, Juvenile Home :Certificate from the concerned officer is to be uploaded. Refer clause 12(f) and 12(g)
- 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.

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**