

Admission to LL.M course 2024

Frequently Asked Questions (FAQ)

- What are the procedures for applying online?

There are 5 steps in online application submission. Candidate should complete all the steps for applying online before last date specified.

Step 1 : Registration

Step 2 : Fill Application

Step 3 : Pay Application Fee

Step 4 : Upload Images and Certificates

Step 5 : Print Acknowledgement Page

For more details, refer 'How To Apply?'

- Is it compulsory to do all the steps mentioned for applying online in a single sitting?

No need to complete all the procedures in a single step. You can do each step in different time. But you should complete all steps before the stipulated time published in the Notification.

- Which are the recommended browsers for applying online?

Latest version of Mozilla Firefox or Google Chrome.

- I forgot to note down my Application number during the Candidate registration process. How can I get the application number?

Using the menu 'Forgot Application Number' in home page, you can get your application number. Name, Date of Birth and LL.M registered mobile number should be provided for showing the application number.

- I forgot my password. What is the procedure to retrieve the password?

Using the link 'Forgot Password' in the home page, you can reset your password through the OTP send to your registered email ID or mobile number as per your choice. Application number, Date of Birth and email ID /Mobile (this should match with the registered email/mobile) have to be provided for setting new password.

- **Is it compulsory to have an Email-ID and Mobile number?**

Important messages and information regarding LL.M will be sent to the provided Email-ID and Mobile number. So Email-ID and mobile number are mandatory for all candidates. Mobile number and Email-ID once given cannot be changed later. OTP will also be received in the email or mobile, if you exercise 'Forgot Password'.

- **I am not able to upload the images (Photograph and signature). What may be the reason?**

Photograph and Signature to be uploaded should have the specified dimensions and size. Refer the 'Guideline for Upload Images' provided in the application portal.

- **What is the AGE requirement to apply for LL.M Entrance Examination this year?**

There is no upper age limit for admission to the LL.M Course.

- **How can I pay the Application Fee?**

Application fee can be paid by Online Payment in which Debit card, Credit card or internet banking can be used;

Where can I find the List of Scheduled Castes(SC)?

The List is provided in Annexure II - List of Scheduled Castes (SC) of LL.M Prospectus.

- **Where can I find the List of Scheduled Tribes (ST) ?**

The List is provided in Annexure III - List of Scheduled Tribes (ST) of LL.M Prospectus.

- **Where can I find the List of Other Eligible Communities (OEC) ?**

The List is provided in Annexure IV(a) - List of Other Eligible Communities (OEC) of LL.M Prospectus.

- **Where can I find the List of Socially and Educationally Backward Classes(SEBC) ?**

The List is provided in Annexure V- List of Socially and Educationally Backward Classes (SEBC) of LL.M Prospectus.

- What are the certificates that must be submitted to prove keralite?

Please refer the clause 9(i) in the prospectus.

- Is there any Concession in Application Fee for Female/Single female child candidate?

No.

- Whether income certificates obtained from other States in India will be accepted?

No. Income certificate obtained from a competent revenue authority in Kerala alone will be accepted.

- I belong to General category. Is it required to submit Income certificate?

It is better to submit income certificate by all candidates except SC/ST. Those (including General Category) who wish to avail the benefits such as fee concession/scholarships that may be notified by the Government or college authorities subsequently, based on annual family income, should upload Income Certificate to the online application portal. No further chance would be allowed to submit Income Certificate.

- I belong to Socially and Educationally Backward Classes (SEBC). How can I claim for the communal reservation?

For getting SEBC reservation, the candidate has to upload Non Creamy Layer Certificate obtained from the competent authority during the LL.M online application submission. Refer Notification for last date to upload.

- What are the procedures to claim SC/ST communal reservation?

Candidates claiming reservation under Scheduled Castes/Scheduled Tribes quota should upload caste/community certificate from the Tahsildar concerned before the last date specified.

- I am a child of an inter-caste married couple with father or mother belonging to SC/ST or SEBC. Can I get any reservation based on the Inter-caste marriage certificate?

No. The procedure described for getting SEBC/SC/ST claim has to be followed for getting the communal reservation. But 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). An Inter-caste marriage certificate has to be uploaded before the last date specified.

- I forgot to upload necessary Certificate for claiming communal reservation before the stipulated time mentioned by CEE. Can I submit the certificate by post/mail/directly?

No. The certificate furnished by post/mail/directly will not be accepted. All the required certificates must be uploaded through the session of 'Uploading Images and Certificates' (Step-4) before the last date specified.

- **How do I solve the problem that some unexpected data being shown in my online application? How to solve this? (Clearing of Cache)?**

If you are not using the latest version of Firefox/Chrome, shift the browser to it. Most of the time, problem may be solved by clearing the cache of the browser. For clearing the cache, press Ctrl+Shift+Delete keys from the browser and follow instructions therein.

- **During the time of filling up of application, it shows 'Session Time Out' and the filled information has been lost. How to avoid this?**

The specified period of time when the user doesn't work with the application is called session time out. The applicant has to login again to proceed further.

- **What are the common causes for rejecting the application?**

The following are some of the reason(s) that may lead to rejection of your Application.

If the uploaded Photograph do not adhere the specification given in 'Guidelines for Upload Images'.

If Applicant's uploaded Signature is not clear and not genuine.

If authentic proof for Nationality is not uploaded in the application portal.

If the required Application Fee meant for each category (General or SC) is not paid through the proper channel.

- **How can I know whether the application has accepted by the CEE?**

All status regarding the LL.M application will be made available in the website of Commissioner for Entrance Examinations. Candidates are advised to visit www.cee.kerala.gov.in regularly for latest updates.

- **How can I know whether the Online Payment of Application Fee has been successful?**

On successful payment, the candidate will be guided to the page of Uploading Images and Certificates (Step-4). You can also visit Home page of LL.M Application Portal wherein you will find the 'Pay Application Fee' step at the top turned green and you would be able to complete the remaining steps.

- Even if I have paid the application fee, I could not go to the next step of application process.

You can complete the online application form in step by step procedure (5 steps). The 'Upload Images and Certificates' session will be activated only after paying the required fee. Check the 'Pay Application Fee' tab in home page whether the color is green or not. If it doesn't turn green, your payment has not been successful.

- How shall I get the Admit Card for the Entrance Examination?

The candidates can download the Admit Card from the website www.cee.kerala.gov.in, the date of which will be announced on the website.

- Will Admit card be sent to me by post?

No. Admit cards will not be sent by post from this office. The Admit card has to be downloaded from the candidate portal of LL.M, by using login credentials.

- Can I rectify defects in my online application?

During scrutiny of application, if there are any defects found in the application, such as photograph, signature, certificate, etc. Memo will be issued in the LL.M application portal. The date will be announced through Notification. Candidate must rectify the defects within the stipulated time.

- I have a Birth Certificate showing the date of birth and place of birth. Can I use this one certificate as evidence of Date of Birth, Proof for Nationality and Proof for Keralite?

One certificate can be used for different purposes. But make sure to upload that certificate against the respective rows in the uploading section.

- I possess two certificates for proving the keralite condition. But, one row is available to upload in the uploading section of application portal. What should I do?

If more than one certificates are required to prove a particular claim, all respective certificates shall be appended together into a single pdf file. This single file consisting of all pages need to be uploaded against the corresponding row of uploading section.