

Admission to Post Graduate Courses in Dental Surgery (MDS)-2020

HOW TO APPLY

A qualified candidate in NEET MDS-2020 seeking admission to the courses should apply online through the website www.cee.kerala.gov.in of the Commissioner for Entrance Examinations.

Five Steps 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 confirmation 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 "PG Dental 2020 - Online Application".

Step 1: Registration

This is a one-time process. Candidate should provide **NEET Roll Number, NEET Application ID and Date of birth** for entering the registration page. Date of birth must be same as that of NEET registration page. Candidates will be prompted to enter mobile number 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 till the end of the admission process for accessing all the online facilities related to PG Dental 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 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 and Preview' button. After confirming that all the information given are correct and true, clicks '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/SEBC candidates is **Rs.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 **Rs.500/-**(Rupees Five Hundred only)/-. The application can be submitted in Online mode only, and all the supporting documents are to be uploaded only.

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. If the payment transaction was unsuccessful, a message to that effect will be displayed on the screen and the candidate would be guided back 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/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 counter foil 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 counter foil of the e-Challan and put the office stamp and his/her initials at the designated places on the counter foil. If the payment was successful, the '**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 payment 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.

Step 4: Upload Certificates:

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)
- Dimensions of the image of signature must be **150 pixels width and 100 pixels height**.
- File size should be between **10 kb and 30 kb**.
- Scanned image of signature must be clear and complete.

Upload Documents/Certificates

- The uploaded document should be in **PDF format**.
- The file size must be between **10 KB and 300 KB**.
- The documents/certificates 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.

1. Nativity Proof: PDF format of the Nativity proof must be uploaded. The uploaded document should be clear. Uploading Nativity proof is a mandatory for all candidates. (Clause 4.2)

i) For Kerala Origin

(a) Relevant page of the Secondary School Leaving Certificate/ Indian Passport/ Birth Certificate of the candidate or either of the parent showing **Place of Birth in Kerala**. In case certificate of parent attached, corroborative certificate to establish in relationship the parent and the candidate should be also uploaded.

OR

(b) Nativity certificate for Kerala Origin, obtained in the prescribed format available in the website, from the Village Officer to show that he/she or his/her/ her father/ mother was born in Kerala.

ii) For Non Keralites

For Non-Keralite applicants who have undergone BDS Course in the Dental Colleges in Kerala, a certificate (format available in the website) into that effect obtained from the Principal of the Dental College, where he/she has studied, shall be uploaded. **But they will not be eligible for communal / PD reservation benefits.**

2. Community or Non-Creamy Layer Certificate: It is applicable only for those candidates who wish to avail any communal reservation should upload the PDF format of Non-Creamy Layer Certificate (for SEBC) or Community Certificate (SC/ST). (See Clause 8 and Clause 9) of the prospectus for community reservation details.

3. Income Certificate: Candidates belonging to the communities listed in Annexure - II, 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. (See Clause 3.11.1 & 3.11.2 of the Prospectus)

4. Inter-Caste Marriage Certificate: Those candidates who wish to avail inter-caste benefit as mentioned in the Clause 9.5 and 8.1.5 of the Prospectus, need to upload PDF format of Inter-caste Marriage Certificate. Annexure-VI

5. **Certificate for claiming Persons with Disabilities (PD)**:For claiming PD reservation as Per Clause 10, a PDF format Certificate of disability obtained from the District Medical Board is produced before the Medical Board at the time of suitability assessment.

6. **Document to prove age**-Relevant page of the Secondary School Leaving Certificate/Senior Secondary Certificate/Indian Passport/Birth certificate (Clause 4.3)

7. 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 3.11.3 and 3.11.4)

8. NRI Document

9. Minority Certificate

Remember: The Original of the uploaded documents will have to be produced before the admission authority as and when required.

Step 5 : Print Confirmation Page

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

No need to send the hard copy of confirmation page or supporting documents to the office of the Commissioner for Entrance Examination.

Additional documents in original to be presented by the Service Candidates (Clause- 11)

- a. Declaration to the effect that he/she has not undergone PG Dental course under Service Category.
- b. Service Details from the Accountant General.
- c. Details of Service from the Head of the Department in the format prescribed.

Service Candidates should send the printout of Confirmation page, along with all the required documents, by Registered Post/Speed Post/Hand Delivery to the Controlling Officer concerned (Director of Medical Education/Director of Health Services/ Director of Insurance Medical Services),before the time and date notified by the Commissioner for Entrance Examinations.
