

## Admission to Post Graduate Course in Pharmacy (M.Pharm)-2021

### How to apply?

A qualified candidate in GPAT-2021 seeking admission to the courses 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. 600/- (Rupees Six hundred 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. 300/- (Rupees Three hundred only). The application forms and the prospectus will not be available from the Pharmacy Colleges or from the office of the Commissioner for Entrance Examinations.

#### Steps 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 Acknowledgement 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 “**PG Pharmacy 2021 - Online Application**”.

#### Step 1: Registration

This is a onetime online process during which the candidates should provide **GPAT Rollno, GPAT Application number, GPAT All India Rank** for entering the 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 note down and use for 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 PG Pharmacy 2021**

#### 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 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.

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

### Step 3: Pay Application Fee

Two payment methods are available for remitting the application fee.

- Online Payment
- e-Challan

#### 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 the candidate can proceed (next step) 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 home page.
- 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 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):

- If the mode of payment selected 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 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 counterfoil.
- If the payment was successful, the '**Pay Application Fee**' tab in the candidate's home page turns green.
- 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 website.

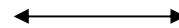
#### Step4: Upload Photograph, Signature and Documents/Certificates:

##### 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 and resolution **150 pixels width** and **200 pixels height** is 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)
- 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



##### Upload Documents/ 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

- Proof for Nationality** : Any relevant document to prove the Indian Citizenship of the candidate
- Proof for Date of Birth**: Relevant page of SSLC/Birth Certificate/Passport

- c) **Nativity Proof:** Any one of the documents mentioned under clause 3.1
- d) Certificates obtained from Tahsildar for verification of community in the case of SC/ST candidates.
- e) B.Pharm (4<sup>th</sup> Year marks / 7 & 8 Semesters mark)
- f) **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 XI, whose family income is upto Rs. 6 lakhs.
- g) **Income Certificate** : Certificate from the concerned village officer is to be uploaded.
- h) **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.
- i) 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 12.7.3 and 12.7.4
- j) Certificate to prove Economically Weaker Sections (EWS) (if applicable)
- k) Any other document mentioned in the Notification of the PG Pharmacy 2021.

**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.

#### For Service Quota Candidates:

The Service Quota candidate should send the printout of the Acknowledgement Page (including printout of uploaded documents) along with the following documents to the Controlling Officer concerned (DME/DHS/DIMS/Drugs Controller) by registered post/speed post/hand delivery on or before the last date and time notified by the Commissioner for Entrance Examinations.

1. Declaration (in original) to the effect that he/she has not undergone PG Pharmacy course under Service Quota-(Annexure-XV)
2. Details of service from the Head of Departments in original in the format prescribed.(Annexure-XIV)

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