



KERALA STATE CIVIL SERVICE ACADEMY

On-line registration for the Entrance Test for admission to **Civil Service Foundation Course 2018 June** at Thiruvananthapuram, Konni, Chengannur, Muvattupuzha, Aloor (Thrissur) Palakkad, Kozhikode, Kanhangad, Kalliaserry Centres and Institute of Career Studies and Research, Ponnani

General Instructions for On-line Registration

- This on-line registration facility allows you to submit the application form for registering as a candidate for the entrance test, to qualify for admission to the **Civil Service Foundation Course 2018 June** batches, conducted by the Academy at its centres – Thiruvananthapuram, Konni, Chengannur, Muvattupuzha, Aloor (Thrissur), Palakkad, Kozhikode, Kanhangad, Kalliaserry and Institute of Career Studies and Research, Ponnani.
- **The candidate must be a student of Class XI or XII during the academic year 2018-2019. Those who have passed the Class X examination and are waiting for Class XI admission can also apply. Students of Degree courses are not eligible.**
- Please note that your on-line application will be accepted successfully only after you have completed the application form with all the required information.
- **Candidate is allowed to submit only one Application Form. If a candidate submits more than one application, his/her candidature is liable to be cancelled.**
- Please read the admission notification carefully.

Procedure for Registration

1. Select **“Register for Entrance Test – Civil Service Foundation Course - June 2018”** link in the home page of www.ccek.org. It will lead you to a new web-page where guidelines and links for registration are available.
2. Those who are **registering for the first time** must choose **“New User Sign Up”**.
3. Complete the Registration Form.
4. Click **“Save”** button for getting a **Preview** of your Registration Form.
5. Verify once again the details and **“Edit”** if required.
6. If the details furnished are found correct, click **“Submit”** button for completing the registration process. The Registration Number will be displayed in the screen. **Note down the “Registration No.”** for future reference
7. Take a printout of the completed registration form using **“Print”** button.
8. Printout of successfully submitted form can also be taken any time, after logging on to **“Registered User Login”**, using the mail ID and Registration No.
9. **A copy of the print out of completed registration form affixed with a recent passport size photograph of the candidate and duly signed by the candidate and parent/guardian must be produced at the venue of entrance examination.**
10. **No separate Hall Ticket will be issued to the candidates.**
11. **The candidates should appear for the test at the study centre chosen by them.**
12. Admission to the Civil Service Foundation Course June 2018 is restricted to those candidates who are selected based on the entrance test scheduled to be held on **9/6/2018**.