



KERALA STATE CIVIL SERVICE ACADEMY

On-line registration for Entrance Test for admission to Prelims-cum-Mains
REGULAR Batch - 2018 September at Thiruvananthapuram, Ponnani, Kozhikode
and Palakkad Centres

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 PCM 2018 September batch, conducted by the Academy at its centres – Thiruvananthapuram, Kozhikode, Palakkad and ICSR, Ponnani.
- **Please ensure your eligibility as per the eligibility conditions prescribed by UPSC for appearing for the Civil Services Examination. (The candidate must hold a degree of any of the approved Universities)**
- Please note that your application will be filed successfully only after you have completed the application form with all the required details and paid the application fee.
- **Candidate is allowed to submit only one Application Form. Multiple Applications of a candidate are liable to be rejected.**
- Please read the admission notification carefully.

Procedure for Registration

1. Select **“Register for Entrance Test - PCM September 2018”** link in the home page of www.ccek.org.
2. It will lead you to a new web-page where three links are available.
3. Read the General Instructions carefully.
4. Those who are **registering for the first time** must go to **“New User Sign Up”**.
5. Complete the registration form.
6. Click **“Save”** button for getting your Registration ID
7. The Registration No. (ID) will be displayed in the screen. **Note down the Registration Number. The registration number is required for login to the second step.**
8. Click **“Proceed for Payment”** button. The site will be redirected to **“State Bank Collect of Centre for Continuing Education Kerala”** page of www.onlinesbi.com.
9. After making the payment, login to the registration page of www.ccek.org again, using **“Registered User Login”** and provide the **“Payment Transaction ID” (SBI Collect Reference No.)**, you received after making payment. **(You can also proceed to payment from the Registered User Login, if not made in the first step)**
10. Click **“Submit”** button for completing the registration process and take a print out of the Hall Ticket using **“Print Hall Ticket”** button.

11. Bring the Hall Ticket duly affixed with a recent passport size photograph to the venue of entrance examination along with a valid photo ID proof for verification. The candidates should appear for the test at the Centre of Study chosen by them at the venue mentioned below:

Venue for Entrance Test		
1	Main Centre, Thiruvananthapuram	Govt. Women's College, Vazhuthacaud, Thiruvananthapuram.
2	ICSR, Ponnani	At the Centre campus
3	KSCSA, Palakkad	At the Centre campus
4	KSCSA, Kozhikode	Kerala Govt. Polytechnic College, West Hill.

12. Application fee once paid will not be refunded under any circumstances.
13. Admission to the coaching programme of PCM September Batch 2018 is restricted to those candidates who are selected based on the **entrance test scheduled to be held on 08/09/2018 at the respective venues.**

Procedure for payment in State Bank Collect

1. Read Disclaimer Clause and click on check box to proceed for payment.
2. Select Payment Category from the drop down menu as ***"Application fee"***.
3. Click **'Submit'** button.
4. The State Bank Collect Payment page of "Centre for Continuing Education Kerala" will appear. The payer has to input the details on the page – Name, Registration ID., Mobile number, Date of Birth, captcha etc. (Application Fee amount will be displayed by default – Rs. 200/-)
5. Click **Submit** button.
6. The State Bank Collect payment verification page will appear where the payer has to click on the **'Confirm'** button after verifying the payment details to proceed further.
7. The SBMOPS (State Bank Multiple Option Payment System) page is displayed with following options for payments.
 1. **Net Banking**
State Bank of India.
Other Banks.
 2. **Card Payments**
State Bank ATM-cum- Debit Card
Other Banks Debit Cards.
Credit Cards
 3. **Other Payment Modes** - SBI Branch.
8. Choose the desired option and make the payment. **Note down the "Transaction ID"** and take a printout of the online receipt for reference.