



KERALA STATE CIVIL SERVICE ACADEMY

On-line registration for Entrance Test for admission to coaching classes for Indian Forest Service Examination - REGULAR Batch - Thiruvananthapuram Centre.

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 coaching classes for Indian Forest Service Examination, conducted by the Academy at its Thiruvananthapuram centre.
- **Please ensure your eligibility as per the eligibility conditions prescribed by UPSC for appearing for the Indian Forest Service Examination.**
- 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 – Indian Forest Service Examination coaching”** 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, or the Link for Fee Remittance in the home page, 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.** Application fee once paid will not be refunded under any circumstances.
12. Admission to the coaching programme is restricted to those candidates who are selected based on the **entrance test scheduled to be held on 30/12/2018 and the Interview scheduled to be held on 03/01/2019.**

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.