



KERALA STATE CIVIL SERVICE ACADEMY

General Instructions for payment in State Bank Collect

1. Click the link for Fee Remittance in the home page of the web-site www.ccek.org or <https://kscsa.org>. It will lead you to the State Bank Collect portal.
2. Read Disclaimer Clause, click on check box to accept the terms and conditions and click the '**Proceed**' button.
3. Select the appropriate Payment Category from the drop down menu as required.
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 – Register No., Name, Mobile No., Mail ID and Remarks (if any). (Fee amount will be displayed by default). In the second part the payer has to input Name, Date of Birth, Mobile Number, and Email ID, which is required for reprinting the e-receipt or verifying the payment history. Enter the captcha and click '**Submit**' button to proceed.
4. Click '**Submit**' button.
5. 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.
6. The SBMOPS (State Bank Multiple Option Payment System) page is displayed with following options for payments.
 1. **Internet Banking**
 - State Bank of India.
 - Other Banks Internet Banking.
 2. **Card Payments** (*Card Payment Mode will not be available between 23.30 hours IST and 00.30 hours IST*)
 - Rupay Card
 - Credit Cards
 - Prepaid Cards
 3. **Other Payment Modes**
 - SBI Branch.
 - NEFT/RTGS
 - UPI (*UPI payment will not be available between 22.30 hours IST and 23.30 hours IST*)

7. Choose the desired option and make the payment. **Note down the “Transaction ID”** and take a printout of the online receipt for reference.
8. **In case of any failure or error in payment, please do not attempt further without ascertaining the payment status of the transaction you made.**
Procedure for payment and for ascertaining the payment history in State Bank Collect Page is detailed below.

Procedure for checking the payment history in State Bank Collect Page

1. Visit the web-site www.ccek.org or <https://kscsa.org>
2. Select the link **Link for Fee Remittance** on the home page which will lead you to the SBI Collect page.
3. Accept the **terms and conditions** by clicking on the box.
4. Click on **Proceed** button.
5. Select **Payment History** from the Drop Down menu **SBI Collect** on the menu bar (On the top side blue border).
6. Two options i.e. date range for previous payments (if you do not remember reference number) or remembered reference number. Select the first option if you do not know the reference number.
7. Enter the date of birth and mobile no. in boxes provided, as entered during the payment.
8. Enter the 'Start Date and End Date' (Reference for date of payment made)
9. Enter the text as shown in the message.
10. Click on **Go** button.
11. The Payment status **Paid** will be displayed if the transaction is success. If success click on **PRINT** to display payment receipt or note down the transaction number starting with the letter DU.....
12. Payment receipt will be displayed. Click on **PRINT** to print a copy of the receipt.
13. If the status is displayed as **Failure**, wait till confirmation of refund and make the payment once again. If the status is displayed as **Pending**, please wait for confirmation and check the status once again.