

## How to apply

- ✓ **Ensure your eligibility for the post you wish to apply before remitting the Registration fee.**
- **First step : The candidate has to remit the Registration fee through SB Collect of State Bank of Travancore by going to the link <https://www.sbtonline.in/prelogin/icollecthome.htm?corpID=384360>**
- **Second step : The candidate has to fill the Online application form by going to the link <http://www.capekerala.org/jobs/>**

Field indicated with \* are mandatory.

Name of the Post applied	:	Select from the drop down list.
Name of the Candidate	:	Type the name exactly as in your certificate(s).
Upload Photograph	:	Click the <b>Choose File</b> button to select the jpg format file to be uploaded.
Address for communication	:	Type the House Name/House No, Street/Road, City/Village, District, State and Pin code in the appropriate text boxes.
Permanent Address	:	If the Permanent address is the same as that of communication address, then click the check box provided otherwise, Type the House Name/House No, Street/Road, City/Village, District, State and Pin code in the appropriate text boxes.
District of Residence	:	Select the District in which you reside from the drop down list.
State/Union Territory in which the Candidate belongs	:	Select the State/Union Territory in which you belongs from the drop down list.
E-mail id	:	Type your E-mail id.
Landline number	:	Type your Phone number with STD Code.
Mobile number(For sending SMS)	:	Type your Mobile no.(10 digits only). Do not prefix '0' or '+91' before the Mobile no.
Age	:	Type your Age.
Date of birth	:	Type your Date of birth in DD/MM/YYYY format.
Gender	:	Select your Gender from the drop down list.
Place of birth(District)	:	Select your District of birth from the drop down list.
Religion	:	Select your Religion from the drop down list.
Caste	:	Type your Caste.
Whether the candidate belongs to SC/ST	:	Select your choice from the drop down list.
Whether claiming any reservation	:	Select your choice from the drop down list.
Reservation Category	:	Select your Category from the drop down list.
If others, please specify	:	If the Category selected is <b>others</b> , then type the Category.

Payment Details	
SB Collect Reference number	: Type your SB Collect Reference number generated after remitting the registration amount (10 digits SB Collect Reference number, issued from the Bank.
Date of Payment	: Type the date of payment.
Payment mode	: Select the Mode of Payment from the drop down list.
Fee remitted Amount(Rs.)	: Type the amount of fee remitted, if not displayed.
Place	: Type the Place.

Details of Basic Qualification(s) for the applied Post				
Qualification	Month & Year of Passing	Name of University/Board/ Council etc.	Class obtained	Main Subject /Specialization
Select your Qualification from the drop down box.	Type the Month & Year of passing	Type the Name of Univeristy/Board/ Council etc.	Select the class obtained from the drop down list	Type the Main Subject /Specialization
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Details of Work Experience				
Period from	Period to	Organisation	Designation	Click
Type the Date in DD/MM/YYYY format.	Type the Date in DD/MM/YYYY format.	Type the Name of the Organisation	Type the Designation	Click + icon to add more Teaching/Research Experience Click – icon to delete the fields for entering the details.

I agree the declaration	:	Click the check box before clicking the <b>Submit</b> button.
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- ✓ **Ensure the correctness of your Date of Birth entered before Clicking the **Submit** button, since it is required while Login for Editing, Viewing and Printing.**
- ✓ **After submitting the application Online, a system generated Application Id will be displayed, which is also required while Login for Editing, Viewing and Printing.**

***Pre-requisites for applying Online:***

- 1. Before applying Online, candidates should have scanned copy of his/her recent passport size photograph whose size should be less than 30 kb.***
- 2. Scanned images must be in jpg format only.***
- 3. Do not upload Blur or Edited images.***
- 4. Photograph once uploaded cannot be changed.***
- 5. The candidates should keep ready their certificates/documents required for filling the Online form.***