❖ How to fill online application:

1. Candidates have to apply only through online by browsing the URL "Assistant Professors Recruitment-2021" in the KEA Web Site http://kea.kar.nic.in

2. In the application Home Page, click on "SUBMIT FRESH APPLICATION".

3. Candidates should provide a valid e-mail ID and Mobile number for future communication.

4. Verify all the entries in the online application carefully before the declaration.

5. Read declaration carefully and click on the check box.

6. Click on preview, check all the items filled in the application and make sure all the entries made are correct. In case of any correction, you can do so at this stage itself by clicking on edit button.

7. Enter the security code/captcha and click on submit button. Once you click on submit button the online application cannot be edited further.

8. On successful submission, your application ID (such as AP5000---) will be generated and make a note of the same and the same will be sent by SMS to registered mobile No. (Keep it for further process)

9. After submission of online application, Go to 'Home' and select 'Upload Photo and signature' button, Upload :
  a) Candidate's recent color Passport size Photograph (4.5cm x 3.5cm) less than 40 KB size and
  b) Candidate's Signature.   *(Above scanned copies must be in JPG format)*

10. Next go to Home Page and click on "Generate Post Office Challan", the Challan generated will have all the information including the fee amount to be paid, subject & last date of fees collection. Payment should be made in Computerized Post office vide E-challan.
(Apart from Post office challan payments, online payment or any other mode of payment option are not available)

11. Make the payment in any of the nearest e-post office/computerized post office branch in Karnataka. Post office will take post office copy of the Challan and will return the candidate's copy.
(Please preserve the paid candidate's challan copy carefully with you and produce the same at the time of verification of documents.)

12. Go to home page, click on "Check the payment status" button to Verify the payment details.

Sl No.	Particulars	Fees	
1	For GM & others (Category-II(A), II(B), III(A), III(B))	Rs. 2000/-	**Non Refundable**
2	For Scheduled Caste, Scheduled Tribes , Category-1	Rs. 1000/-	

(Physically disabled candidates are exempted from Application Fee)

13. Go to Home page, click on "Print Application". Take a print of the final online application submitted and preserve the same with you for future reference and produce the same at the time of document verification compulsorily.

NOTE: Only Application to which the payment is made in post office will be considered, application without Payment confirmation is rejected without further notice.

❖ **Candidates applying for more than one post (Second / Different Subject)**

1. After submission of application for one post / subject, then if you desire to apply for the second / subject application, click on "Submit Fresh Application" link in the Home Page.

2. The application will have the following options.

Serial No. 01. Have you applied for the post under this notification: NO ▢   YES ▢

If you click 'Yes', then application asks for previous application ID (such as AP5000---) which was sent to the registered Mobile number. Enter the previous application ID & submit.

3. The application will open with all the details as mentioned in the previous application, you cannot edit/modify any of the data except
(a) Subject
(b) UG Degree
(c) PG Degree
(d) Qualifying examination details. and
(Like PHD, NET, SLET, Marks obtained, year of passed, University name and place)
(e) While updating the marks obtained of UG & PG Degree, if the marks are in CGPA (Grade system) enter secured Marks in the left block and percentage in right block. *(If Marks system, enter percentage directly)*

4. After filling in these details check the preview and submit.

5. Generate post office Challan for second application and make the payment separately.

6. Make the payment in any of the nearest e-post office/computerized post office branch in Karnataka. Post office will take post office copy of the Challan and will return the candidate's copy.
(Please preserve the paid candidate's challan copy carefully with you and produce the same at the time of verification of documents.)

7. Click on "Print Application" take print of the online application finally submitted and preserve the same with you for future reference and produce the same at the time of document verification compulsorily.

❖ **Forgot Application ID:**
  1. Go to Home page click on 'Forgot application ID',
  2. Enter mobile number which was registered before and date of birth of the applicant.
  3. Application ID will be sent to registered Mobile by SMS.
  4. Login by submitting Application ID which received by SMS and Date of birth.