

LBS Centre for Science & Technology

SET-JANUARY-2022

Instructions for Online Registration

Step 1 : Mobile Number Registration

Candidates **must have a mobile number** for registration. The Registration details will be provided to this Mobile through SMS. **Mobile Number once registered cannot be used for other candidates.**

On the first screen the candidate have to provide their mobile number for verifying whether the number has been already registered, if not they can click for sending an **OTP (One Time Password) to that mobile number**. After receiving the OTP the candidate have to enter that OTP in the space provided and can proceed to online registration.

Step 2: Filling Online Application Form

The Candidate will be provided with a Data Entry screen and enter the details without mistake.

Note:

- 1) Subject opted for SET must be the **Subject of specialization of the candidate at the Post Graduate (PG Level)**.
- 2) Differently abled candidates - The candidates with minimum 40% of disability only will be eligible for concession in Application fee and relaxation of mark and also for the service of scribe. So take care while entering the details and also enter all the details like percentage of disability, type of disability and whether scribe required etc.
- 3) Select Community - Candidates without any community quota can opt as General. OBC candidates who belongs to creamy layer is not eligible for mark relaxation. OBC Non-Creamy layer candidates and SC/ST candidates only are eligible for mark relaxation.
- 4) The OBC-Non Creamy Layer candidates must have to obtain Non-Creamy layer certificate with certificate date between **21-10-2020 and 03-11-2021**. The original non creamy layer certificate must be submitted at the time of obtaining SET Certificate. The Date and Number of the Certificate must be entered in the Online Application data entry screen.
- 5) The SC/ST candidates must have to produce attested copy of their caste certificate at the time of obtaining SET Certificate. The Date and Number of the Certificate must be entered in the Online Application data entry screen.
- 6) After entering all the details verify all the details once more. **No correction will be permitted after submitting the data.**

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After successfully Submitting the details, You will be provided with a **Registration ID and Site Access Key**. (Both will be provided as **SMS to the registered Mobile number**. **Keep the Registration ID and Site Access Key for further login purpose**).

Step 3 : Uploading Photo

- a) Candidate must have a file with a maximum size of 30 KB and contains their photograph with size 200 pixel height and 150 pixel width, with clear background.
- b) Click choose **file button** to select file and press upload
- c) The uploaded photo will be displayed and if it is clear and OK press, proceed to next step of Online Payment

Step 4 : Online Payment of Examination Fee

The Examination fee is **Rs.1000/-** (for General/OBC Creamy and Non Creamy Layer Candidates) and **Rs.500/-** for SC/ST candidates and candidates having visual/physical Disability greater than 40 %) which can be paid by Online payment mode only. The amount can be paid by Debit card, Credit Card, Netbanking facility and other facilities provided by the payment portal supported by our Payment Gateway Provider. The additional Service Charges including GST as applicable shall be paid by the Candidate.

Press **Proceed to Online Payment** and you will be provided with a button for **MAKE PAYMENT** . You will be redirected to the Payment gateway and through which you can make online payment of Examination Fee.

After successful payment, You will be provided with a button for Downloading and Printing Filled application form with the submitted data including payment details.

Step 5 : Print Application

Take the printout of the submitted application.

Candidates can take the printout of the filled application only after performing the above steps. The printed application form may be kept for future reference. In order to avail scribe facility and the relaxation in marks the **differently challenged candidates must send the printout of their online application and the copy of the disability certificate (attested by Gazetted Officer) to The Director, LBS Centre for Science & Technology, Nandavanam , Palayam, Thiruvananthapuram - 33 . Others need not sent the printout of application.**

For any queries and help mail to ddcc.lbs@kerala.gov.in

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