



KERALA STATE CIVIL SERVICE ACADEMY

On-line registration for Entrance Test for admission to Prelims-cum-Mains (PCM) 2022-23 REGULAR Batches - at Thiruvananthapuram, Ponnani, Kozhikode, Palakkad, Kalliasseri, Kollam and Muvattupuzha Centres

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 PCM 2022-23 batch, conducted by the Academy at its centres – Thiruvananthapuram, Ponnani (ICSR), Kozhikode, Palakkad, Kalliasseri, Kollam and Muvattupuzha.
- **Please ensure your eligibility as per the eligibility conditions prescribed by UPSC for appearing for the Civil Services Examination. (*The candidate must hold a degree of any of the approved Universities*)**
- 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 thoroughly.**

Procedure for Registration

1. See the links for registration in the web-sites : <https://kscsa.org>
2. Read the General Instructions thoroughly.
3. Those who are **registering for the first time** must go to **“REGISTER NOW”**.
4. Complete the registration form.
6. Click **“REGISTER”** button for getting your Register Number.

7. The **Register Number** will be forwarded to your registered e-mail id provided at the time of registration (mentioned as **Password**). *The register number is required for login to the second step.*
8. Click **“Proceed for Pay the registration fee”** link in the mail. The page will be redirected to **“State Bank Collect page of Centre for Continuing Education Kerala”**. *In case of any failure or error in payment, please do not attempt further without ascertaining the payment status of the transaction you made. (You can also proceed to payment using the link “LINK for FEE REMITTANCE” available in the web-site <https://kscsa.org>)*

STEP 2 – The admit card for the Entrance Test can be generated from 16-04-2022 onwards from the registration portal

1. Logon to the registration portal using **“SIGN IN”** button with the **username (registered mail id) and Password (register number)**. Provide the **“Payment Reference Number” (SBI Collect Reference No. – starting with the letters DU -having three characters and seven digits)**, you received after making payment and Payment Date, when prompted.
2. Click **“SAVE”** button for completing the registration process and take a print out of the Admit Card. The Admit Card can be printed any time using the Registered User Login (from 16-04-2022 only).
3. **Bring the Admit Card duly affixed with a recent passport size photograph to the venue of entrance examination along with a valid photo ID proof for verification. The candidates should appear for the test at the Exam Centre chosen by them at the venue notified.**
4. Application fee once paid will not be refunded under any circumstances.
5. Admission to the coaching programme of PCM 2022-23 Batch is restricted to those candidates who are selected based on the entrance test.

Procedure for payment in State Bank Collect

1. Read Disclaimer Clause, click on check box to accept the terms and conditions and click the **'Proceed'** button.
2. Select Payment Category from the drop down menu as **"Application Fee - PCM"**.
3. 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., Application Fee and Remarks (if any). (Application Fee amount will be displayed by default– Rs. 200/-). 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 Card
 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.

Procedure for checking the payment history in State Bank Collect Page

1. Visit the web-site <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.