

Government of Karnataka

Karnataka Examinations Authority

BANGALORE

(Notification No. ED/KEA/ADMN/CR-55/2014-15 dated 22-01-2015)

Instructions to Applicants for filling online application for the post of Assistant Professors in Government First Grade Colleges in the State of Karnataka.

C O N T E N T S

A. How to fill application online

B. How to fill application online for second subject / Subsequent different subject

18th Cross, Sampige Road, Malleshwaram, Bangalore 560 012.

e-mail-keauthority-ka@nic.in

Website: <http://kea.kar.nic.in>

Helpline : 080-23 460 460 (From 9.30 am to 6.00 pm on all working days)

A. How to fill application online

1. Candidates have to apply only through online by browsing the URL "Assistant Professors Recruitment-2015" in the KEA Web Site <http://kea.kar.nic.in>
2. In the application Home Page click on "SUBMIT FRESH APPLICATION".
3. Before making entries in online application, candidates are informed to scan a
 - a) Color Passport size Photograph (4.5cm x 3.5cm) less than 100 KB size.
 - b) Signature and
 - c) Left Hand Thumb Impression(Note: All scanned copies must be in JPG format)
4. Candidates should possess a valid e-mail ID and Mobile number for future communication.
5. Make all the entries in the online application carefully.
6. Upload scanned image of Photograph, jpg format less than 100 KB size.
7. Read declaration carefully and click on the check box upload the scanned images of Left Hand Thumb Impression and Signature in jpg format.
8. 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.
9. Enter the security code and click on submit button. Once you click on submit button the online application cannot be edited further.
10. On successful submission, your application ID (such as FG -----) will be generated and make a note of the same.

11. 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 which will be printed on it. Make the payment in any of the nearest e-post office/computerized post office branch in Karnataka.
12. Post office will retain post office copy of the Challan and will return the candidate's copy. Please retain the candidate's copy carefully with you and produce the same at the time of verification of documents.
13. On application home page, click on "Print Application". Take a print of the final online application submitted and retain 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 liable to be rejected without further notice.

IMPORTANT: All the relevant certificates should be obtained as on the last date fixed for receipt of application.

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

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

NOTE: Applicants are advised not to enter the second application for second / subsequent post in "Submit Fresh Application" link.

2. Enter the previous application ID and Date of birth and 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

- (i) Item no (1) subject.
- (ii) Item No (2) PG Degree
- (iii) Item No. (3) Subject studied in PG and
- (iv) Item No. (25) Qualifying examination details

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. Click on "Print Application" take print of the online application finally submitted and retain 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 liable to be rejected without further notice

IMPORTANT: All the relevant certificates should be obtained as on the last date fixed for receipt of application.