

Instructions

The following is a help guide to enable Prospective applicants to apply for jobs in the State Government under the sports quota.

The application Process from 2010-2014 is being made Online for speedy decision making. The appointment shall to strictly based on the guidelines already approved by Government. Applications, thus, shall be considered only if an applicant meets with the criteria Spelt out in the guidelines. Hence, only those eligible candidates need only apply as all other applications shall be summarily rejected.

After entering the portal, click on link **Apply Online**, other links are active after submitting the application and separate login appears to enter Application No. & user entered Password for these links. In **View Application** link candidate can go through the submitted Application; in case of **Edit Application** one can edit his details once again and save it. **Print Application** link will be active only after candidate saves the application by pressing **Final Submission** and can print the application to mail with a recent photograph and attach Xerox copy of all relevant records & documents .


Given below are step by step directions on how to fill in the application:-

- Help Option is available for each and every particular to be filled, by placing the mouse over the

 **HELP available on pointing mouse on** 

image It will be pop out as shown below.

1. Name of Applicant : *

 Name as in Xth Standard.

Fields Marked * are mandatory and should be filled.

Fields marked with * are Mandatory.

- Against Sl. No .1 - enter your name as shown in your official records.
- Against Sl. No.2 - select your gender whether male or female from the drop down.
- Against Sl. No.3 - select your date of birth as shown in your official records from the drop down. Age will show as you

select the date of birth on the age column on the right. Age calculate as on the date shown in red.

- Against Sl. No.4 - select your citizenship (Indian or others).
- Against Sl.No.5 - enter your Aadhaar Card No.
- Against Sl.No.6 - enter the name of your parent/ guardian and also select relationship with them.
- Against Sl. No.7 - select the category if you are a person, with any disability like: OH -Orthopedically Handicap, Blind/Dumb, Deaf
- Against Sl. No.8 - select your religion and enter your caste.
- Against Sl. No.9 - select the name of your district.
- Against Sl. No.10 - select the name of your taluk.
- Against Sl. No.11 - select the name of your village.
- Against Sl. No.12 - enter your communication address completely including the pin code.
- Against Sl. No.13 - enter your telephone No (with STD code), your Mobile No and your email ID
- Against Sl. No.14 - select 'Yes' if you represent kerala in any of the given year range, else select 'No'.
- Against Sl.No.15 - check the category if you seek age relaxation (as applicable to relevant government norms)
- Against Sl.No-16 - enter all your achievement year wise.

Achievement	Event Type	Discipline	Month	Year	Position	New Record	Best Player
Representing India in Olympics and winning	Team	Basketball	Mar	2014	Captian	Yes	No
<input type="checkbox"/> Representing India in Olympics and win	Individu	Judo	Apr	2013	-Position	No	No

- Select Achievement from the achievement box.
- Event type : to ensure if achievement is a Individual or Team event. In case of Individual Position box won't available
- Discipline: Select the item of participation.
- Position: Position with Captain or member options to Team events.
- New Record: Check Yes if the achievement is a new record.

- Best Player: Check Yes if the achievement is a best player performance.
 - Add more button : Helps to add more rows in order to enter more achievements won.
 - Delete button: Helps to remove row if some added achievements need to be deleted. Select the achievement to be deleted and click Delete button to delete that specific achievement.
- Against Sl.No.17 – enter the Post Preference according to your qualifications.
 - Check the qualifications, and select the post you wish to apply.


 MBBS Degree
 Registration in Modern Medicine in the State Medical Council

Assistnat Surgeon 

Mark obtained by MBBS Degree (in percentage) *

- On selecting you will get 2 boxes to fill.
- Enter percentage of mark recieved in the qualifing examination. The qualifying examination of each post is shown in bold charecters.
- On the right side box, enter the preference accordingly.

Preference

If you have enough qualification, you need to add your preference for each applying posts. Ranking will be generated according to your preferred order. (Eg: Post with preference 1 will select first, then 2 and so on)

Once you have completed filling up the application form, press on the

Recheck

button, computer will check your entered credentials if error persists a message **Enter all the Fields Correctly(marked in red)**

will highlight and the corresponding field will be marked in red color as follows:

1. Name of Applicant : *

- If no error persists scroll down to bottom two new buttons with message will be shown as below:

Click Final Submission inorder to Print or Save & Permit to Edit Later inorder to Edit further

- Click on **Final Submit** button to save the application permanently without the scope of further edit or modification.
- Click on **Save & Edit Later** to save application temporarily with the scope of further edit or modification.
- After this new window appears where your Application No will be shown and set your password to login.

One have the liberty to edit & check it again in the **Edit Application** using your unique login details but he has to do **Final Submit** in order take the print out and mail us.

All candidates are to take a print out of the duly filled in application form, affix a recent photograph and attach Xerox copy of all relevant records & documents and mail it to the specified address.

Once you submit your application online permanently by clicking,

Final Submit

no further changes shall be entertained.