

# INSTRUCTIONS FOR THE CANDIDATES APPLYING FOR ONLINE SEAT ALLOTMENT

## Important notes for the candidates

- ❖ Before applying for online seat allotment process, make sure you have all relevant documents like copy of mark sheet of qualifying examination, nativity certificate, and details of schooling done in Lakshadweep etc.
- ❖
- ❖ If you wish to apply for multiple course levels, you should submit separate applications. If a candidate wish to apply for graduate level courses as well as diploma level courses, the candidate should submit two separate applications each in respective course levels.
- ❖ Candidate should make sure that based up on the data provided system has put your candidature in right category. Please refer to category document on details regarding how the system calculates category for each candidate.
- ❖ All the fields which are suffixed with a red star (\*) should be compulsorily filled to submit the form
- ❖ When entering details online make sure that all details entered are true and relevant. Any discrepancy in the data entered will lead to the rejection of application without any notice.
- ❖ While providing contact details like address, mobile number, phone number and email it should be ensured that data entered is correct as any notification / alert / changes are informed through these medium.
- ❖ The application process is considered complete only when all the forms are filled and submitted online and the application form obtained through print application menu is submitted to respective centers along with supporting documents.
- ❖ For any help in filling the online application you may contact the support numbers mentioned in the site

**STEP I – REGISTRATION**

Fields marked with \* are mandatory

Candidate Registration

Name (as in SSLC/ 10th Class Certificate): \*

Name

Date of Birth: \*

01/01/2000

Course Level: \*

Select

Email: \*

Email

Mobile No.: \*

Mobile No.

10th Class Reg. No/ Roll No.: \*

10th Class Reg. No/ Roll No.

10th Class year of passing: \*

10th Class year of passing

10th Class Board of Examinations: \*


Select

Password: \*

Password

Confirm Password: \*

Confirm Password



Captcha: \*

Enter above text

Register

Reset

The registration process involves filling up all the required fields and clicking the “Register” button at the bottom of the page. Once the fields are filled with all relevant details, up on submitting the form the candidate will be provided with a 10 digit register number. Please make a note of this register number as the same if the reference number for your application here after. An email will be sent from the website quoting your register number. It is advised to keep the password confidential to ensure secrecy.

Sometimes the email may not be delivered to your inbox due to the security settings of your email provider. Hence it is advised to check the spam folder also and mark the sender as trusted one to get future emails delivered in your inbox.

**STEP II - LOGIN**

The login form is titled 'Sign In' and includes a link for 'Forgot password?'. It contains three input fields: 'Register No.' with a person icon, 'Password' with a lock icon, and a CAPTCHA field with a blue eye icon and the text 'Enter above text'. Below these fields is a green 'Sign In' button. The CAPTCHA image displays the letters 'MRVHK' in a stylized font over a blue background.

For login to the application candidate has to enter the register number and password entered while application registration step. You will have to also enter the Text as shown in the image and click the Sign In button. On successful login the candidate will be redirected to the home page.

You have not confirmed your application. You will be redirected to the registration page.

REGISTRATION
MAIN DETAILS ENTRY
INSTITUTION DETAILS ENTRY
MARK DETAILS ENTRY
CONFIRMATION

<ul style="list-style-type: none"> <li>Home</li> <li>Main Details</li> <li>Institution Details</li> <li>Mark Details</li> <li>View Application</li> <li>Confirm Application</li> </ul>	<div style="background-color: #e0f0ff; padding: 5px; border: 1px solid #add8e6;"> <b>MY PROFILE</b> </div> <div style="display: flex; align-items: center; margin-top: 10px;"> <div> <p>Register Number: 2793280002</p> <p>Name: Test</p> <p>DOB: 01/01/2000</p> <p>Course Level: Plus 2</p> <p>SSLC Year of Pass: 2012</p> <p>SSLC Register Number: 234234</p> <p>Mobile Number: 3443344334</p> <p>email Address: s[redacted]iv@gmail.com</p> </div> </div>
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All the menu for application entry is accessed from the home page. The candidate will also be able to see the basic details entered while registering the application in the My Profile Area.

## STEP III – MAIN DETAILS ENTRY

Fields marked with \* are mandatory


**Personal Details**

**Father's Name:** Sayyid Ahammed PP

**Mother's Name: \*** Ayisha Chriyettapura Mankatha

**Address \*** White House Building, Post Office Road

**Upload Photo \*** Browse... test.jpg



Please upload passport size photograph width 150 px and height 200px. Maximum file size allowed is 30Kb and image should be .jpg

**Place \*** Kavaratti

**If Others Please Specify** Place

**State \*** Lakshadweep

**District \*** Lakshadweep

**Pin \*** 682555

**Land Phone** Land Phone Number

**Native \*** Kiltan

**If Others Please Specify** Native Place

**Gender \*** ☒ Male ☐ Female ☐ Transgender

**Counseling Center \*** Kavaratti

**Whether ST as per Lakshadweep Rules \*** ☒ Yes ☐ No

Next →

All the fields are self-explanatory. While uploading the photo the candidate should ensure the following things

Photo must be of the dimension 150px by 200 px(Width by Height)

Photo size should be less than 30kb

The photo should be in jpeg / jpg format. No other formats are accepted

The address field should not be entered in parts, rather it should be entered in one line. No special characters are permitted in the address field. The candidate should also select the preferred counseling center where he/she would like to appear for online counseling as per the rank list prepared. Once the application is confirmed and submitted the candidate will not be allowed to change the counseling center.

**STEP IV – PARENT EMPLOYMENT DETAILS**

Fields marked with \* are mandatory

**Parent Employment Details**

Whether Father/Mother belong to ST\* ☒ Father ☐ Mother ☐ Both ☐ None

Select Parent who is employed in Lakshadweep\* ☐ Father ☐ Mother ☐ Both ☒ None

Designation

Department

No. of years of service put in Lakshadweep

Employment Status

Place of Posting

If Others Please Specify

No. of years of study in Lakshadweep

Classes studied in Lakshadweep ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ 6 ☒ 7 ☒ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12

This step is applicable only to candidates who does not belong to scheduled tribe category as per Lakshadweep rules. The parent employment details should be furnished only if any one of your parents are employed in Lakshadweep.

**STEP V – QUALIFYING INSTITUTION DETAILS**

Fields marked with \* are mandatory

**Details of Senior Secondary Course**

Register Number\*

Select Group\*

Year of Appearing\*

Year of Passing\*

Number of chances\*

Select appropriate option as per mark sheet\* ☐ Marks Only ☒ Grade Only ☐ Marks With Grade

Name of Institution\*

Board of Examination\*

Please specify in case of others

Place of Institution\*

Please specify in case of others

Place of Posting of Parent at that time  
(Applicable to Mainland Candidates only)

Please specify in case of others

The qualifying institution details of respective course level need to be entered here. All the fields suffixed with a red star (\*) is mandatory

#### STEP VI – SCHOLARSHIP REQUIREMENT DETAILS

Fields marked with \* are mandatory

**Scholarship Details**

Aadhar Number

Do you wish to avail student scholarship\* ☒ Yes ☐ No

Select Bank

Select Branch

IFSC Code

Account Number

Candidates who are eligible to avail scholarship will only get this form. For those who are not eligible the next window for entering marks will be shown. Please give utmost care while entering aadhar number and bank details as the same will be directly linked for scholarship disbursement.






#### STEP VII – MARK DETAILS ENTRY

Fields marked with \* are mandatory

**Plus2 Mark Details**


Select Subject

Select Grade

Sl No	Subject	Marks Secured	Max Marks	Grade	Delete
1	Data Entry Operator/Word Processing	0	0	A	
2	Economics	0	0	B	
3	Geography	0	0	A+	
4	History	0	0	A+	
5	Political Science	0	0	B+	

Candidate will be asked to enter the marks here in this page. The candidate will have to enter Marks or Grades Obtained or Marks with Grade as selected in **Step V**. Once all the marks are entered candidate can press the Finish button.

**STEP VIII – DRAFT APPLICATION VIEW****Application Details of Candidate**

Register Number	2793280002	Course Level	Plus 2	
Name	Test	DOB	01/01/2000	
Category Code	A	Gender	Male	
Mobile Number	3443344334	Email Address		
Address	White House Bulding, Post Office Road, Kavaratti, Lakshadweep, Lakshadweep - 682555			
Phone Number		Native Place	Kiltan	
Name of Father	Sayyid Ahammed PP	Name of Mother	Ayisha Chriyettapura Mankatha	
Whether ST as per rules of Lakshadweep	Y	Parent ST Status	FATHER	
No of Years of study in Lakshadweep	1	Classes in Lakshadweep	VI VII VIII IX	
Counseling Center Selected	Kavaratti			
<b>Scholarship Details</b>				
Scholarship Requested	YES	Aadhar Number	123123123123	
Bank Name	SYNDICATE BANK	Branch Name	KILTAN	
IFSC Code	SYNB0009956	Account Number	72545453333	
<b>Details of Higher Secondary Course</b>				
HSC Register Number	1232333	Board of Examination	CBSE	
Year of Appearing	2003	Year of Pass	2005	
Name of Institution	rese3ew	Place of Institution	Agatti	
Number of Chances	2	Parent Posted at	Kadmat	
Plus Two Group	Humanities	Is SAY Candidate	No	
<b>Mark Details</b>				
SIno	Subject	Grade		
1	Data Entry Operator/Word Processing	A		
2	Economics	B		
3	Geography	A+		
4	History	A+		
5	Political Science	B+		

The candidate will be able to view all the details entered so far. Apart from the details entered during registration all the details can be still edited. It is the responsibility of the candidate to make sure that all the details entered are correct before confirming the application. So all the details should be cross verified. Candidate can access relevant pages for editing by going to the home page. If any error is found in the draft view candidate should go to the respective page and edit the details before confirming the application.

**TIP:**

The application once confirmed cannot be edited. So make sure that all the details entered are correct by viewing the draft application before confirming the same

**STEP IX – CONFIRM APPLICATION**

Confirm Application

Declaration

I hereby declare that all the statements made in this application are true to the best of my knowledge and belief. I shall be responsible for any error in facts mentioned in the form and I have no complaints if the form is rejected on account of suppression of any fact

☐ I Agree

**Note**

Kindly be noted that application once confirmed will not be able to edit any further. Please ensure that all the data entered is correct before confirming the application. You can verify the application using view-application link in home page.

[Confirm Application](#)

A candidate application is considered complete in the system when the application is confirmed. Click on I Agree button to agree the disclaimer and then click on confirm application. If any error is denoted in this page the same need to be corrected first before confirming the application.

**STEP X – PRINT AND SUBMIT APPLICATION**

REGISTRATION

MAIN DETAILS ENTRY

INSTITUTION DETAILS ENTRY

MARK DETAILS ENTRY

CONFIRMATION

[Home](#)  
[Print Application](#)  
[Logout](#)

MY PROFILE



Register Number:	2793280002
Name:	Test
DOB:	01/01/2000
Course Level:	Plus 2
SSLC Year of Pass:	2012
SSLC Register Number:	234234
Mobile Number:	3443344334
email Address:	

Once the application is confirmed you will be able to see the Print Application Link in the home page. This is the final step of application process. When clicking the print application link you will get a pdf file downloaded in your computer. Just save the file, take a print out and submit it to the respective centers in each location.



## ANNEXURE

## Category For Seat Allotment

