

Instructions to the Candidates

- Candidates are advised to read the Notification carefully and adhere to the instructions to the candidates. Application not submitted in accordance with the instructions as well as the instructions published in the website will be summarily rejected.
- While applying online for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in the Notification. The candidate should have acquired the prescribed qualification on the last date of receipt of application. The date for determining whether a candidate does possess the required qualification shall be the last date fixed for receipt of application.
- The candidate should ensure that the particulars furnished by him/her are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and/or that he/she has furnished any incorrect/false information or has suppressed any material facts, then his/her candidature will be cancelled. If any of these shortcomings is detected even after appointment, his/her service is liable to be terminated.
- While applying, candidates who are in the service of the Government of India or any of the State Governments should obtain No Objection Certificate from their Head of Office or Department and keep it with them. If the candidate fails to produce the No Objection Certificate as and when called for, his/her candidature will stand cancelled.
- Original Documents to prove Qualification, experience, age, community, non-creamy layer status, etc. have to be produced as and when called for.
- The candidates are also advised to visit the Website of CAPE(www.capekerala.org) at least once in a week to know about the schedule of the test/interview.
- The candidates should note that their admission to the test/interview will be purely provisional based on the information given by them in the Application Form. This will be subject to verification of all the eligibility conditions by the CAPE.
- The mere fact that Call Letter for the test/Interview has been issued to a candidate, will not imply that his/her candidature has been finally cleared or that entries made by the candidate in his/her application for the post have been accepted by the CAPE as true and correct. Candidates may note that the CAPE takes up the verification of eligibility conditions of a candidate, with reference to original documents, only at the time of the interview.

How to apply Online:

- Eligible candidates are required to apply only 'ONLINE' through the website www.capekerala.org. No other means/ mode of application will be accepted. Before proceeding to apply Online, the candidates should read the detailed instructions contained in the Notification, How to Apply, Guidelines for uploading Photograph and Sample Application Form provided in the website. The candidate should be ready with his/her scanned Photograph (in a media) and the details to be filled in the online application.
- The candidate has to remit the Registration fee through SB Collect of State Bank of Travancore by going to the link <https://www.sbtonline.in/prelogin/icollecthome.htm?corpID=384360>
- After remitting the required fee the candidate will get a generated SB Collect Reference number which is required while filling the online application.

- The candidate has to fill in all the required information. The candidate has to upload his/her scanned good quality photograph. Size of this file should not exceed 30 KB. The photograph once uploaded cannot be changed. After satisfying that the information furnished are correct and complete, the candidate can submit the application by clicking the link 'Submit'. The candidates have to ensure the accuracy and correctness of the details furnished in the Online application format before submitting it. The Online application once submitted cannot be modified at a later stage. Candidates submitting more than one application to the same post shall be disqualified and their application will be summarily rejected.
- On submitting (Clicking the Submit link) the Online application, an application ID will be generated which will be displayed in the left top corner of the generated application. The candidate is required to take the printout of the generated application. The candidate is advised to keep a copy of this for future reference.
- The candidates should send only the printout of the Online application generated after clicking the submit link duly signed by the candidates to the address given below:
The Director
Co-operative Academy of Professional Education(CAPE)
1st Floor, Co-Bank Towers
Vikas Bhavan P.O
Thiruvananthapuram - 695033
- Other modes of payment such as Cheque/Money order/Postal Orders, etc. will not be entertained. Fees once paid will neither be refunded on any account nor can it be held in reserve for any other examination.
- Application submitted online does not imply that candidate has fulfilled all the criteria given in the Notification/Rules and application is subject to subsequent scrutiny and the application can be rejected if found to be not fulfilling the eligibility criteria at any point of time.

Important dates:

- Date of commencement of Online registration : 29-03-2016
- The date of closure of Online registration : 20-04-2016