



User Guide for "Documents Upload"

Instructions

- Visit KEA website Clicking on the Admissions > UGCET-2020 > Uploading Of Documents, the User will be directed to the Page shown below.
- Instructions shown below , before proceeding login read the instruction correctly.



ಕರ್ನಾಟಕ ಸರ್ಕಾರ
GOVERNMENT OF KARNATAKA
ಕರ್ನಾಟಕ ಪರೀಕ್ಷಾ ಪ್ರಾಧಿಕಾರ
KARNATAKA EXAMINATIONS AUTHORITY
UGCET-2020 Online Uploading of Documents Process
ಯುಜಿಕೆಇಬಿ-2020 ಆನ್‌ಲೈನ್ ದಾಖಲೆಗಳ ಅಪ್‌ಲೋಡ್ ಮಾಡುವ ಪ್ರಕ್ರಿಯೆ



Instructions for Document Upload

- The documents are to be uploaded as per the eligibility clause and reservations claimed (refer Information Bulletin-2020 for list of admissible documents) by the candidates.
- All the Documents should be uploaded in **PDF** format only. The Size of the each **PDF** should not exceed 1MB.
- If the study certificate contains more than one certificate, then scan all the study certificates continuously one after the other as one single PDF and upload only that single file containing all the study certificates. (Like wise if Kannada Medium Certificate or Rural Study Certificate or any other certificate which are having more than one certificate then scan the certificate in a single PDF and upload that one single PDF)
- Each of the required documents should be scanned separately in **PDF** format only. The file name must be appropriate to easily identify the suitable document during upload.
- Select the appropriate **PDF** document and upload the same against the specific Document name/serial number on the portal.
- Preview & Confirm:** Each of the Uploaded Documents must be Previewed & Confirmed separately before proceeding for final submission. If any of the Uploaded Documents is not viewed and confirmed then declaration cannot be done. If any certificate is not appropriate then re-scan/re-select & upload as mentioned the above steps 1 to 5.
- Declaration with the OTP:** After uploading all the necessary documents select the declaration button with **OTP** (Once declared, further modifications/ re-upload of documents is not allowed. Uploaded documents are to be confirmed with the View option before declaration and if any changes are required, Re-upload the document & then Declare).
- Print the **Acknowledgment Slip** which confirms the list of Uploaded Documents (Only after declaration with successful **OTP**, acknowledgment slip can be printed).
- Preserve the Acknowledgment Slip till the completion of admission process.

ದಾಖಲೆಗಳನ್ನು ಅಪ್‌ಲೋಡ್ (Upload) ಮಾಡಲು ನೋಡುಗಳು

- Clause code ಮತ್ತು ಕ್ಲೇಸ್ ಮಾಡಲಾದ ಮಿಗಿಲಾಗಿ ಅನುಗುಣವಾಗಿ ದಾಖಲೆಗಳನ್ನು Upload ಮಾಡತಕ್ಕದ್ದು. (Upload ಮಾಡದೇಕಾದ ಎಲ್ಲಾ ದಾಖಲೆಗಳ ವಿವರವಾದ ಮಾಹಿತಿಗಾಗಿ ದೆಕ್ಕಾಚಾರ ನೋಡಲು ಸೂಚಿಸಿದೆ).
- ಅಭ್ಯರ್ಥಿಯು ಒಂದಕ್ಕಿಂತ ಹೆಚ್ಚು ವ್ಯಾಸಂಗ ಪ್ರಮಾಣ ಪತ್ರಗಳನ್ನು ಪಡೆದಿದ್ದಲ್ಲಿ, ಎಲ್ಲಾ ವ್ಯಾಸಂಗ ಪ್ರಮಾಣ ಪತ್ರಗಳನ್ನು ಒಂದಾದ ನಂತರ ಒಂದನ್ನು ಸ್ಕ್ಯಾನ್ ಮಾಡಿ ಒಂದೇ (single) ಪಿಡಿಎಫ್ ಮಾಡಿ ಅಪ್‌ಲೋಡ್ ಮಾಡಬೇಕು. (ಗ್ರಾಮೀಣ ವ್ಯಾಸಂಗ ಪ್ರಮಾಣ ಪತ್ರ ಅಥವಾ ಕನ್ನಡ ಮಾಧ್ಯಮ ವ್ಯಾಸಂಗ ಪ್ರಮಾಣ ಪತ್ರ ಅಥವಾ ಇನ್ನಾವುದೇ ಪ್ರಮಾಣ ಪತ್ರಗಳು ಒಂದಕ್ಕಿಂತ ಹೆಚ್ಚು ಪತ್ರಗಳಿದ್ದಲ್ಲಿ, ಅಂತಹ ಎಲ್ಲಾ ಪ್ರಮಾಣ ಪತ್ರಗಳನ್ನು ಒಂದೇ (single) ಪಿಡಿಎಫ್ ಮಾಡಿ Upload ಮಾಡುವುದು.
- ಅಗತ್ಯವಿರುವ ಎಲ್ಲಾ ದಾಖಲೆಗಳನ್ನು PDF ರೂಪದಲ್ಲಿಯೇ upload ಮಾಡತಕ್ಕದ್ದು, ಮತ್ತು ಪ್ರತಿಯೊಂದು ದಾಖಲೆಯ PDF ಫೈಲ್ ಸೈಜ್ 1MB ಯನ್ನು ಮೀರಬಾರದು.
- upload ಮಾಡದೇಕಾದ ಎಲ್ಲಾ ದಾಖಲೆಗಳನ್ನು ಪ್ರತ್ಯೇಕವಾಗಿ PDF ರೂಪದಲ್ಲಿ ಸ್ಕ್ಯಾನ್ ಮಾಡಿ, upload ಮಾಡಲು ಸುಲಭವಾಗುವಂತೆ ಸ್ಕ್ಯಾನ್ ಮಾಡಿದ ಪ್ರತಿಯೊಂದು PDF ದಾಖಲೆ ಫೈಲ್ ಗಳು ಒಂದು ಹೆಸರನ್ನು ನೀಡತಕ್ಕದ್ದು.
- upload ಮಾಡುವಾಗ ಪ್ರತಿಯೊಂದು ದಾಖಲೆಯ PDF ಫೈಲ್ ನ್ನು ಆಯ್ಕೆ ಮಾಡಿಕೊಂಡು, ಕಡ್ಡಾಯವಾಗಿ portal ನಲ್ಲಿ ತೋರಿಸಿರುವ ಆಯಾ ದಾಖಲೆ ಹೆಸರಿನ/ಕ್ರಮ ಸಂಖ್ಯೆಯ ಮುಂದೆಯೇ upload ಮಾಡತಕ್ಕದ್ದು.
- ಪ್ರೀವ್ಯು ಮತ್ತು ಕನ್‌ಫಿರ್ಮ್:** Upload ಮಾಡಿ ಅಂತಿಮ ಸಲ್ಲಿಕೆ ಮಾಡುವ ಮುಂಚೆ ತಪ್ಪಾಗಿ Upload ಮಾಡಿದ ಪ್ರತಿಯೊಂದು ದಾಖಲೆಗಳನ್ನು ಪ್ರತ್ಯೇಕವಾಗಿ ಸರಿಯಾಗಿದೆಯೇ ಎಂದು ಪರಿಶೀಲಿಸಿ ದೃಢೀಕರಿಸಿಕೊಳ್ಳತಕ್ಕದ್ದು, ಒಂದುವೇಳೆ Upload ಮಾಡಲಾದ ದಾಖಲೆ PDF ಸರಿಯಾಗಿಲ್ಲದಿದ್ದರೆ ಪಕ್ಕದಲ್ಲಿ ಮೇಲಿನ ಕ್ರ.ಸಂ. 1ರಿಂದ 4ರಲ್ಲಿ ಹೇಳಿದಂತೆ ಮತ್ತೊಮ್ಮೆ ಮರುಸ್ಕ್ಯಾನ್/ಮರುಆಯ್ಕೆ ಮಾಡಿ Upload ಮಾಡತಕ್ಕದ್ದು.
- OTP ಯೊಂದಿಗೆ ಘೋಷಣೆ:** ಎಲ್ಲಾ PDF ದಾಖಲೆಗಳನ್ನು upload ಮಾಡಿದ ನಂತರ, ಕೆಳಗೆ ನೀಡಲಾದ DECLARATION ಬಟನ್ ಒತ್ತಿದ ಕೂಡಲೇ ಅಪ್‌ಲೋಡ್ ಮಾಡಿದ ದಾಖಲೆಗಳನ್ನು ನಿರ್ದಿಷ್ಟಿತ ಸಂಖ್ಯೆಗೆ ಬಂದಿರುವ **OTP** ಯನ್ನು ನಮೂದಿಸಿದ ನಂತರ ಅಂತಿಮವಾಗಿ ಘೋಷಣೆ ನೀಡತಕ್ಕದ್ದು. (ಅಂತಿಮವಾಗಿ ಘೋಷಣೆ ನೀಡಿದ ನಂತರ ಯಾವುದೇ ದಾಖಲೆಗಳ ಬದಲಾವಣೆ/ ಮರು ಅಪ್‌ಲೋಡ್ ಮಾಡುವ ಆಯ್ಕೆವಿರುವುದಿಲ್ಲ. ಆದ್ದರಿಂದ ಘೋಷಣೆಗೆ ಮುಂಚೆ ತಪ್ಪಾಗಿ ಅಪ್‌ಲೋಡ್ ಮಾಡಲಾದ ದಾಖಲೆಗಳು ಸರಿಯಾಗಿದೆಯೇ ಮತ್ತು ಅದರಲ್ಲಿ ಕ್ಲೇಸ್ ಸಂಖ್ಯೆಯಲ್ಲಿಯೇ ಎಂಬುವುದನ್ನು ಖಚಿತಪಡಿಸಿಕೊಳ್ಳಿ. ಒಂದುವೇಳೆ ದಾಖಲೆಗಳನ್ನು ಬದಲಾಯಿಸಬೇಕಾದಲ್ಲಿ ಮತ್ತೊಮ್ಮೆ ಮರು-ಅಪ್‌ಲೋಡ್ ಮಾಡಿ ನಂತರ ಅಂತಿಮವಾಗಿ ಘೋಷಣೆ ನೀಡತಕ್ಕದ್ದು).
- ಅಪ್‌ಲೋಡ್ ಮಾಡಲಾದ ದಾಖಲೆಗಳ ಪಟ್ಟಿಯ ಪ್ರಿಂಟ್ ಪ್ರತಿಯನ್ನು ಪಡೆದುಕೊಳ್ಳತಕ್ಕದ್ದು.
- ದಾಖಲೆಗಳ ಪಟ್ಟಿಯ ಪ್ರಿಂಟ್ ಪ್ರತಿಯನ್ನು ಪ್ರವೇಶ ಪ್ರಕ್ರಿಯೆ ಮುಗಿಯುವ ತನಕ ತಮ್ಮ ಬಳಿ ಇಟ್ಟುಕೊಳ್ಳತಕ್ಕದ್ದು.

☐ I read the above instructions ಮೇಲಿನ ನೋಡುಗಳನ್ನು ನಾನು ಓದಿದ್ದೇನೆ

Proceed to Login

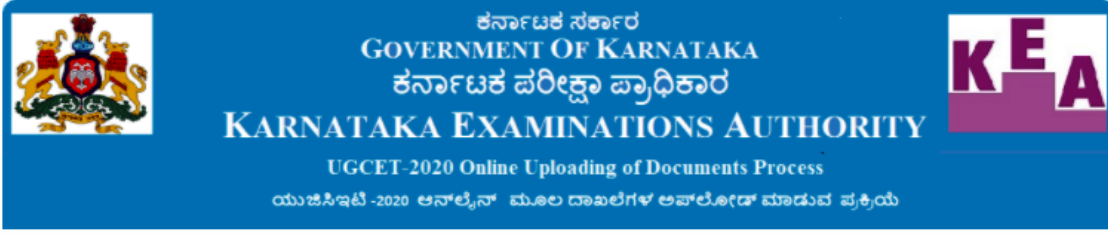
Brought to you by
The Executive Director, Karnataka Examinations Authority,
Tel : 080-23450460 (5-1line)
Website: <http://www.kea.kar.nic.in> E-mail: exam@keasr.org (at) @keasr.org keasr@keasr.org
Version: 1.0 - Date: 05-09-2020

Select the Checkbox,
before
clicking on Login button

Click here to go
Login form

Login form

- To login, please enter user-id, password and captcha text.



Note: Login by using your same user id and password which is used during filling up of Application.

ಸೂಚನೆ: ಆನ್‌ಲೈನ್ ಅರ್ಜಿ ತುಂಬುವಾಗ ಬಳಸಿರುವ User ID ಹಾಗೂ password ಅನ್ನು ನಮೂದಿಸಿ ಲಾಗಿನ್ ಆಗುವುದು.

The login form is titled 'Login' in a green box. It contains a 'User Name' field with a placeholder 'Username', a 'Password' field with a placeholder 'Password', a captcha image showing '107Vt' and 'Q2', and a text input for the captcha. Below these are a green 'Submit' button and a red-bordered 'Forgot Password' link. Annotations include a blue arrow pointing to the username field from a box saying 'Enter proper User-id and password created at the time of registration', a blue arrow pointing to the 'Submit' button from a box saying 'Click the submit button to LOGIN Application', and a blue arrow pointing to the 'Forgot Password' link from a box saying 'Click here, only if the user forgot the Password'.

Enter proper User-id
and password
created at the time
of registration


Click the submit
button to LOGIN
Application

Click here, only if the
user
forgot the Password

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Website: <http://www.kea.kar.nic.in>, E-mail: keauth@keakar.nic.in

Information Form

- In this form, there are tabs namely Home, Application Details, Upload Documents, Upload Declaration, Mobile Number Change, Logout. Before logging out user has to click on "save " button without fail. Whenever, user in again, the previously entered and saved data will be available.
- **Note: Marks with * Fields all are the Mandatory .**

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KEA

Appl no: 400001

Home Application Details Upload Document Upload Declaration Mobile No. Change Logout

Application Details

Application No.	400001	CETNO	AG730
Name	prasanna	DOB	14/01/1996
Clause Code	Clause - o	Father Name	praaa
Nationality	Indian	Category	Category-2B
Rural	Yes	Income	1000
HK	No	Kannada	Yes
Lingustic Minority	Yes	NRI Ward	No
JK	No	Religious Minority	Yes

SSLC/10th std Marks card Register No/Roll No * 20080457365 2nd PUC/12th std Marks card Register No/Roll No * 84511452

RD No. RD4755482512674

Income Certificate Reference No.

Date of Issue 09-09-2020

Caste Certificate RD No.

Save


Note: Marks with * Fields all are mandatory

Enter your 2nd
PUC /12th Std
Mark card
Register
Number/Roll
Number


Enter your SSLC/10th Std
Mark card Register
Number/Roll Number

Click on SAVE
button for save
data

Upload Documents



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Appl no: 400001

Home

Application Details

Upload Document

Upload Declaration

Mobile No. Change

Logout

Clause Documents

Sl no	Document Name	Document Upload	Upload	Preview & Confirm	Upload Status	Confirm Status
1	SSLC/10th standard Marks Card or equivalent Certificate	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Uploaded	Confirmed
2	2nd PUC/12th standard Marks Card or equivalent marks card	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Uploaded	Not Confirmed
3	Certificate showing that the parent is / was a member of Parliament elected from Karnataka issued by the Parliament Secretariat.	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Uploaded	Not Confirmed
4	KEA 'UGCET' Online Registration form (Latest Copy)	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Uploaded	Not Confirmed
5	Photo Identity Proof (PAN Card / DL / Voter ID / Passport / Aadhaar)	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Uploaded	Not Confirmed

Click on choose File button for select the File (PDF format only) upload

Click onupload button for uploaded the respective Documents.

Click on View button to check the upload documents correct or incorrect file

Label

Reservation Claimed Documents

Sl no	Document name	Document Upload	Upload	Preview & Confirm	Upload Status	Confirm Status
1	Caste/Income Certificate (For SC/ST in Form-D, Cat-1 in Form-E and 2A, 2B, 3A & 3B in Form-F Issued by the concerned Tahsildar of Karnataka)	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Uploaded	Confirmed
2	Kannada Medium Study Certificate (Total 10 years [Standards] Kannada Medium Study Certificate from 1st std to 10th std issued by Educational Institution & countersigned by BEO/DDPI)	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Uploaded	Confirmed
3	Rural Area Study Certificate (Total 10 years [Standards] Rural area Study in Karnataka from 1st std to 10th std & countersigned by BEO/DDPI)	<input type="button" value="Choose File"/>	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Uploaded	Confirmed

Next

Click on Next button to Declaration page.

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View Button

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KARNATAKA EXAMINATIONS AUTHORITY
ಸಾಮಾನ್ಯ ಪ್ರವೇಶ ಪರೀಕ್ಷೆ - ೨೦೨೦
COMMON ENTRANCE TEST - 2020
೨೦೨೦-೨೧ ನೇ ಶೈಕ್ಷಣಿಕ ವರ್ಷದ ವೃತ್ತಿಪರ ಕೋರ್ಸುಗಳ ಪ್ರವೇಶಕ್ಕೆ ಅನ್ವೇಷಣಾ ಮುಖಾಂತರ ಸಾಮಾನ್ಯ ಅರ್ಜಿ
COMMON ONLINE APPLICATION FOR ADMISSION TO PROFESSIONAL COURSES FOR THE YEAR - 2020-21
User_Name: 400001

Religious Minority Certificate

Karnataka Examinations Authority
BANGALORE

No. ED/KEA/ADMN/CR-13/2019(P) Date: 21-06-2020

NOTIFICATION

CET-2020 - Original documents to be kept arranged for uploading of documents

- Seat allotment for admission to various Professional Courses for the year 2020, will be based on the documents / certificates uploaded by the eligible candidates.
- In this regard, candidates have to upload the relevant documents / certificates issued by Competent Authority for verification as per their claims made in the online application to claim eligibility and reservation benefits.
- Hence, be prepared with all the necessary certificates / documents with two sets of copies (xerox) duly attested by Gazetted Officer.
- Documents / certificates uploaded by the candidates will be considered for verification of all the disciplines to which the candidate is eligible. Eg: Engineering, Architecture, AYUSH, Farm Science, B-Pharm and Pharm-D, **Medical and Dental** courses.
- The candidate should possess all necessary original documents with them in support of their claim made in the online application. If any candidate fails to upload any of the documents / certificates / marks card, such candidate will not get eligibility to exercise the options for seat allotment.

Eg: If a candidate claimed 3A caste category reservation in the online application and fails to

Religious Minority Certificate

Close

Confirm

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Website: <http://www.kea.kar.nic.in> E-mail: [keauthority-ka\[at\]nic.in](mailto:keauthority-ka[at]nic.in)

Click on close
button to the
uploaded
documents is not
save

Click on confirm
button to save the
documents is
correct file.

Declaration form

- Before clicking on submit button in declaration tab, please read the instructions carefully and make sure that all the upload documents are correct to the belief and knowledge of user .
- If the user is willing to make any changes in his/her application, he/she is advised to do so before declaration.
- If the user is sure about the Upload document by him/her is correct and feels no upload are required, and then he/she can select the Check box and click on the Submit button. This will be the final submission.
- Before declaration please check, you have viewed and confirmed all the uploaded documents (PDF File).

Note: After declaration can't change/No modification uploaded documents.

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Appl no: 40000

Home Application Details Upload Document **Upload Declaration** Mobile No. Change Logout

DECLARATION
I here by declare that all the documents uploaded by me are true and correct to the best of my knowledge and belief. I have gone through the relevant Government Orders, Admission Rules / Information Bulletin and all Notifications / Website Notification issued by Competent Authority for kea - 2020 and understood the same. I undertake that in the event of any document uploaded being found fabricated or forged or incorrect or false at any stage, I shall automatically forfeit my claim to be considered for a UG CET seat or the seat already opted by me in any College in Karnataka. Further in such an event, I will be liable for civil / criminal action as decided by Competent Authority may initiate or take action against me in this regard.

☒ I Agree

Click Here Generate OTP for Final Submission

One Time Password (Sent to your registered mobile no. 993651XX51).

Enter OTP 641113 Submit OTP

Signature of Candidate

Final Submission

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Website: <http://www.kea.kar.nic.in> E-mail: [authority-ke\[at\]nic.in](mailto:authority-ke[at]nic.in) version 1.0.0.0

Select the Checkbox, before clicking on Submit button

Click here to final submission

Click here generate OTP for Final submission

Print Acknowledgement

- After complete the Final Submission the User will be directed to the Page shown below, click on the Print Acknowledgement get the Print.



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Appl no: 10000

[Home](#) [Application Details](#) [Upload Document](#) [Upload Declaration](#) [Mobile No. Change](#) [Logout](#)

Upload Document Declaration already Done!

[Print Acknowledgement](#)

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Mobile Number Change

- If the user is willing to change his/her Mobile Number in his/her application they will click on Mobile No. change tab.

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KARNATAKA EXAMINATIONS AUTHORITY
UGCET-2020 Online Uploading of Documents Process
ಯುಜಿಸಿಇಟಿ-2020 ಆನ್‌ಲೈನ್ ಮೂಲ ದಾಖಲೆಗಳ ಅಪ್‌ಲೋಡ್ ಮಾಡುವ ಪ್ರಕ್ರಿಯೆ

Appl no: 400001

Home Application Details Upload Document Upload Declaration **Mobile No. Change** Logout

One Time Password is sent to your registered mobile no.

User Details

User Id:

Application Number:

Enter Password:

Enter New Mobile Number:

Click here, Generate OTP for Mobile Number Change

Enter proper User-id and password created at the time of registration

Click the submit button to Change the Mobile Number

Click the CHANGE button to Change the Mobile Number

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Forgot Password

- If the user forgets the Password, by clicking the Forgot Password? Link he/she can create a new Password by entering the following details User Id, Application Number, Secret Question, answer and enter the security code and finally click on submit.
- Then the user will be directed to a new window "Create Password". Enter User-Id, Application number, New password, enter the new password in the confirm new password field. Finally click on Change password button.

The screenshot shows the 'Forgot Password' form on the KEA website. The form is titled 'Forgot Password' and includes the following fields and instructions:

- User Id:** A text box containing 'prasanna@123'. An annotation points to this field with the text: 'Type the User Id of the candidate given at the time of registration.'
- Application Number:** A text box containing '400001'.
- Secret Question:** A dropdown menu showing 'What is your vehicle numbe'. An annotation points to this field with the text: 'Mention the secret question and answer which was entered at the time of registration.'
- Answer:** A text box containing '1234'.
- Security Code:** A section with a CAPTCHA image showing 'DXF CV' and the instruction 'Enter the text as shown *'. Below it is a 'Captcha' text box.
- Submit Button:** A blue button labeled 'Submit'. An annotation points to this button with the text: 'Click the submit button to reset the password'.

The form also includes a 'Back' button and a footer with contact information for the Executive Director, Karnataka Examinations Authority.

After Click on submit button following screen will appear to reset the password.

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Create Password

User Id:

Application Number:

New Password:

Confirm New Password:

Click the submit button to create the new password

Enter the new password

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