## **Table of Contents**

۱ţ	pplicant User Guide	2
٧	hat is KSMC Automation System?	2
	How to register a profile?	2
	1. a) Provisional Registration – Studied in Kerala	10
	1. b) Provisional Registration – Studied outside Kerala	11
	2. Old Provisional Data Entry – For applicants who already have Provisional Reg with KSMC	12
	3. Second Provisional Certificate	13
	4. Permanent Registration – For those who have provisional registration with KSMC	13
	5. Permanent Registration – Applicant already having Other State Council Registration	16
	6. Old Permanent Data entry – For applicants who already have Permanent registration with KSM	IC 17
	7. Additional Registration – For applicants who have permanent registration with KSMC	18
	8. No Objection Certificate – For applicants who have permanent registration with KSMC	19
	9. Good Standing Certificate – For applicants who have permanent registration with KSMC	19
	10. RENEWAL – UPDATE Certificate	20
	11. Provisional Foreign Registration	21
	12. Foreign Additional Qualification	27
	13. View Applications	28
	14. Application Detail view	28
	15. Edit Profile details. Change Photo / Signature and Registration status	28

## **Applicant User Guide**

## What is KSMC Automation System?

KSMC Automation System is a solution developed for automating registration and office functions in Kerala State Medical Councils(KSMC). It covers all office related activities such as Registration, Online Payments, Certificate issue etc

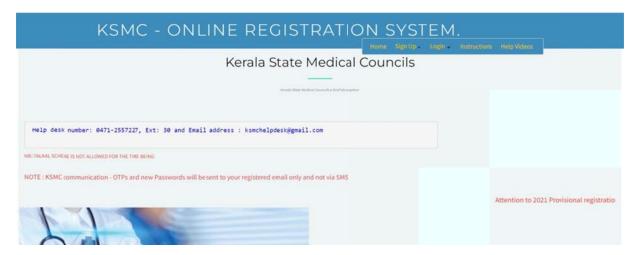
### How to register a profile?

All users are required to register their profiles and update their personal as well as professional details in KSMC automation portal.

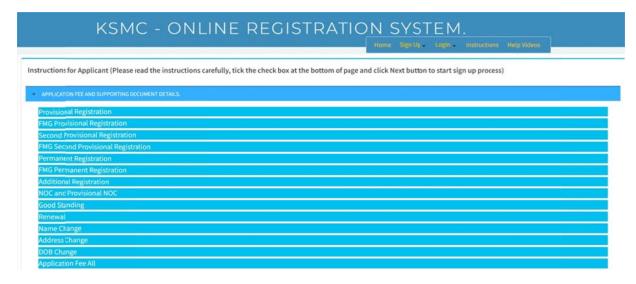
Go to the following URL for registering a profile.

https://automation.medicalcouncil.kerala.gov.in/

### From the menu, go to Sign Up -> Applicant

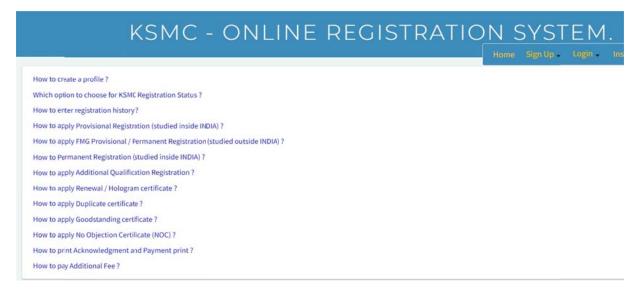


When applicant clicks Sign Up link, the first page shown is instructions page.



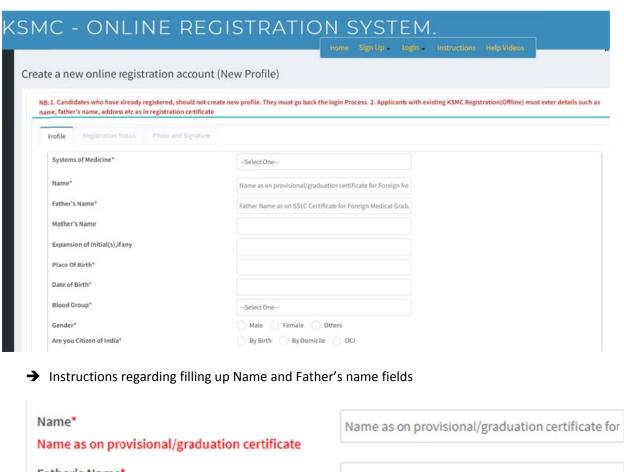
Applicant must read the relevant instructions and accept that instructions have been understood before proceeding further

Help videos have also been provided for additional assistance



Users can click the relevant link and view the video in a pop window. All videos are within a length of 1 to 3 minutes with instructions on how to proceed with the application.

Next is profile creation page which needs to be filled up carefully



Name as on provisional/graduation certificate

Father's Name\*
Name as per SSLC or any other relevant educational document

Instructions regarding fillinf up Address part

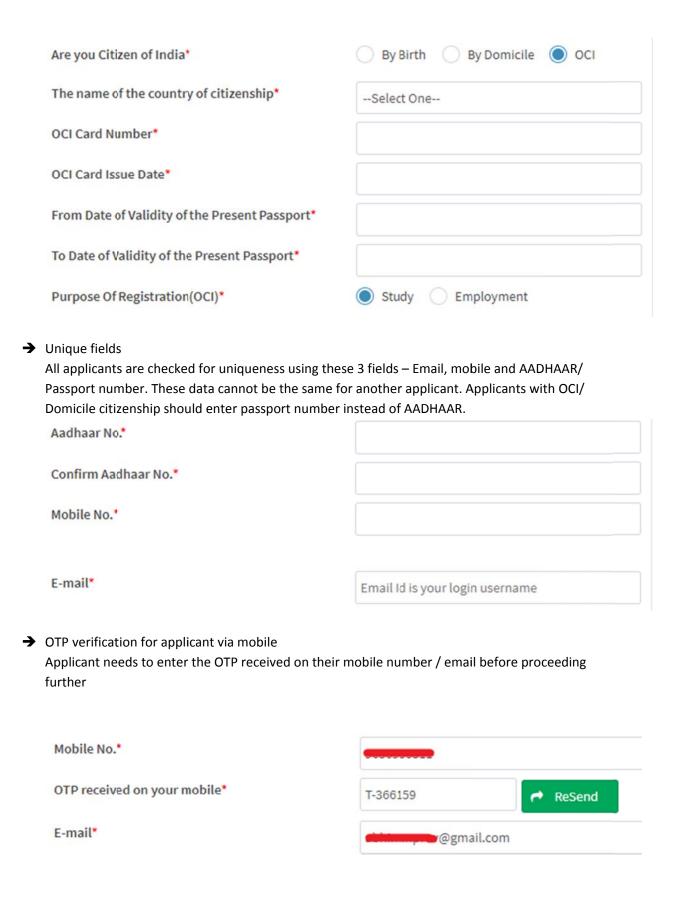
Permanent Address:\*
Enter address info separated by commas without STATE, DISTRICT and PINCODE

Don't specify your pincode, district and state here.

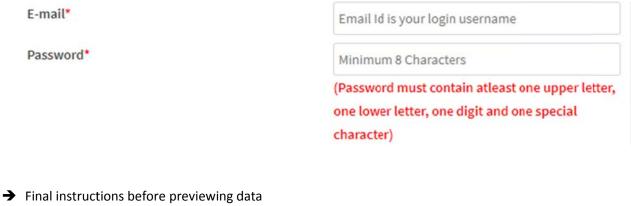
Gender column

Male Female Others

→ OCI Detail entry



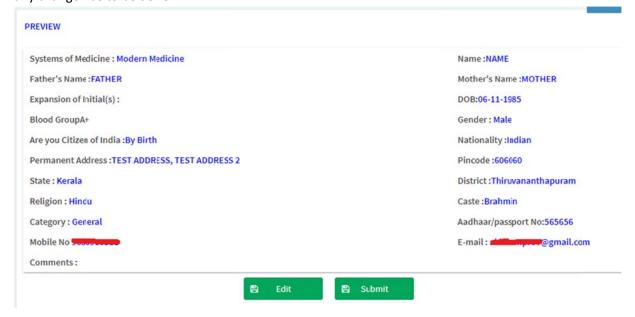
→ Login id and password



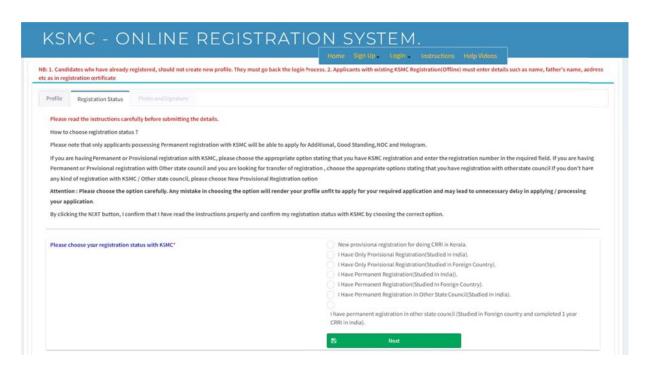


→ Preview Screen

Applicant must verify all data before submitting the details. Edit button is also provided in case any change has to be done.



In the next page, applicant must choose their registration status with KSMC



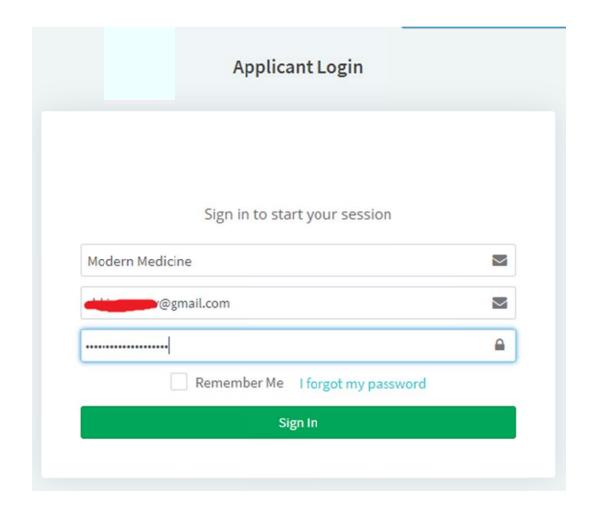
If the applicant has provisional / permanent registration with KSMC, the registration number is to be provided in the box provided. For other options, no need to provide any other info.

Please choose your registration status with KSMC*	New provisional registration for doing CRRI in Kerala.  I Have Only Provisional Registration(Studied In India). I Have Only Provisional Registration(Studied In Foreign Country). I Have Permasent Registration(Studied In India)). I Have Permasent Registration(Studied In Foreign Country). I Have Permasent Registration In Other State Council(Studied In India).
Your KSMC Registration No.*	I have permanent registration in other state council (Studied in Foreign country and completed 1 year CRRI in India).  Next

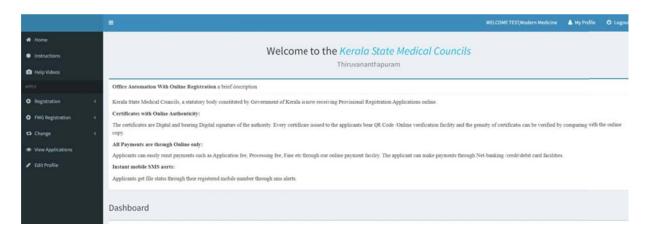
→ Instructions regarding photo and signature



Click Preview Button and verify the details you have submitted. Tick I Agree box and click Submit button to complete your profile creation.

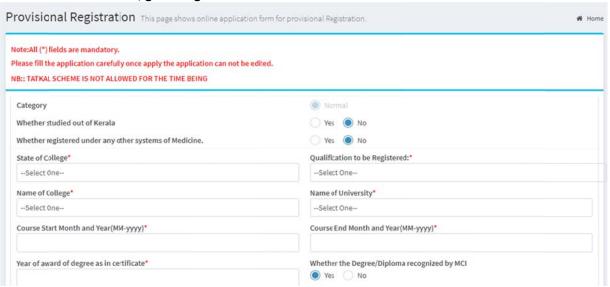


Once login is successful, Applicant is redirected to Dashboard page



## 1. a) Provisional Registration - Studied in Kerala

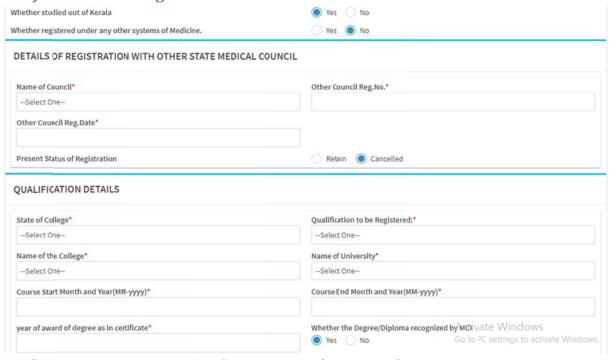
From the menu, go to Registration -> Provisional



#### 1.1 Documents Required:

- a) Attested copy of Basic Qualification Certificate
- b) Birth Certificate or SSLC to prove DOB
- c) Scanned Copy of Letter
- d) Other Documents x 2

## 1. b) Provisional Registration - Studied outside Kerala



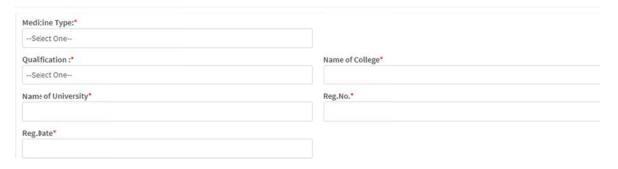
Clarifications: Instructions regarding "Present status of registration"

#### 1.2 Documents Required:

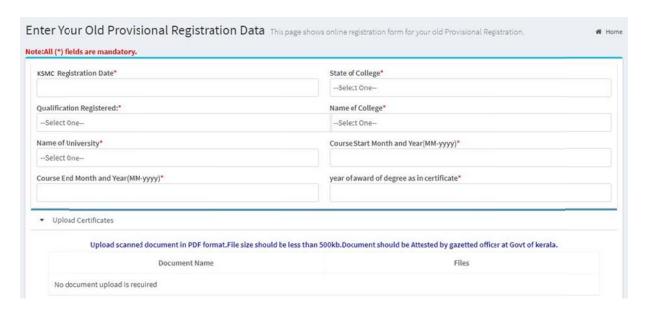
- a) NOC from the institute where the applicant want to do CRRI in Kerala
- b) NOC from the University concerned, for those who studied in a college or university outside Kerala.
- c) No Objection Certificate(in original) from the state council concerned
- d) NOC from Other State College
- e) Provisional Registration Certificate (if present) of Other State Council
- f) Attested copy of the Birth Certificates or SSLC Certificate to prove date of birth.
- g) Pass Certificate
- h) Provisional Registration Certificate (if present) of Other State Council
- i) Other Documents X 2

If applicant is registered under any other medicine type, this section also needs to be filled

#### OTHER SYSTEMS OF MEDICINE DETAILS



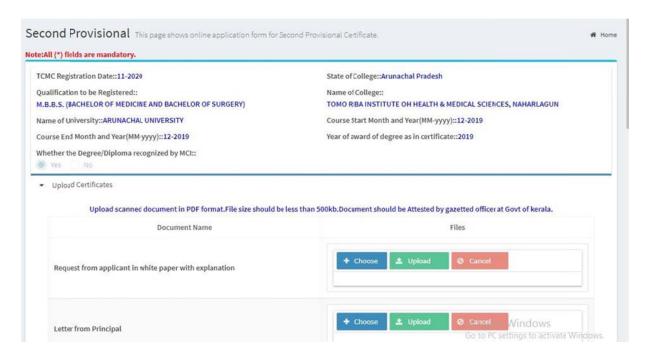
# 2. Old Provisional Data Entry – For applicants who already have Provisional Reg with KSMC



No Document upload required for this step. This page will open only when Applicant has entered Provisional Registration number in the photo and signature upload page

#### 3. Second Provisional Certificate

Go to Apply → Second provisional certificate

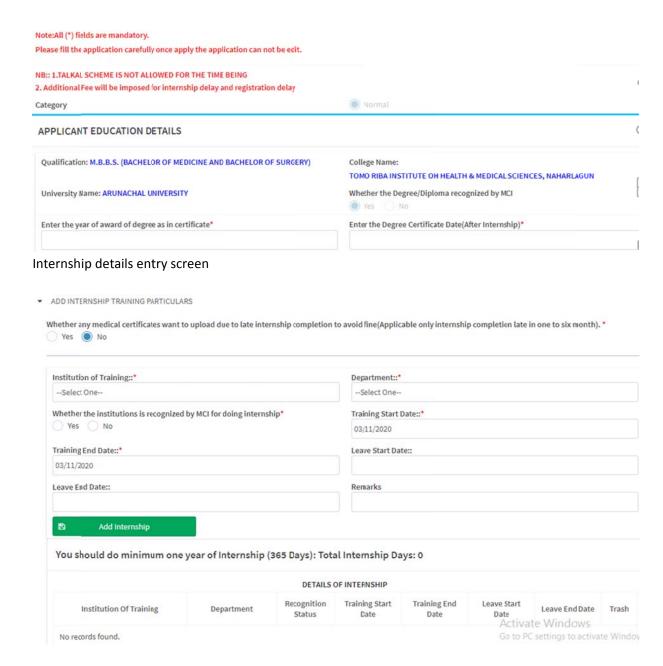


#### 3.1 Documents Required:

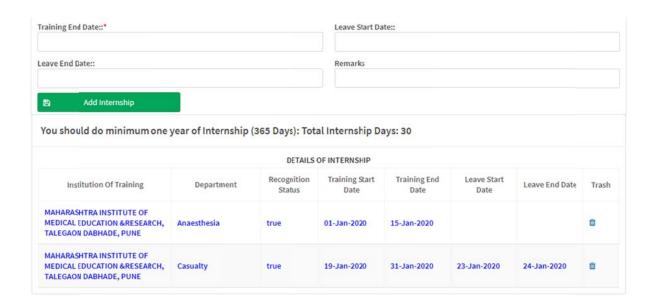
- a) Request from applicant in white paper with explanation
- b) Letter from Principal
- c) Original scanned copy of first provisional Certificate issued from KSMC
- d) Medical Certificate (if applicable)

## 4. Permanent Registration – For those who have provisional registration with KSMC

Click Apply → Permanent



Minimum number of days set as 365 inorder to submit the application



#### 4.1 Documents Required:

- a) Passport photo affixed on plain paper and attested by Kerala Gazetted Officer with Name, Designation and Office Seal
- b) Attested Copy of Degree or Provisional Certificate from the University
- c) Attested copy of House Surgeoncy or Internship Certificate (CRRI)
- d) Attested copy of the Birth Certificates or SSLC Certificate to prove date of birth.
- e) Provisional Registration Certificate (in original) issued by the Travancore-Cochin Medical Council
- f) Other Documents x 5

Clarifications: Regarding CRRI Internship certificate – more information needed or not?

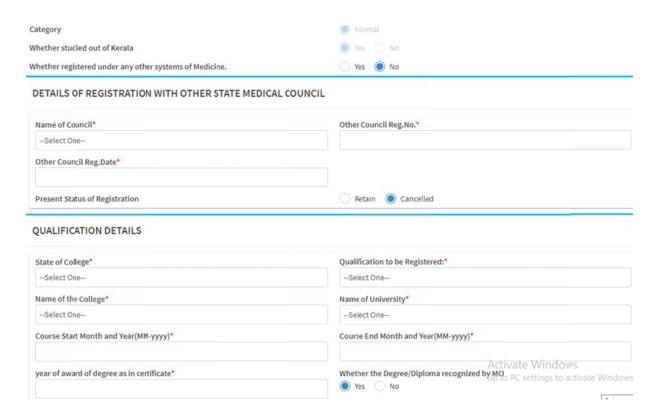
4.2 . Instructions regarding submission of hardcopies in KSMC office

NB:: Please note that applying for Permanent registration online does not mean the application process is complete. The acknoledgement and hard copies of supporting documents must be send to TCMC office at the earliest. Once the documents are received, then only the processing of application will be initiated.

# 5. Permanent Registration – Applicant already having Other State Council Registration

#### Click Apply → Permanent

No internship data entry is made available in this case.



#### 5.1 Documents required:

- a) Passport photo affixed on plain paper and attested by Kerala Gazetted Officer with Name, Designation and Office Seal
- b) Attested Copy of Degree or Provisional Certificate from the University
- c) Attested copy of House Surgeoncy or Internship Certificate (CRRI)
- d) Attested copy of the Birth Certificates or SSLC Certificate to prove date of birth.
- e) Attested copy of Permanent Registration certificate of Other State Council
- f) Attested copy of Permanent or Provisional Registration Certificate of Other State Council (for Homoeopathy)
- g) Original NOC from State Council (For Homoeo and Ayurveda Original NOC after cancellation of registration)
- h) Other Document x 5
- 5.2 . Instructions regarding submission of hardcopies in KSMC office

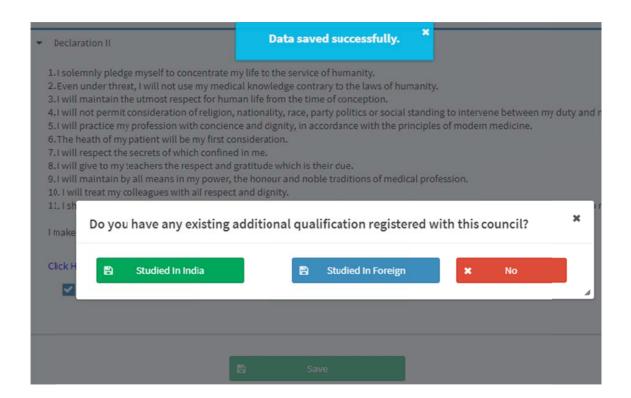
NB:: Please note that applying for Permanent registration online does not mean the application process is complete. The acknoledgement and hard copies of supporting documents must be send to TCMC office at the earliest. Once the documents are received, then only the processing of application will be initiated.

# 6. Old Permanent Data entry – For applicants who already have Permanent registration with KSMC

ote:All (*) fields are mandatory. lease fill the application carefully once apply the application can no	ot be edited.
Registration Date*	State of College*
	Select One
Qualification Registered:*	Name of College*
Select One	Select One
Name of University*	Course Start Month and Year (MM-yyyyy)*
Select One	
Course End Month and Year(MM-yyyy)*	Year of award of degree as in certificate*
▼ Upload Certificates  Upload scanned document in PDF format.File size	should be less than 500kb.Document should be Attested by gazetted officer at Govt of kerala
Document Name	Files

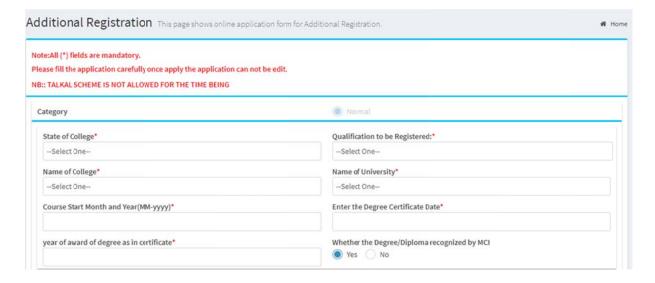
No document upload is needed for this case.

After saving this data, the portal asks for any additional qualification already registered in KSMC – whether studied in India or Foreign country.



# 7. Additional Registration – For applicants who have permanent registration with KSMC

Click Apply → Additional



#### 7.1 Documents required:

a) Attested copy of Additional qualification certificate

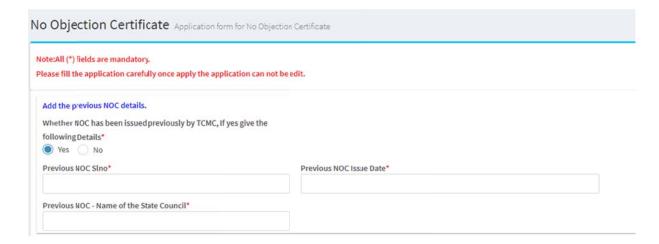
- b) Self attested copy of KSMC Permanent Registration certificate
- c) Other Document x2

#### 7.2 Instructions

NB:: Please note that applying for Additional registration online does not mean the application process is complete. The acknowledgement and hard copies of supporting documents must be send to TCMC office at the earliest. Once the documents are received, then only the processing of application will be initiated.

8. No Objection Certificate – For applicants who have permanent registration with KSMC

Click Apply → NOC



- 8.1 Documents required
  - a) Copy of the Permanent Registration Certificate issued from this Council.
  - b) Copy of Additional registration Certificate(s) issued from this Council (Merge all Additional Certificates to one PDF file and upload)
- 9. Good Standing Certificate For applicants who have permanent registration with KSMC

Click Apply → Good Standing

te:All (*) fields are mandatory. ase fill the application carefully once apply the application can not be	edit.
urpose for the certificate:*	
required to send the certificate directly from the Council by speed ost or by fax or by e-mail to Aboard/Institution or Download by own, lease Select the option* ive full address or details of fax number/e-mail id of Institution:	Download by own

### 9.1 Documents Required

- a) Copy of the Permanent Registration Certificate issued from this Council.
- b) Copy of Additional registration Certificate(s) issued from this Council (Merge all Additional Certificates to one PDF file and upload)

#### 10. RENEWAL - UPDATE Certificate

Go to Apply → Renewal / Hologram certificate

No data entry is required but applicant must upload the relevant documents and make online fee payment.

#### 10.1 Documents required

- a) Copy of the Permanent Registration Certificate issued from this Council.
- b) Passport photo affixed on plain paper and attested by Kerala Gazetted Officer with Name, Designation and Office Seal
- c) Other Documents x 3

## 11. Provisional Foreign Registration

Click FMG  $\rightarrow$  Provisional

## 12.1. Medical Qualification Details

e:All (*) fields are mandatory. d Carefully:: First Add Medical Qualification>Next Add Educational Qualification (10tl   Passport Details>Next Add Other Details>Next Upload All Supporting Documents- >Next Read all ethics, click the 'Accept' Button>Next click the 'I Agree' Check Box	->Next Read the declarationI and II>Next Click the 'Read the Code Of Medical Ethics'
MEDICAL QUALIFICATION	
Medical Qualification Name	Country Name*
Select One	Select One
Name of Institution*	Address of Institution*
Select One	
Institution State	
Institution City	Institution Zipcode
Institution Authentic Email Id(Use comma separation if more email have)*	Embassy Name
	Select One
Embassy Authentic Email ID	Name of SENTRALNIYA OVIR(Registration DepttOVIR) (Ministry of Foreign Affairs or Interior Ministry City
Address of SENTRAL NIVA OVIR/Registration Deptt -OVIR)/Ministry of Foreign Affairs	Select One

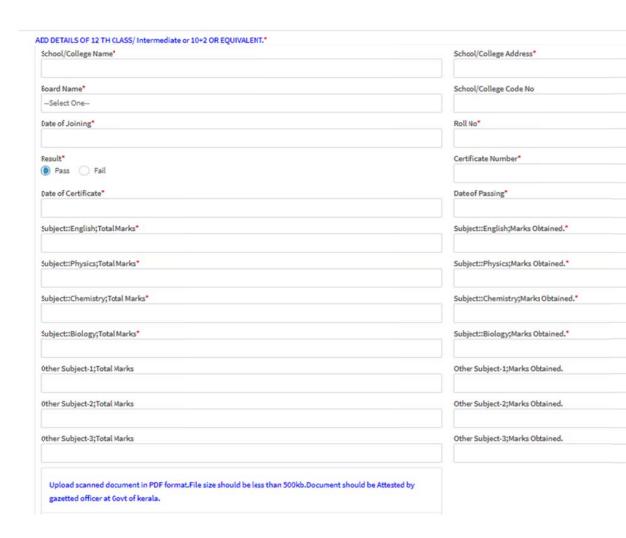
ddiess of SENTRALNIYA OVIR(Registration DepttOVIR)(Ministry of Foreign Affairs	Select One	
or Interior Ministry City	Registration Number/OVIR No.*	
niversity/Licensing Body*	Course Start Month and Year(MM-yyyy)'	
ouise End Month and Year(MM-yyyy)*	Year Of Passing*	
eccgnition Status of Institution and Course*	Remarks	
Recognised Not Recognised		
EDIUM OF INSTRUCTIONS/COURSE*  English Other		
EDIUM OF CERTIFICATE*		
English Other		
ALIFICATION DETAILS ABOVE*  Yes  No	Add Medical	
	Qualification	
DETAILS OF EDUCATIONAL QUALIFICATIONS:-		
DETAILS OF EDUCATIONAL QUALIFICATIONS:- ADD DETAILS OF 10 TH CLASS/ MATRIC/ HIGH SCHOOL OR EQUIVALENT.*	Qualification	
DETAILS OF EDUCATIONAL QUALIFICATIONS:-  ADD DETAILS OF 10 TH CLASS/ MATRIC/ HIGH SCHOOL OR EQUIVALENT.*  School/College Name*  Board Name*	Qualification	
DETAILS OF EDUCATIONAL QUALIFICATIONS:-  ADD DETAILS OF 10 TH CLASS/ MATRIC/ HIGH SCHOOL OR EQUIVALENT.*  School/College Name*	Qualification  School/College Address*	
DETAILS OF EDUCATIONAL QUALIFICATIONS:-  ADD DETAILS OF 10 TH CLASS/ MATRIC/ HIGH SCHOOL OR EQUIVALENT.*  School/College Name*  Board Name* Select One	School/College Address*  School/College Code No	
DETAILS OF EDUCATIONAL QUALIFICATIONS:-  ADD DETAILS OF 10 TH CLASS/ MATRIC/ HIGH SCHOOL OR EQUIVALENT.*  School/College Name*  Board Name* Select One	School/College Address*  School/College Code No	
DETAILS OF EDUCATIONAL QUALIFICATIONS:-  ADD DETAILS OF 10 TH CLASS/ MATRIC/ HIGH SCHOOL OR EQUIVALENT.*  School/College Name*  Board Name* Select One  Date of Joining*	School/College Address*  School/College Code No  Roll No*	
DETAILS OF EDUCATIONAL QUALIFICATIONS:-  ADD DETAILS OF 10 TH CLASS/ MATRIC/ HIGH SCHOOL OR EQUIVALENT.*  School/College Name*  Board Name* Select One  Date of Joining*  Result*  Pass Fail	School/College Address*  School/College Code No  Roll No*	
DETAILS OF EDUCATIONAL QUALIFICATIONS:-  ADD DETAILS OF 10 TH CLASS/ MATRIC/ HIGH SCHOOL OR EQUIVALENT.*  School/College Name* Select One  Date of Joining*  Result*  Pass Fail  Date of Certificate*	School/College Address*  School/College Code No  Roll No*  Certificate Number*  Date of Passing*	
Board Name* Select One  Date of Joining*  Result*  Pass Fail  Date of Certificate*  Total Marks	School/College Address*  School/College Code No  Roll No*  Certificate Number*	

Add Qualification

12.3. Education - 11<sup>th</sup>

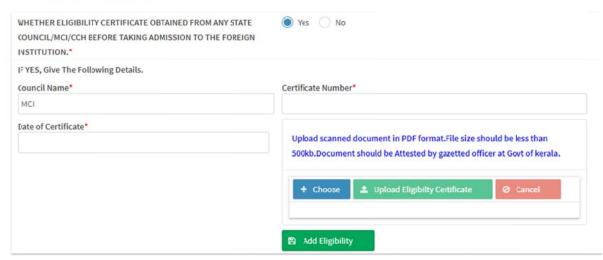
ADD DETAILS OF 11 TH CLASS OR EQUIVALENT.*	
School/College Name*	School/College Address*
Board Name*	School/College Code No
Select One	
Date of Joining*	Roll No*
Result*  Pass Fail	Certificate Number*
Date of Certificate*	Date of Passing*
Subjects – Enter one after another separated by comma*	Total Marks
Marks Obtained	Percentage of Marks
Upload scanned document in PDF format.File size should be less than 500kb.Document should be Attested by gazetted officer at Govt of kerala.  + Choose	

12.4. Education – 12<sup>th</sup>



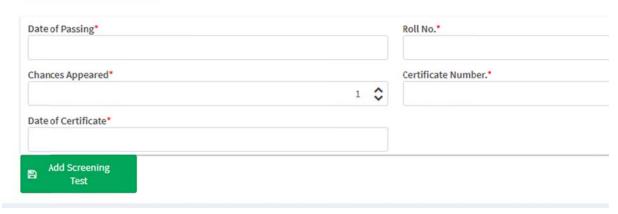
#### 12.5. Eligibility certificate

▼ ELIGIBILITY CERTIFICATE OBTAINED:-



## 12.6. Screening Test

▼ SCREENING TEST PARTICULARS:



### 12.7. Passport details

▼ PASSPORT DETAILS

Passport No.*	Address as on Passport*
Place of Issue*	
Date of Issue*	Expiry Date*
Date of leaving India*	Date of returning to India*
DID YOU EVER CHANGE/LOSS THE PASSPORT – DUE TO ANY REASON:-  Change Lost Not Changed	
Reason for change/loss of passport*	Previous Passport No.*
Place of Issue*	Date of Issue*
Address as on Passport*	

#### 12.8. Other Details

#### OTHER DETAILS

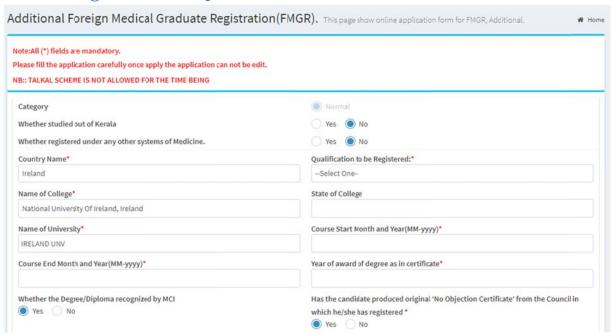
WHETHER HE/SHE HAS UNDERGONE PRACTICAL TRAINING BEFORE OR AFTER	GIVE DETAILS*
OBTAINING THE MEDICAL QUALIFICATION AS REQUIRED BY THE LAWS/RULES OF	GIVE DETAILS
THE CONCERNED FOREIGN COUNTRY / HAS HE/ SHE UNDERGONE THE	
PRESCRIBED TRAINING IN AN APPROVED HOSPITAL IN INDIA*  Foreign India	
HAVE YOU BEEN DEBARRED BY ANY EDUCATIONAL INSTITUTION/UNIVERSITY IN	
INDIA FROM STUDYING IN INDIA.*	
Yes No	
Yes No	
ARE YOU REGISTERED IN ANY FOREIGN COUNTRY?*  YES NO	
WHETHER THE QUALIFICATION AWARDED IS SUFFICIENT TO PRACTICE MEDICINE IN T TOTHE EFFECT THAT THE QUALIFICATOIN IS RECOGNISED FOR REGISTRATION AND PF	
TOTHE EFFECT THAT THE QUALIFICATOIN IS RECOGNISED FOR REGISTRATION AND PE	

#### 12.9. Documents required

- a) Copies Of MBBS or MD Physician Degree
- b) Copies Of Mark sheet MBBS or MD Physician Degree
- c) Eligibility Certificate issued by KSMC or MCI for admission to Undergraduate Medical Course at abroad
- d)Copies of Screening Test result
- e) Copy of all the pages of all Passports showing visa the date of Emigration and Immigration from and to Foreign country and India
- f) Scanned copy of passport size color photograph affixed on plain paper and attested by a Gazetted officer of Government of Kerala
- g) Scanned image of Demand Draft of required fee drawn in favour of the Board issuing the 12th (10+2) equivalent certificate if applicable
- h) Scanned image of Demand Draft of required fee drawn in favour of the Board issuing the 12th (10+2) equivalent certificate if applicable
- i) Scanned copy of self affidavit in prescribed format on stamp paper worth Rs. 100
- j) Copies of Pass Certificate of 12th Class (10+2) or equivalent examination (Showing all the subjects and Name of the School)

- k) Affidavit in new format for FMG applicants from de-listed universities
- I) Other Document x 4

## 12. Foreign Additional Qualification



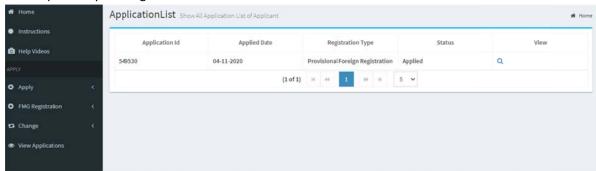
#### 13.1. Documents required:

- a) Copies Of MBBS or MD Physician Degree
- b) Copies Of Mark sheet MBBS or MD Physician Degree
- c) Eligibility Certificate issued by KSMC or MCI for admission to Undergraduate Medical Course at abroad
- d) Copies of Screening Test result
- e) Copy of all the pages of all Passports showing visa the date of Emigration and Immigration from and to Foreign country and India
- f) An Affidavit for delay in applying for Registration is more than 30 days after completion of Internship
- g) Letter from the Indian Embassy concerned that the medical qualification possessed by the candidate is a recognized one or not

### 13. View Applications

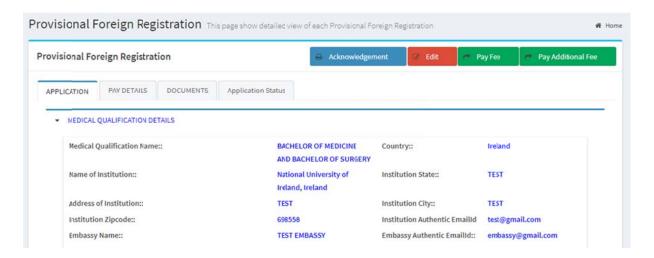
#### **Login and Click View Applications**

Applicants can view list of submitted applications and can access detailed view page for more options by clicking search icon



## 14. Application Detail view

Applicants can print acknowledgment, edit application, pay fee and pay additional fee from this screen.



## 15. Edit Profile details, Change Photo / Signature and Registration status

Applicants can Login  $\rightarrow$  Click edit profile page to correct profile details, registration status and correcting profile photo and signature.