

29th November 2021

eSERVICES CIRCULAR - I

Various eServices are being added for the benefit of students in the portal, www.sbte.kerala.gov.in. The services already available are, for Provisional Certificate and Provisional Grade cards. The next set of eServices to be rolled out are,

Name Correction : The facility for Name correction (as per SSLC / equivalent certificate) shall be permitted. This facility shall be available only once, before the issue of Original Certificate / Grade card.

- The request for name correction can be initiated by the student from his login.
- PDF / JPEG of the SSLC / Equivalent certificate need be uploaded along with the application. The maximum size of the file is limited to 512 KB
- The institution should define the workflow required at the institution.
- Principal shall forward the request (online) to JCTE, with the recommendation that necessary changes are made in the Admission register and verifying the document submitted.
- Once the request is approved at the O/o JCTE, the name of the candidate shall be updated.

Necessary workflow need be set at the institution.

Date of Birth Correction : Thus facility is similar to that of Name correction and follows the same procedure.

Necessary workflow need be set at the institution.

Change of Address : Candidate can change his/ her Communication / Permanent Address. This process can be completed by the candidate without any involvement from the part of institution. **Workflow definition not required.**

Change of Account Details : Candidate can change his/ her Account Details. This process can be completed by the candidate without any involvement from the part of institution. **Workflow definition not required.**

The candidate shall be able to view the status of applications submitted through the portal and also download the certificate.

Please update the workflow definition at the institution and forward the Name, DoB correction requests online to this office.

K.N Sasikumar
JOINT CONTROLLER

To,
All Polytechnic Colleges.