

## **GENERAL INSTRUCTIONS**

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1. Candidates may apply OFFLINE or can purchase application form directly from Kerala Press Academy office.
2. Candidates must pay Rs. 300/- for application form by Demand Draft in favour of Secretary, Kerala Press Academy, Kakkanad, Kochi - 30
3. Candidates belonging to SC/ST/OEC need pay only Rs. 150/- by Demand Draft for the form
4. Candidates opting to apply OFFLINE may download the application and send the duly filled form by post along with Demand Draft to The Secretary, Kerala Press Academy, Kakkanad, Kochi - 30. No need to send copies of any certificates along with the application.
5. Candidates must produce original certificates and self-attested copies of the following at the time of Interview.
  - Original degree certificates
  - Mark lists of degree terminal/semester examinations
  - Relevant page of SSLC certificate showing date of birth
6. The fee for the course is fixed at the rates shown below. The fee should be paid in advance.

Tuition fee	:	Rs. 20,000
Caution Deposit	:	Rs. 3,500 (will be refunded)
Admission Fee	:	Rs. 300
Library Fee	:	Rs. 250
<b>Total</b>	:	<b><u>Rs. 24050</u></b>

7. Students belonging to eligible communities are entitled to get reservations as per Government rules.
8. An admitted candidate, who wants to discontinue his/her studies before attending any classes, can seek refund giving an application in writing.
9. All students have to strictly observe the conduct rules which are in force in the Institute.
10. Expenses related to stationary, tapes, teaching aids, travelling, lodging and boarding incurred during practical work, study tours etc., have to be borne by the students.
11. Failed candidates have to pay examination fee prescribed by the institute for subsequent appearance.
12. All correspondence should be addressed to The Secretary, Kerala Press Academy, Kakkanad, Kochi - 682030. Ph.: 0484-2422275