



## BAR COUNCIL OF KERALA

### ONLINE ENROLMENT

In view of the restrictions imposed by the Government as a result of the rapidly evolving COVID-19 pandemic, limitation imposed on public gathering, non availability of stay facilities and also considering the loss of seniority of enrolment etc, the Bar Council of Kerala proposes to conduct an online enrolment in the present circumstances through a web based video conferencing portal. For this purpose the platform we have chosen is Cisco Webex meeting. **Eligible candidates who wish to opt for online enrolment should give their consent through the website of the Bar Council by login with your user ID and password created at the time of registering for Enrolment. In case, non availability of smart phone/ desktops/laptops etc candidates can use the facility through Akshaya center or any other similar service providers. Only eligible candidates will be allowed. Defective applications will not be entertained.**

Those who are willing to participate in the online enrolment process shall file an undertaking on stamp paper worth Rs. 100/- stating that all the documents uploaded in the website are absolutely genuine and the originals of the said documents will be produced before the Bar Council of Kerala for personal verification as and when called for. In case any disparity or fraudulent certificate is found on verification, appropriate legal action and cancellation of enrolment will be initiated against the candidate. The undertaking shall be self attested by the candidate. The undertaking has to be uploaded in the website **on or before 16.06.2020** and the original undertaking shall be forwarded to the Secretary, Bar Council of Kerala by Speed post **within 17.06.2020**.

### INSTRUCTIONS TO CANDIDATES

**(For submit your willingness and upload willingness)**

1. Note :- **You can't change the willingness After Submission.**
2. Select Willingness status.

The screenshot shows a web interface for a candidate. At the top, there is a green button labeled 'CANDIDATE HOME'. Below it, there is a link 'Download Applied Form'. The main heading is 'Willingness in Participating Online Enrolment Programme'. There are two radio button options: 'Yes, I am willing to participate in online enrolment programme.' and 'No, Not Interested.'. A red warning message states 'You can't change the willingness after submission!!'. At the bottom, there is a blue button labeled 'Submit Willingness'. In the bottom left corner, there is a 'Follow Us' section with icons for Facebook, Twitter, and RSS.

3. If you select “**Yes, I am willing to participate in online enrolment programme.**” Then you should must attach scanned copy of filled Undertaking document in Rs.100 Stamp paper. Scanned Undertaking document should be clearly readable and in Maximum size of 100 Kb and Minimum 60 Kb and in jpeg format. Then you should click “**Submit Willingness**” button, then one

confirmation alert will show, please click "Ok" to confirm your willingness.

Welcome to Bar Council of Kerala

barcouncilkerala.org says  
Are you sure to submit willingness? You can't change this after submission!!

OK Cancel

BAR COUNCIL OF KERALA  
COCHIN 682031

HOME PERSONAL PROFILE

CANDIDATE HOME

Download Applied Form

**Willingness in Participating Online Enrolment Programme**

Yes, I am willing to participate in online enrolment programme.  
 No, Not Interested.

Undertaking: Choose File Undertaking.jpg *Please attach image in maximum size of 100 Kb minimum 60 Kb.jpg format*

You can't change the willingness after submission!!

Submit Willingness

4. Successfully submitted your willingness status.

CANDIDATE HOME

Download Applied Form

**You are successfully opted for participating in online enrolment programme. please send Undertaking to Barcouncil Office as specified....**

Follow Us

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5. If you select "No, Not Interested."

Then you will must filled remarks field. Then you should click "Submit Willingness" button, then one confirmation alert will show, please click "Ok" to confirm your willingness.

Welcome to Bar Council of Kerala

barcouncilkerala.org says  
Are you sure to submit willingness? You can't change this after submission!!

OK Cancel

BAR COUNCIL OF KERALA  
COCHIN 682031

HOME PERSONAL PROFILE

CANDIDATE HOME

Download Applied Form

**Willingness in Participating Online Enrolment Programme**

Yes, I am willing to participate in online enrolment programme.  
 No, Not Interested.

Remarks: I am not interested


You can't change the willingness after submission!!

Submit Willingness

Follow Us

6. Successfully submitted your willingness status.

Welcome to Bar Council of Kerala Online Enrolment Registration Help Line No **+91 484 2394195, 2393810**



**BAR COUNCIL OF KERALA ONLINE ENROLMENT REGISTRATION**




WELCOME CDL TESTING

HOMEPERSONAL PROFILEACADEMIC PROFILEDECLARATIONPAYMENT DETAILSFORMS ▾ACCOUNT ▾HELP

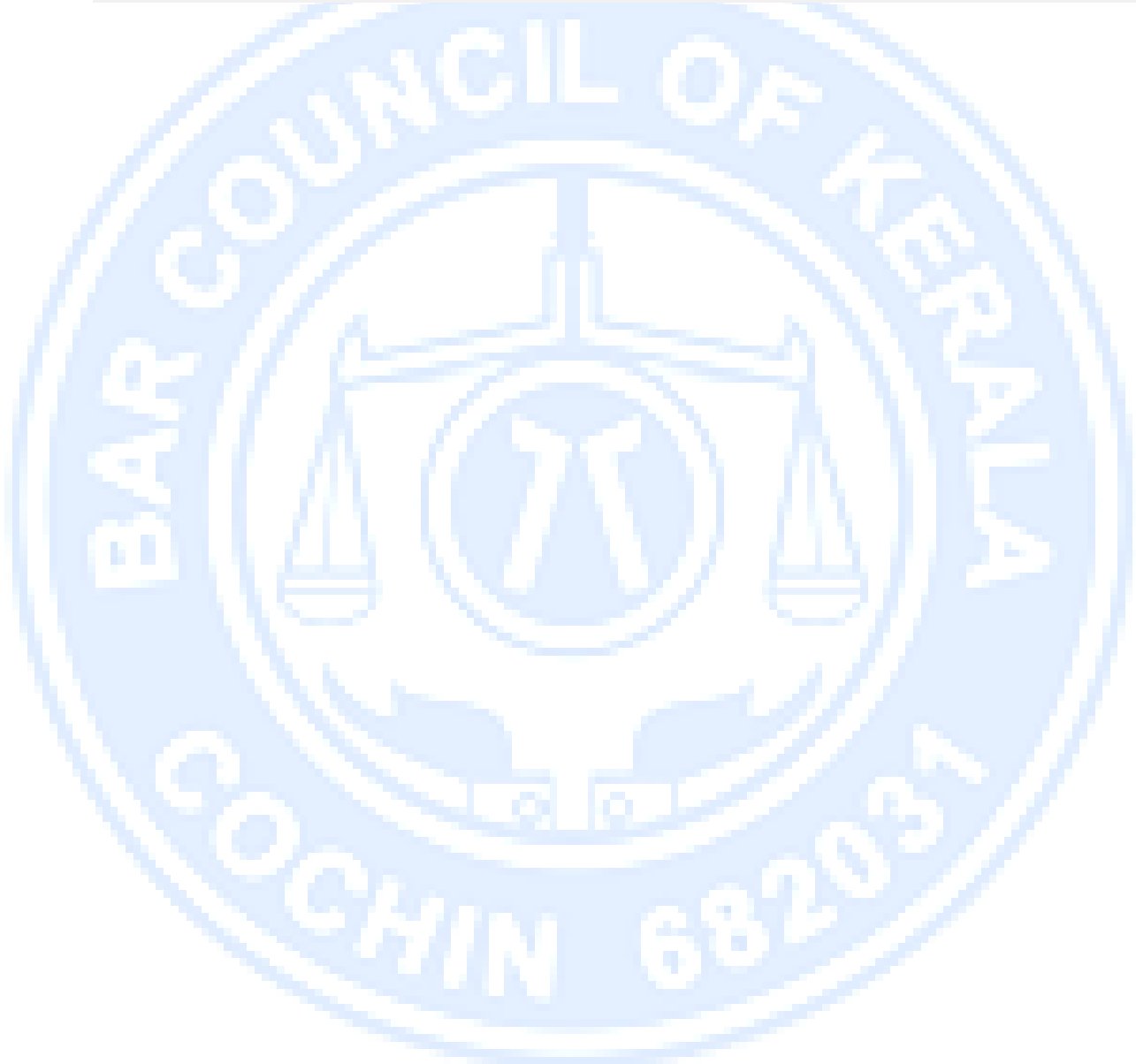
CANDIDATE HOME

**You are removed from online enrolment programme. Your enrolment will be held as in regularly.**

Follow Us



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**INSTRUCTIONS TO CANDIDATES**  
**(For Download/ Install Webex App)**

Please click the below link for instructions as how to download and operate the Cisco Webex meeting application.

1. For Webex meeting the minimum hardware requirement is a smart phone(Mobile) or desktop computer with webcam or Laptop with webcam with high speed internet connectivity.
2. To join Webex meeting through Desktop / Laptop, first install the webex client application from the Cisco web site. (use this link for downloading webex client application: <https://www.webex.com/downloads.html>).
3. To Join webex meeting through smart phone(mobile), install webex client application from google play store or apple store. (for google play store: <https://play.google.com/store/apps/details?id=com.cisco.webex.meetings>; for iPhone / Ipad : [https:// apps.apple.com/us/app/cisco-webex-m...ee.ngs/id298844386](https://apps.apple.com/us/app/cisco-webex-m...ee.ngs/id298844386) ).
4. Join Webex meeting and the candidates will receive a login ID and password from Bar Council. They need to enter Meeting Number, Name of candidate, email Id and click on to Join meeting and then enter your password. **After login candidates need to update profile photo as your photo** given in enrolment application.
5. To join Webex meetng; please run the application and choose “join meeting”.
6. After connecting Webex meeting ensure the following:-
  - Camera should be **ON** mode throughout the session and Microphone should be in **OFF** condition.
  - Camera should be focused on your face ‘without wearing mask’ throughout the session. Please ensure proper lighting in the room.
  - Your location should be noise free and in clear background.
  - You must keep your swearing form/Oath form ready.
7. Meeting ID and password should not be disclosed to anyone.
8. In case any technical error / failure happened during the course of meeting, the candidate will be provided another chance later as an when notified.
9. Resource for Webex operation [www.youtube.com/watch?v=zK3TIXsgosU](http://www.youtube.com/watch?v=zK3TIXsgosU).

**INSTRUCTIONS TO CANDIDATES**  
**(For Trial run & Online Enrolment)**

The Bar Council is conducting 3 (Three) Trial runs. Please note that online enrolment can be conducted only after the successful completion of Trial run for eligible candidates.

**Trial-1 (16-06-2020 Time 11 AM):** This trial is for technical feasibility of the process of enrolment. Candidates and our technical team will participate. Candidates shall also participate in the trial run.

**Trial-2 (17-06-2020 Time 11 AM):** This session will explain online enrolment procedures to be followed. Candidates should be ready with the hardware requirements mentioned in the instructions by 10.15 AM. They can clear their doubts regarding web based online enrolment. Candidates will be provided respective help line numbers according to their application numbers. They only need to contact for further queries in the given phone number.

**Trial-3 (26-06-2020 Time 11 AM):** This session will be exactly like online enrolment. Candidates should get ready by 10.15 AM before commencement of Enrolment. Attendance of candidate is mandatory; **those candidates who do not attend the final trial will be deemed to be excluded from the final enrolment function.** All are requested to keep their Mobile phones/ Tablets/ laptops get battery fully charged and ensure data balance for final day online enrolment function.

**Final Enrolment (27-06-2020 Time 11 AM):** This is the real online enrolment. Proposed candidates should be ready **in Advocate robes which is compulsory** at 10.15 AM and well equipped with the hardware requirements for this function. Attendance is mandatory for all the candidates. If any candidate is absent on that day he will not be treated as enrolled. Enrolment certificates will be issued only after personal verification in the Office. Personal verification shall be done within three months.

**All the eligible candidates are requested to follow the above instructions strictly.**

**Check List for candidates for attending three trial runs**

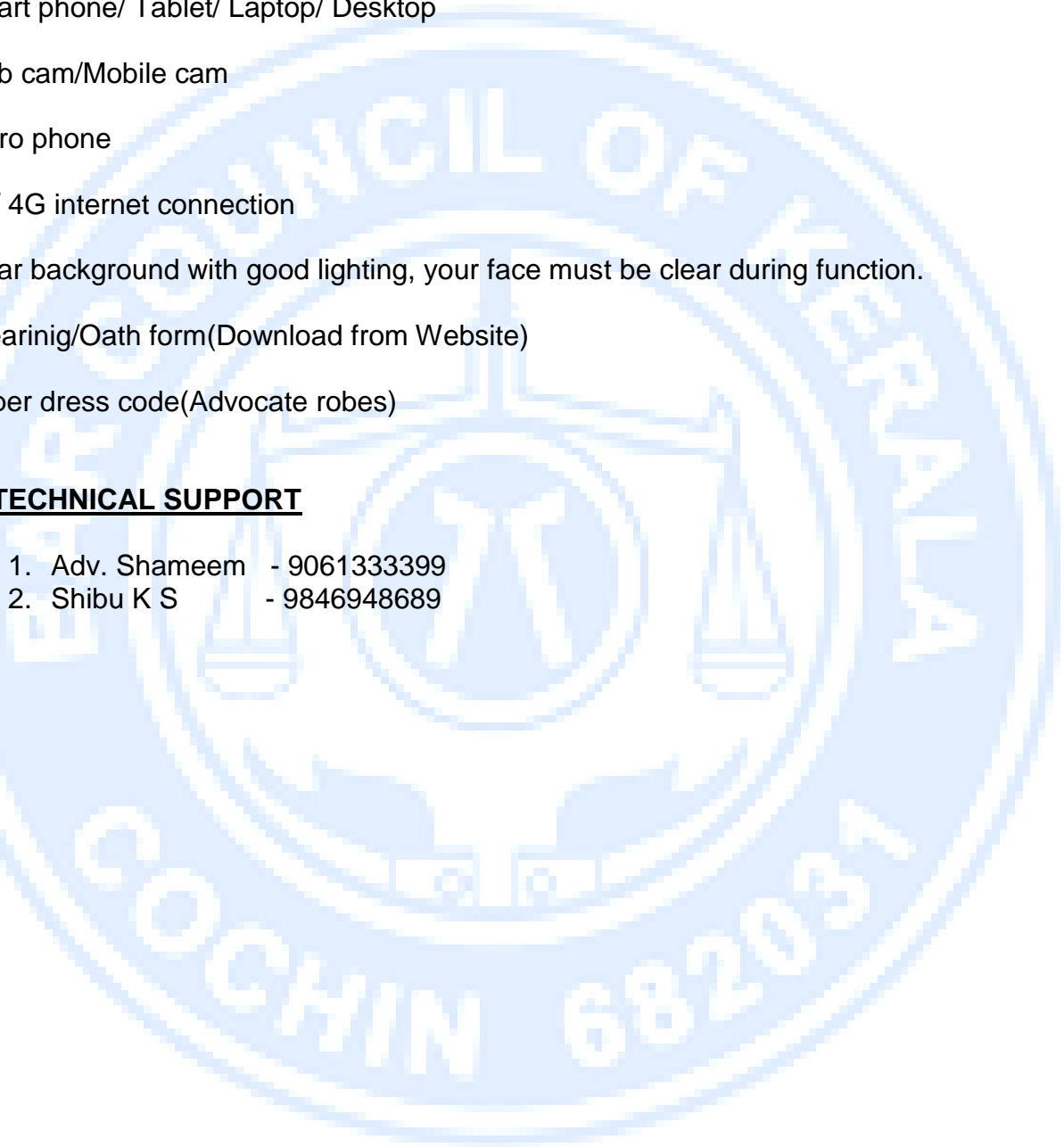
1. Select Your willingness “YES” in website, Attach signed undertaking

**Check List for candidates to ensure before attending three trial runs and online Enrolment**

1. Smart phone/ Tablet/ Laptop/ Desktop
2. Web cam/Mobile cam
3. Micro phone
4. 3G/ 4G internet connection
5. Clear background with good lighting, your face must be clear during function.
6. Swearingin/Oath form(Download from Website)
7. Proper dress code(Advocate robes)

**FOR TECHNICAL SUPPORT**

1. Adv. Shameem - 9061333399
2. Shibu K S - 9846948689



**UNDERTAKING** (Rs.100/- stamp paper)

I.....(Name).....S/o, D/o.....  
residing at..... is willing to participate in the online enrolment and  
I swear and declare that all the certificates & documents uploaded in the website  
are absolutely genuine and the originals of the said certificates,documents,  
affidavit etc will be produced by me before the Bar Council of Kerala for personal  
verification as and when called for. In case any disparity or fraudulent certificates  
and documents are found on further verification, I hereby consent that  
appropriate legal action including cancellation of my enrolment shall be initiated  
against me. I further declare that no criminal case is pending against me before  
any Court of Law.

Name of Candidate.....

Application No.....

Date.....

Signature of Candidate

## INSTRUCTIONS TO CANDIDATES

### PROCEDURE TO BE FOLLOWED for join Meeting

Link.....By clicking on the link the following will appear ↓

10:48

4G



Sync and join meetings directly from your watch.



Join Meeting

Sign In

Don't have an account? [Sign Up](#)

**Click to Join Meeting**

**Enter Meeting Number provided by BCK**

Cancel

Join Meeting

Join

Meeting Number or URL

If you are invited to a Personal Room, you can enter the URL

company.webex.com/meet/username

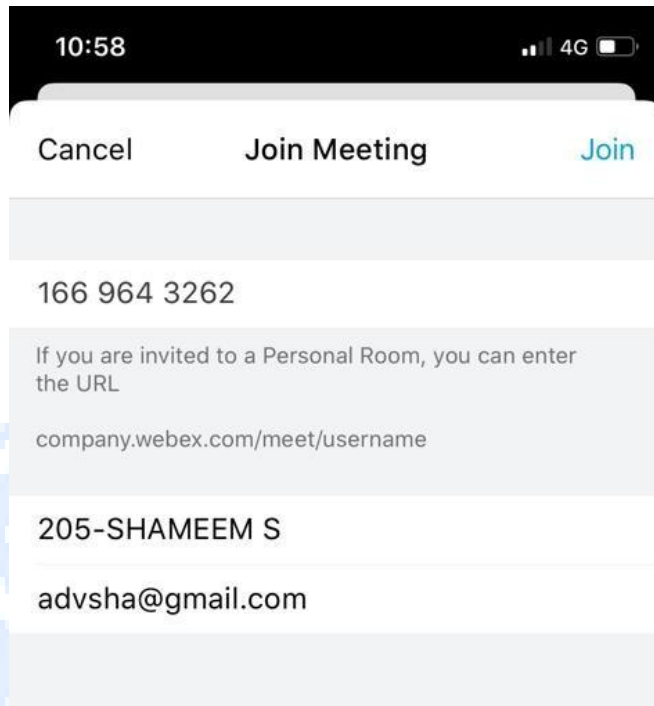
**Enter Your full Name with Register Number (Eg. 205 - SHAMEEM S)**

Your name

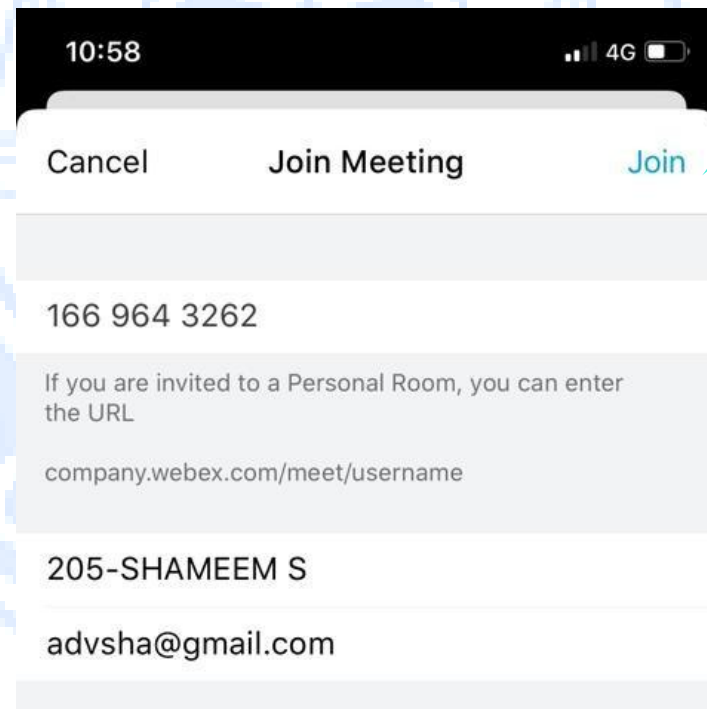
Email address

**Enter your Registered Email ID**





Provide details this format only



Click to "Join"

166 964 3272

If you are invited to a Personal Room, you can enter the UP

compa

Enter the meeting password:

SHA

shan

Cancel

OK

Enter meeting password provide by BCK

Ready to join?



Click to "Join"



Use Internet for audio ▾

When you join a meeting, the Audio and Video connection dialog box appears. If you don't choose a video connection at the start of your meeting, you can select



Connect audio and video to go back to the Audio and Video Connection dialog box.

During a meeting, you can stop or start your video connection at any time. From the meeting control panel, you can select Switch camera device or stop my video



and Start my video.

#### **Additional Resources**

Network requirements for WebEx - <https://help.webex.com/en-us/WBX264/Network-Requirements>

How to use Webex - <https://www.youtube.com/watch?v=6Q4PZat2Y-8> How to join Webex Meetings -

<https://www.youtube.com/watch?v=wIPoKsoWjoo>

Join and Attend a Meeting with Cisco Webex Mobile-

<https://www.youtube.com/watch?v=zK3TIXsgosU>