Prospectus for Admission to
Post Basic Diploma Courses in Nursing

2016

Approved by G.O. (MS) No.90/2016  H&FWD dated 07.05.2016

Office of the Director of Medical Education
Thiruvananthapuram
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Admission to Post Basic Diploma Courses in Nursing - 2016

PROSPECTUS

1. INTRODUCTION

1.1 Prospectus for Admission to Post Basic Diploma Courses in Nursing for the academic year 2016-17 which has been approved by the Government of Kerala, is published herewith. It contains general information and rules relating to the admission to course and other related information. Candidates are required to go through the Prospectus carefully and acquaint themselves with all the relevant information. Candidates are also requested to visit the official website of the LBS Centre for Science and Technology www.lbscentre.in regularly for notifications, updates and announcements.

1.2 The Prospectus issued in earlier years for the Courses is not valid for the year 2016. This Prospectus sets out the rules and regulations for selection and admission to course conducted by the Director of Medical Education at Govt. Nursing College, Thiruvananthapuram and Govt. Nursing College, Kottayam.

1.3 Post Basic Diploma Courses in Nursing aims at improving quality of Nurses working in the specialty departments since nurses also need to update their knowledge and skill so as to provide cost effective quality care to patients in specialty areas in the present era of scientific & technological advancement, specialization and super specialization.

1.4 Admissions to the courses (except for the Service candidates) are regulated based on merit as assessed by their marks in General Nursing and Midwifery Programme/B.Sc. Nursing Programme. The selection of candidates under Service Quota will be strictly based on their seniority and eligibility as on the last date for submission of Application form, as per clause 6.

1.5 This Prospectus or any part of it is subject to modification/addition/deletion as may be deemed necessary by the Government.

2. COURSES, INSTITUTIONS AND SEATS

2.1 The seats are available for Post Basic Diploma Courses in Nursing-2016 in Govt. Nursing College, Thiruvananthapuram and Govt. Nursing College Kottayam only. The distribution of seats in the two colleges for various subjects for different categories is given in the following table.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Courses</th>
<th>Number of Seats</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>College of Nursing, Thiruvananthapuram</td>
</tr>
<tr>
<td>1</td>
<td>Critical Care Nursing</td>
<td>10</td>
</tr>
<tr>
<td>2</td>
<td>Emergency and Disaster Nursing</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>Oncology Nursing</td>
<td>10</td>
</tr>
<tr>
<td>4</td>
<td>Neuro Science Nursing</td>
<td>-</td>
</tr>
<tr>
<td>5</td>
<td>Cardiac Nursing</td>
<td>-</td>
</tr>
<tr>
<td>6</td>
<td>Neonatal Nursing</td>
<td>-</td>
</tr>
<tr>
<td>7</td>
<td>Nurse Midwifery Practitioner</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>
Division of seats under DME and DHS have been done based on availability of specialty departments and requirement of specialised nurses.
2.2. DISTRIBUTION OF SEATS

2.2.1 Total seats available for Post Basic Diploma Courses in Nursing except Service quota will be distributed as per the mandatory reservation principle, contemplated in G.O. (P) 208/66/Edn dated 2.5.1966, G.O.(MS) No. 95/08/SCSTDD dated 06/10/2008 and G.O.(MS)No. 10/2014/BCDD dated 23.05.2014 and as modified from time to time.

2.2.2 Seats falling vacant under Service Quota in Medical Education shall be added to Service Quota of Health Services and vice versa. If seats still remain vacant they will be added to the mandatory quota.

2.2.3 The seats un-availed by the Scheduled Castes candidates will go to the Scheduled Tribes candidates and vice versa.

2.2.4 The seats un-availed by the SC/ST candidates will go to “Other Eligible Community” (OEC) candidates. The seats that still remain un-availed will go to the State Merit Quota.

2.2.5 The seats un-availed by the SEBC category candidates will be allotted under State Merit in the final allotment in the stream.

3. DURATION OF THE COURSE

3.1 The duration of the course shall be one Academic year (12 months) from the date of commencement of the course.

4. FEES

4.1 Fee Structure in Govt. Colleges

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1</td>
<td>Tuition Fee</td>
<td>Rs 10,000/- per annum</td>
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<td>2</td>
<td>Miscellaneous Fee</td>
<td>Rs 1000/- per annum</td>
</tr>
<tr>
<td>3</td>
<td>Van fee</td>
<td>Rs 2000/- per annum</td>
</tr>
<tr>
<td>4</td>
<td>Caution Deposit</td>
<td>Rs 2000/-</td>
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5. CLAIMS FOR RESERVATION AND CERTIFICATES TO BE PRODUCED

5.1 Claims for Mandatory reservation must be made by the candidate at the time of submission of application form with supporting documents as required. The claim has to be specified in the application form. Claims made after the last date of submission of application form will not be entertained even if supporting evidences are produced. The claims for any type of reservation once made in the application form cannot be altered by the candidate under any circumstances.

5.2 Claim for Mandatory Reservation:

5.2.1 State Merit: The seats under the State Merit(SM) will be filled purely on merit basis irrespective of the category/community to which the candidates belong.

5.2.2 Claim for communal reservation under the Socially and Educationally Backward Classes (SEBC):

Note 1: Reservation to the Socially and Educationally Backward Classes will be in accordance with the provisions contained in G.O.(P)208/66/Edn. dated 02.05.1966, G.O(MS) No.95/08/SCSTDD dated
06.10.2008, G.O.(MS)No.10/2014/BCDD dated 23/05/2014, G.O.(P) No.1/2015/BCDD dated 01/01/2015, and as amended from time to time and will be in accordance with the Orders of the Hon'ble Supreme Court of India/ Hon'ble High Court of Kerala or Orders of the Government of Kerala/ Government of India.

(a) Candidates belonging to Socially and Educationally Backward Classes as per G.O(P)208/66/Edn. Dated 02/05/1966, G.O(MS) No.10/2014/BCDD dated 23/5/2014, G.O.(P) No.1/2015/BCDD dated 01/01/2015, should produce a certificate to the extent that the candidate belongs to the community which is designated as a socially and educationally backward classes and does not belongs to the category of creamy layer, in the proforma given as annexure I(d) of the G.O(P)No.1/2015/BCDD dated 01/01/2015. The names of the castes and communities under SEBC are given in Annexure II(d). Only the claim of the candidates of those communities that are included in the list as incorporated in the respective annexure of the prospectus 2016 will be considered. Claims by the candidate belonging to other communities, which are not included in the Annexure, will be rejected even if certificates from the concerned revenue officers have been obtained and furnished along with the print out of the application.

(b) Candidates belonging to Ezhava, Muslim, Other Backward Hindus, Latin Catholic & Anglo Indians, Dheevara and related communities, Viswakarma and related communities, Kusavan and related communities, Other Backward Christians and Kudumbi communities, claiming reservation under SEBC Quota should invariably produce the Non-Creamy Layer Certificate obtained from the Village Officer authority concerned. The above certificate should be obtained in the prescribed format along with the printout of the application itself.

Note 2: Income from salary: In the case of candidates whose parents are employed, the Basic Pay and Dearness Allowance of the employee(s) are to be taken into account for the purpose of calculating total annual family income. Inclusion of Interim relief in the annual income will be as per the orders of Revenue Department. HRA, Special pay, Deputation pay, TA, PTA, honorarium etc. need not be counted for calculating the annual family income.

(c) The annual family income furnished by candidates claiming SEBC reservation will be published in the website "orwww.lbscentre.in" facilitating the public to raise complaints/objections against false claims.

(d) The reservation under SEBC for children of inter-caste married couple: Children of inter-caste married couple with either the father or mother belonging to a community included in the SEBC list, or with father and mother belonging to different communities, both of which are included in the SEBC list, are eligible for reservation under SEBC. Such candidates should furnish a Non Creamy Layer Certificate specifying the community of the candidate from the Village Officer in the Prescribed Proforma available in the website. The claim made in the Application will be final and cannot be changed subsequently.

(e) The candidates who are children of inter-caste married couple of whom one is SC/ST, will be eligible for educational and monetary benefits admissible to SC/ST as per para 2(ii) of G.O. (MS)No.25/2005/SCSTDD dated 20/6/2005, if eligible for reservation under SEBC, will be granted
the same, based on the Non Creamy Layer Certificate and inter-caste marriage certificate issued by Revenue Officials and to be attached by them with the print out of the application form.

(f) **Claim of OEC candidates against the unavailed seats of SC/ST candidates:** Other Eligible Community (OEC) candidates are eligible for the unavailed seats, if any, under SC/ST quota, as per G.O.(P) No.135/87/H.Edn. dated 06.05.1987. They should specify their community status in the application. Such candidates should furnish “Non Creamy Layer” Certificate obtained from Village Officer concerned in the Proforma available in the website itself as per G.O.(P) 1/2015/BCDD dated 01.01.2015. Relaxation in marks in qualifying examination as in the case of SEBC will be applicable to OEC Candidates (as per G.O.(P) No.53/2000/SCSTDD dated 03.07.2000). The list of other eligible community is given in AnnexureI(c)of the prospectus.

Application, submitted in form other than in the prescribed application form meant for general candidates, will be summarily rejected without any further intimation in this regard.

(g) **SC/ST/OEC candidates who are children of Inter-Caste married couple of whom one is SC/ST,** eligible for educational and monetary benefits admissible to SC/ST as per Section 2(ii) of GO(MS) No.25/2005/SCSTDD dated 20.6.2005, if eligible for reservation under SEBC, will be granted the same based on the community shown in the inter-caste marriage Certificate issued by Revenue officials and to be attached by them with the application.

(h) **Fee Concession and other Scholarships:** Candidates desirous of being considered for any fee concession/ scholarship/ any other benefits, based on annual family income should produce Income Certificate from concerned Village Officer, along with the Printout of the application itself.

(i) **Claim for fee concession to candidates belonging to Communities listed in Annexure I (a) to (d).** List of communities eligible for educational concessions as given to OEC: Candidates belonging to Communities listed in Annexure I(c) whose annual family income is up to Rs.6 lakh are exempted from payment of fee at the allotment to the Professional Degree Courses under Government/Community quota as per G.O(MS)No.10/2014/BCDD dated 23.05.2014. They should provide community and income certificate from the Village Officer in the prescribed format.

(j) The candidature/allotment/admission of the candidates who furnish false Income Certificates and community certificate will be cancelled. Such candidates will also be debarred from applying for admission to the courses under reference for a period extending up to two years.

5.3 **Claim for reservation under Scheduled Castes/Scheduled Tribes Quota:**

(a) Candidates claiming reservation under Scheduled Castes/Scheduled Tribes quota should obtain the caste/community Certificate from a Tahsildar. SC/ST caste status of children whose parents contracted Inter-caste marriage will be subject to the orders/clarification issued in GO (MS) No.25/2005/SCSTDD dated 20.06.2005 and the Judgment dated 10.08.2005 of the Full Bench of the Hon’ble High Court of Kerala in WP 2483/2005 and connected cases &G.O (MS) No.109/2008/SCSTDD dated 20.11.2008.
As per G.O (MS) No.109/2008/SCSTDD dated 20.11.2008, the children born of inter-caste married couple of which one of the parents is SC/ST can claim the status of SC/ST on proof of the conditions of acceptance, customary traits and tenets under which such children are brought up.

The competent authority issuing SC/ST community Certificate to the children born of inter-caste married couple of which one of the parents is SC/ST, should ensure that the claimant is subjected to the same social disabilities and also following the same customs and traditions and the community has accepted that person to its fold as such. The authority to issue caste Certificate should ensure that:

(i) Each case has been examined individually in the light of the existing facts and circumstances.

(ii) The claimant has suffered disabilities – socially, economically and educationally.

(iii) The society has accepted the claimant to their original fold as one among them and is living in the same social tenet.

Christian converts who have subsequently embraced Hinduism should produce caste/community Certificate in the proforma given in the application form. The following Certificate should also be got recorded by the Revenue Official, below the Certificate “The Certificate is issued after observing the guidelines issued in the Government Circular No. 18421/E2/SCSTDD dated 15.12.1987.

(b) The applications for the reserved seats of Scheduled Castes/Scheduled Tribes candidates, which do not contain SC/ST Certificate (community Certificate) from the Tahsildar in the prescribed format, will not be considered on any account for claiming community reservation against the seat reserved for SC/ST candidates [vide G.O. (MS) 31/90/SCSTDD dated 25.05.1990]. The Community Certificate should clearly specify that the candidate himself/herself (not the father or mother) belong to the Scheduled Castes/Scheduled Tribes. The Community Certificates obtained as per G O. (MS) No.136/07/RD, dated: 27.04.2007 will be accepted. The candidates who are reconverted to Hinduism from Christianity of Scheduled caste origin should produce community Certificate from the Tahsildar concerned along with a copy of Gazette Notification regarding re-conversion.

(c) The SC/ST claims in respect of those who have migrated from one state to another will be subject to the provisions of G.O. (MS) No. 10/86/SCSTDD, dated 12.02.1986. Only the children of those who had migrated to this state before the promulgation of the Constitution (Scheduled Castes) Order 1950 and the Constitution (Scheduled Tribes) Order 1950, and who ordinarily reside in this State can claim SC/ST benefits from the State of Kerala. They must be able to prove this, if required.

(d) WARNING: Those who produce false SC/ST Certificate for claiming reservation under SC/ST quota shall be liable for the penalties stipulated in section 15 of the Act referred to in Clause(c) above. Candidates and their guardians who make such applications are warned that in addition to prosecution they will have to suffer the following consequences, in case the SC/ST Certificate
produced is found to be false and the candidate does not belong to any SC/ST communities, under section 16 of the Act "Benefits secured" on the basis of false community Certificates will be withdrawn.

(e) Whoever not being a person belonging to any of the Scheduled Castes or Scheduled Tribes secures admission in any educational institution against a seat reserved for such castes or tribes or secures any appointment in the Government, Government Undertakings, Local Authority or in any other Company or Corporation owned or Controlled by the Government or in any aided institution against a post reserved for such castes or tribes or enjoys any other benefits intended exclusively for such castes or tribes by producing a false community Certificate shall, on cancellation of the false community Certificate, be removed by cancelling the irregular admission in the concerned educational institution, or as the case may be removed from the said service forthwith and any benefit enjoyed by him as aforesaid shall be withdrawn forthwith.

(ii) Any amount paid to such person by the Government or any other agency by way of scholarship, grant, allowance, stipend or any other financial benefit shall be recovered as if it is arrears of public revenue due on land.

(iii) Any Degree, Diploma or any other educational qualifications acquired by such person after securing admission in any educational institution on the basis of a false community Certificate shall also stand cancelled on cancellation of the community Certificate obtained by him.

Application, submitted in form other than in the application form meant for general candidates, will be summarily rejected without any further intimation in this regard. The list of Other Eligible Communities is given in Annexure I(c).

(f) Claim for fee concession to OEC candidates: Candidates belonging to other eligible communities are exempted from payment of fee at the time of allotment to Post Basic Diploma courses irrespective of annual family income as per G.O. (MS) No. 36/07/SCSTDD, dated: 03.07.2007. They should provide community Certificate from the Village Officer. However as token of acceptance of seat allotment they have to remit an amount of ` 100/- as part of caution deposit as per clause 10.4.

5.4 Claim for reservation under Service Quota: The seats under service quota are reserved for those Nurses working under DME and DHS. The Eligibility criteria for admission laid down in clause 6 are applicable for service quota candidates also. Nurses working under the Directorate of Medical Education or Directorate of Health Services are eligible to apply under Service Quota and the selection will be on the basis of seniority in service. They shall be regular Nurses working under DME/ DHS and they shall have put in a minimum of one year service as on the last date for submission of the Application form.

5.4.1. Selection of candidates under Service quota will be made according to their interse seniority in the Service. Candidates applying to these seats shall produce Service details with proof indicating the
date of commencement of service in the Directorate concerned (Medical Education/Health Services). The period of service as on the last date for submission of the Application form will be considered for ranking.

5.4.2. Candidates under service Quota are also eligible to apply under General Merit quota for which the selection is based on their marks scored by them in the qualifying examination.

5.4.3 Service quota candidates working under Directorate of Health Service must submit the application to the DHS, Thiruvananthapuram through proper channel and a photocopy of the filled in application, with all relevant certificates, must also be sent to DME. DHS will verify the applications and prepare a seniority list and forward the same to the DME within the date notified by the DME.

5.4.4. Service quota candidates working under Directorate of Medical Education shall forward the filled in application with all relevant certificates to the DME, Thiruvananthapuram through proper channel within the date notified by the DME.

5.4.5 Selection & Allotment of Service Candidates

The service candidates working under DME/DHS will be called for counseling. Candidates have to furnish his/her options in the proforma that will be provided at the time of counseling. Option once furnished will be final. The allotment of seats will be made by the DME strictly on the basis of rank, service seniority, availability of seats at the time of counseling and based on the options exercised by the candidate at the time of counseling.

5.4.6 The candidate selected in Service quota will be given deputation benefit.

6. CRITERIA OF ELIGIBILITY FOR ADMISSION

6.1 Nativity: Only Indian citizens of Kerala origin are eligible for admission to Post Basic Diploma Nursing courses unless otherwise specified. Candidates who have been resident of Kerala for a period of not less than 5 years, will also be treated at par with candidates of Kerala origin for the limited purpose of admissions.

6.1.1 Certificates to prove Nativity

In order to prove that a candidate is an Indian Citizen of Kerala origin, for the limited purpose of eligibility for admission, he/she has to produce:

(a) The true copy of relevant page of Secondary School Leaving Certificate showing the place of birth in Kerala of the candidate

(b) Certificate from the Village Officer to show that (i) he/she or his/her father mother was born in Kerala or (ii) that the applicant has been a resident of Kerala State for a period of at least 5 years within a continuous period of 12 years shall be produced.
(c) Those who have undergone Nursing course in Kerala, a certificate stipulating the above condition from the Principal where he/she had studied will be accepted in lieu of eligibility.

(d) The true copy of the relevant page of the Secondary School Leaving Certificate [SSLC] showing Place of Birth in Kerala of either of the parents of the candidate with corroborative certificate to establish the relationship between the parent and the candidate.

(e) The true copy of the relevant page of the Passport issued by the Government of India of the candidate, showing Place of Birth in Kerala, or of either of the parents of the candidate showing Place of Birth in Kerala, with corroborative certificate to establish the relationship between the parent and the candidate.

(f) A certificate of birth from the authority competent to register birth (Panchayat/Municipality/Corporation) showing the candidate’s or either of the parents (in which case the corroborative certificate to establish the relationship between the parent and the candidate is necessary) place of birth in Kerala.

In the absence of any one of the above certificates to prove nativity, the application will be rejected.

7. ACADEMIC ELIGIBILITY

7.1 The candidates applying for the course should have passed the B.Sc. Nursing (Regular) Degree Course/Post Basic B.Sc. Nursing (Regular) course/General Nursing and Midwifery Course with 50% marks, recognised by the Indian Nursing Council and the concerned State Nursing Council.

Note (i) The applicant should have obtained registration with the Kerala Nurses and Midwives Council and the registration certificate/Copy of the Receipt of Application for Registration in KNMC, is to be submitted at the time of admission.

(ii) Candidates should have acquired the eligibility conditions specified under clause 6 on or before the last date for submission of application.

7.2 Age: The upper age limit for General Merit candidates shall be 45 years and for Service candidates 49 years as on the last date for submission of application.

8. HOW TO APPLY

8.1 There is only a single application form for applying for Post Basic Diploma Courses in Nursing-2016 in Government Colleges at Thiruvananthapuram and Kottayam. If a candidate submits more than one application his/her candidature is liable to be rejected. Application can be submitted only online through the website at www.lbscentre.in. Prospectus can be downloaded from the above websites. Application forms and prospectus will not be available by post or from the Office of the DME or from any Govt. Medical College or from any other office.

8.2 Application Fee:

The application fee will be as follows:

For General candidates : `500/-
For SC / ST candidates : `250/-

Candidates referred to in Clause 5.5.2(h), who are children of Inter-Caste married couple of which one is SC/ST who will be eligible for educational and monetary benefits admissible to SC/ST as per Clause 2(ii) of GO (MS) No.25/2005/SCSTDD dated 20.6.2005, should remit the fee meant for SC/ST and should attach an inter-caste marriage Certificate from the Revenue officials with the print out of the online application form.

8.3. REMITTANCE OF APPLICATION FEE & SUBMISSION OF APPLICATION FORM

8.3.1 Remittance of Application Fee

Application fee can be remitted by all applicants (except for service candidates) at any one of the notified branches of the Scheduled Bank in Kerala (which will be notified later), using the challan generated online during the process of submission of application form as described in clause 8.4.

In the case of Service candidates, the application fee should be remitted in the Treasury under the head of Account “0210-03-105-99”. After the remittance of fee they should submit the application as prescribed under clause 8.4.2 and 8.5.2.

Service quota candidates desirous of being considered for allotment under open quota also should apply for the same after remitting the requisite fee in bank (in addition to the fee remitted in Govt. Treasury for being considered for Service quota) by following the procedure applicable for non-service candidates as specified in clause 8.4.

Note: The application fee once remitted will not be refunded under any circumstances.

8.4 Submission of Application form.

8.4.1. Candidates except Service Candidates

There will be two stages for the submission of Application form and all stages are mandatory. Candidates shall complete all the stages of submission as per the time schedule which will be notified through the website/media.

8.4.1.1 Stage 1. Remittance of application Fee (Except for service candidates).

- The candidate shall visit the official website www lbscentre.in and click the link “Post Basic Diploma courses in Nursing-2016”.
- Then click the button “NEW CANDIDATE”. The personal details of the candidate have to be filled in the page thus obtained and should be saved.
- The printout of the challan form that will appear on the screen has to be taken and produced in any branch of the designated bank (which will be notified later) for the remittance of requisite application fee.
- After the remittance of fee in the bank, the candidate will get the student copy and office copy of the challan from the bank (The candidate has to send this office copy to the Director, LBS Centre for Science & Technology, Thiruvananthapuram along with the application form. The student copy of the challan should be retained by the candidate.)

8.4.1.2 Stage 2. - Confirmation of Registration.

1. After the remittance of fee, the candidate has to again visit the official website www lbscentre.in and click the link “Admission to Post Basic Diploma Courses in Nursing-2016”, on the next day or within the prescribed time limit for completion of the online application registration process.

2. The candidate now has to click the button “LOGIN/FEF REMITTED CANDIDATE”.

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3. In the page thus obtained he/she has to enter the Application number, Sole ID of the branch of the bank (available from the Bank), Date of remittance and chalan number regarding the fee remittance.

4. Now the candidate will have to create and submit a password which must be made up of numerals or alphabets or a combination of both.

5. The candidate also has to answer the selected security question and click the button ‘CONFIRM’.

6. After this procedure the candidate has to upload soft copy of the recently taken passport size photo in JPEG format with size not more than 20 kb.

7. On successful uploading of the photo the candidate will get a unique registration id. (The candidate should enter his/her Application number, Registration id and Password for subsequent “login” to the home page).

8. Then the candidate has to click the button ‘PROCEED’ for taking him/her to the personal data sheet where he/she has to fill all the required data.

9. On completion of this process the candidate has to take a printout, which is the application form.

For any assistance, candidate can contact district facilitation centres.

Candidates are requested to keep the Password and Registration ID strictly confidential, to protect their interest.

8.4.2 Service Candidates

Service candidates should download the application form from the website www.lbscentre.in or from the link provided at the website and complete the same as per the instructions.

8.5 FORWARDING OF APPLICATION FORM

8.5.1 For candidates other than Service candidates.

The printout of the filled in application form, along with the challan receipt and attested copies of certificates/mark lists to prove all personal and academic claims, shall be sent to the Director, LBS Centre for Science & Technology, Extra Police Road, Nandavanam, Palayam, Thiruvananthapuram – 695033, Kerala, so as to reach within the scheduled time.

8.5.2 For Service candidates

The filled in application form, along with the challan receipt and attested copies of certificates to prove all personal and academic claims, should be submitted to the “The Director of Medical Education, Office of the Director of Medical Education, Medical College P.O., Thiruvananthapuram – 695 011” through proper channel and a copy of the same should be forwarded to the “The Director, LBS Centre for Science & Technology, Nandavanam, Palayam, Thiruvananthapuram- 695 033” to reach on or before the last date prescribed.

8.6 CERTIFICATES/DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION

(i) Self–attested photocopy of the S.S.L.C or any relevant school records to prove date of birth.

(ii) Self-attested photocopy of all the mark lists of Diploma in General Nursing and Midwifery/ B.Sc. Nursing.
(iii) Self-attested copy of registration certificate issued by the Nurses and Midwives Council.

(iv) Non-Creamy Layer Certificate in original.

(v) Self attested copy of any one of the certificates to prove Nativity.

(vi) Income certificate and Community certificates applicable in the prescribed format.

(vii) Inter-Caste marriage certificate, if applicable.

(viii) Service details with supporting documents (only for service candidates).

Any other documents mentioned in the Notification.

**IMPORTANT NOTE:**

(a) DOCUMENTS OR CERTIFICATES FURNISHED AFTER THE SUBMISSION OF THE APPLICATION WILL NOT BE ENTERTAINED UNDER ANY CIRCUMSTANCES. *

(b) NO OPPORTUNITY WILL BE GIVEN TO INCORPORATE ANY DETAILS AFTER THE SUBMISSION OF THE APPLICATION. *

*Refer to the ruling of the Honorable High Court of Kerala in 1995(2) KLT 629, 1999(2) KLJ836 and 1999(3) KLT 773.

8.7 The personal & academic details and reservation claims, accepted after scrutiny, and the rank of the candidates will be published in website www.lbscentre.in for verification. Candidates must verify these details. In case of any complaint, the candidate shall approach any of the District Facilitation Centres of LBS (See Annexure VIII) within the specified period. Candidates alone will be responsible for consequences of non-verification of their accepted data/details.

Complaints related to Index marks and reservation claims will not be accepted under any circumstances, after the stipulated time.

8.8 Candidates seeking admission for the course should undergo a Nursing Skill test and those who qualify the above will alone be considered for ranking. However, the candidates will not be given any separate/additional weightage for the skill test. Those who do not qualify the skill test and/or who do not attend the skill test will not be considered for ranking. Candidates called for the skill test should attend the same at the specified venue which will be published later through the website in time at their own expense. The Director of Medical Education/Director, LBS Centre will not entertain any request for change of date and time of the skill test.

9 Preparation of Rank lists

9.1 Provisional rank list of candidates other than service candidates

9.1.1 Rank list will be prepared according to the marks scored by the candidates in their qualifying examination, after bringing to a common index system and will be published in the website.

9.1.2 Resolution of Tie: If more than one candidate obtains equal marks in the qualifying examination, tie breaking will be carried out in the following pattern.

a) In case of a tie in the total marks computed for ranking in the General Merit category, the candidates with higher marks obtained for the subjects Medical Surgical Nursing, Paediatric Nursing, Obstetrics & Gynecological Nursing put together will be placed higher in the ranking.

b) If the tie still persists the age of the candidate will be taken into account and the older will be placed higher in the ranking than the younger.
c) If the tie again persists, the alphabetic order of the candidates in English will be taken into account. (Eg.'A' has a prior priority and so on.)

9.2. **Provisional rank list of Service Candidates**

9.2.1 Provisional Rank list for service candidates will be prepared according to their service seniority in Service Certificate (Seniority of service will be taken after excluding LWA) by the DME/DHS as the case may be. The Director of Health Services shall forward the details of the service candidates to the DME within one month from the date of inviting application.

9.2.2 **Resolution of Tie for service candidates**: The Kerala Public Service Commission seniority will be considered first. If there is a tie, the candidate who is older in age will be placed higher in ranking.

10. **CENTRALISED ALLOTMENT PROCESS** (except for Service candidates).

10.1 The Centralised Allotment Process-[CAP] will be through a Single Window System (SWS) to be held at Thiruvananthapuram. The allotment to the colleges/courses will be done by the Director, LBS Centre, under the supervision of the Director of Medical Education. The allotments will be strictly based on the rank lists prepared by the Director, LBS Centre for Science and Technology, eligible reservation(s) of the candidate and availability of seats.

10.2 The actual date, time and venue of the CAP will be notified through the media and the website. No individual intimation will be sent to the candidates in this regard. Candidates or an authorised representative of the candidate, along with the authorisation letter in the prescribed format given in annexure V of the prospectus, should report at the allotment venue as per schedule to be announced.

10.3 There is no provision for cancellation of allotment.

**Allotments will be made based on the rank of the candidate, eligible reservations and option of the candidate to be exercised at the time of counseling subject to the availability of seats.**

Candidates are advised to visit the website www.lbscentre.in and keep a constant watch on the leading print and electronic media, pertaining to notifications/instructions regarding allotment.

10.4 **Fee Remittance:**

10.4.1 Those getting allotment will have to pay the prescribed fee for the course by cash at the allotment venue itself failing which that allotment will be cancelled. On remitting the fee, a fee receipt will be issued to the candidate, which shall be produced in the college at the time of admission.

**Note: Those candidates getting allotment under service quota have to remit the fee in concerned colleges at the time of admission.**

10.4.2 SC/ST/OEC candidates, who get allotment, in Govt. seats shall remit a token amount of `100/- (as part of Caution Deposit) at the allotment venue.

10.5 More rounds of allotments will be held, if found necessary. The details of such allotments will be notified through media and also through the website.
11. Post Allotment Activities

11.1 Reporting at the College: Candidates need to report for admission before the Principal only when the announcement regarding the same is made. He/she should report with the following documents in original:

(i) The Allotment Memo.
(ii) Receipt of the Tuition fee remitted in the bank.
(iii) Certificate to prove date of birth.
(iv) Transfer Certificate (TC) from the Institution last attended and Conduct Certificate at the time of admission.
(v) Degree/Provisional/Diploma Certificate of the B.Sc./GNM course & Mark list of each year of examinations.
(vii) Relieving Order from the Department concerned for service quota candidates.
(viii) Kerala Nurses Midwives Council Registration Certificates/Receipt in proof of submission of Application forms for registration at Kerala Nurses Midwives Council.
(xi) Physical fitness certificate in relevant format as specified in the Annexure IX.
(xi) Migration Certificate, if applicable.
(x) Any other documents required to be produced by the Head of Institution.

11.2 Fees other than the one already paid vide clause 10.4, as applicable to the institution will have to be remitted by the candidate at the time of taking admission in the college.

11.3 Verification of Documents: The Principal of the College shall be personally responsible for verification of original documents and satisfaction of the correctness of the records produced by the candidate at the time of seeking admission in the college.

11.4 Failure to report for Admission: Candidates who do not take admission on the prescribed date in the allotted college will lose their admission. They will not be considered for further allotments, if any, in the concerned course.

12 General conditions and Liquidated damages

12.1 General conditions

The candidates selected for Post Basic Diploma Course shall have to submit undertaking in Kerala Stamp Paper worth `100/- at the time of joining the course to the effect that

a) A Student discontinue the course after the last date of closing of admission, he/she will not be eligible to get the refund of the remitted fee except caution deposit.

b) In the case of Service Candidates he/she shall serve the Government for a period not less than 2 years after the completion of the course.

c) All other candidates shall serve the Government for a period not exceeding 1 Year, if they receive any stipend or as decided by the Government, after the completion of the course, for such remuneration as fixed by the Government. Regarding this an undertaking will have to be executed by the candidates at the time of admission.

d) There shall be two different undertakings one for the Service quota and another for non-service quota candidates. A copy of the undertaking attached as Annexure VI and VII.

e) If Govt. are not in a position to offer temporary posting under compulsory nursing service in the concerned departments, either in the Medical Education Services or Health Services or elsewhere as decided by the government within six months after completion of the course, the candidates will be absolved of the compulsory services.

f) Certificates submitted at the time of admission will be returned only after successful completion of the bonded obligation.
12.2 Liquidated damages

(i) If a candidate discontinues the course after the cutoff date for closing of admission to join other courses/colleges or for other purpose, he/she is liable to pay an amount of Rs. 20,000/- (Rupees Twenty thousand only) to Government as liquidated damages. The amount shall be remitted in Govt. Treasury in respective head of account and the original challan receipt should be produced before the Director of Medical Education to obtain permission to discontinue the course.

(ii) Service candidates admitted in service quota to the course shall execute an undertaking on Rs. 100/- Kerala Stamp Paper at the time of admission to the course that he/she shall pay to Government the stipend if any received during the course in addition to a sum of Rs. 20,000/- (Rupees Twenty thousand only) as liquidated damages in the event of his/her interrupting or discontinuing the course at any time after expiry of the select list.

13 Preventive measures against ragging:

According to the Kerala Prohibition of Ragging Act, 1998, ‘ragging’ means doing of any act by disorderly conduct to a student of an educational institution, which causes or is likely to cause physical or psychological harm or raising apprehension or shame or embarrassment to that student and includes teasing or abusing or playing practical jokes or causing hurt to such students or asking a student to do any act or to perform something which such student will not in the ordinary course be willing to do.

All institutions will have to abide by the directives of the Honourable Supreme Court of India, Dated May 16, 2007 in SLP No. (S) 24295 of 2006 University of Kerala Vs Council, Principal’s, Colleges, Kerala &Ors [with SLP (C) No.24296-99/2004 &W.P (Crl) No. 173/2006 &SLP (C) No.14356/2005] and the recommendations approved by the Honorable Supreme Court of India on effective prevention of ragging in educational institutions.

In case, the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he/she has indulged in ragging, admission may be refused or he/she shall be expelled from the educational institution.

It shall be the collective responsibility of the authority of the institution to see to it that effective steps for preventing ragging are taken. Anti-ragging committees and anti-ragging squads will have to be formed to take effective measures against ragging and they should adhere to the stipulations and effectively monitor and comply with the directives.

Each of the student of the institution and his/her parents, or guardian are required to submit a combined undertaking at the time of registration/admission in prescribed format available in Annexure XI which is mandatory for registration/admission.

14. The Director of Medical Education/Director, LBS Centre will not entertain any request for change of any date fixed in the Centralised Allotment Process/Admission from time to time.

15. All disputes pertaining to the allotment for admission shall fall within the jurisdiction of the Hon’ble High Court of Kerala.

16. Any other items not specifically covered in this Prospectus will be decided by the Director of Medical Education and his/her decision shall be final.

Sd/-

Thiruvananthapuram  
DIRECTOR OF MEDICAL EDUCATION