



Government of Kerala
Directorate of Medical Education
Prospectus for Post Graduate Degree in Nursing (MSc Nursing)-2015
(G.O. (MS) No.113/2015/H&FWD Dated 06.06.2015)
Prospectus issued for earlier years are not valid

1. INTRODUCTION

- 1.1 Prospectus for Admission to Post graduate Courses in Nursing [M Sc Nursing], 2015, which has been approved by the Govt. of Kerala, is published herewith. It contains general information and rules relating to the Entrance Examination for Admission to M Sc Nursing Courses and other connected matters. Candidates are required to go through the Prospectus carefully and acquaint themselves with all the relevant information.
- 1.2 This prospectus sets out the rules and regulations for selection and admission to the M Sc Nursing by the Director of Medical Education within the State of Kerala.
- 1.3 Admissions to the courses are regulated on the basis of merit as assessed in the Entrance Examination conducted by the Commissioner for Entrance Examinations (CEE), Government of Kerala. The candidates under Service Quota should qualify the Entrance Examination and selection will be made based on their seniority in service.
- 1.4 This prospectus or any part of it is subject to modification/addition/deletion as may be deemed necessary by the Government from time to time.

2 COURSES, INSTITUTIONS AND SEATS

- 2.1 The various post graduate nursing courses and the seats available at various Government Nursing Colleges and self financing nursing colleges(Govt merit seats) are:

A. Government Nursing Colleges

			TVM	KTM	KKD	TSR	ALP
1.	Medical Surgical Nursing	29	8	6	6	4	5
2.	Community Health Nursing	27	8	4	6	4	5
3.	Child Health Nursing	27	8	4	6	4	5
4.	Obstetrics & Gynaecology Nursing	23	4	4	6	4	5
5.	Mental Health Nursing	14	0	4	6	4	0
Total		120	28	22	30	20	20

TVM- Thiruvananthapuram KTM- Kottayam KKD- Kozhikode TSR-Thrissur ALP- Alappuzha

2.2. List of names of Self Financing Colleges is to be finalized after entering agreement with Government.

2.3. Categorization of seats

2.3.1. Total seats available for various Post graduate Nursing courses in Government Colleges are categorized under State Merit Quota, Physically disabled quota, SEBC Quota, SC/ST Quota and Service Quota. Total seats available in private college are categorized under Merit Quota, Physically disabled quota, SEBC Quota, SC/ST Quota.

ALLOTMENT AND ADMISSION TO ALL COLLEGES / COURSES WILL BE SUBJECT TO APPROVAL OF CENTRAL AND STATE REGULATORY BODIES, UNIVERSITIES AND GOVERNMENT.

3. DURATION OF THE COURSE

The duration of the course shall be two academic years (24 months) from the date of commencement of the course.

4. FEES

4.1 Fee Structure

A. Government Nursing Colleges:

Annual Tuition Fee	Rs.28,000/- per annum
Miscellaneous Fee	Rs.1,500/-
University Fee	Rs.1,000/-
Van fee	Rs.1,000/- per annum
Caution Deposit (Refundable)	Rs.4,000/- (for recovery towards loss or breakage of lab equipment, books,etc.,)

B. Fee Structure- Self Financing Nursing Colleges (Govt.Merit Seats)

Fees	Government Merit Seats/ Management Seats	
	1st Year	2nd Year
Tuition Fee	1,00,000	1,00,000
Special Fee	50,000	50,000
Grand Total (Tuition fee+ Special Fee)	1,50,000	1,50,000

- 4.2 .The fees of students who get admission in Government Colleges are to be remitted in the respective institution. In the case of students who get admission in Self Financing Colleges , half of the tuition fee amount (ie ₹ 50,000/-) is to be paid at the time of admission in the bank and the remaining amount (₹ 50,000/-) is to be paid in the institution in which he/she got admission.
- 4.3 If a candidate moves over from one course to another course of his/her option from the same rank list in the same college, all the fees remitted shall be adjusted for the new course.
- 4.4 If the candidate moves from one self financing college to another college either by re-allotment or to join a course of his/her higher option the entire fee have to be refunded (except admission charge of Rs.1000) along with the original certificates.
- 4.5 Candidates belonging to Scheduled Caste/Scheduled Tribe communities Allotted against merit seats or against the seats reserved for them are exempted from payment of fees. Candidates belonging to Other Eligible Communities (OEC) admitted against merit seats or against Government seats through SEBC reservation are also exempted from payment of fees. (G.O. (MS) No.50/2009/SCSTDD dated 02.07.2009.)
- 4.6 The SC/ST Development Department will take steps to reimburse the fees to the students admitted under SC/ST quota for M.Sc Nursing course.

5. Distribution of Seats

5.1 Types of reservation: Out of the total seats available for the various courses in Government College of Nursing seats /Government merit seats in self financing Colleges will be reserved for different categories as shown below:

	Percentage	No of seats in Govt. Nursing colleges
(a) State Merit (SM)	: 68%	81
(b) Persons with disabilities (PD)	: 3%	4
(c) (i) Scheduled Castes (SC)	: 8%	10
(ii) Scheduled Tribes (ST)	: 2%	2
(iii) Socially & educationally backward communities(SEBC)	: 9%	11
(d) Service Quota(SQ)	: 10%	12

Total		120

Specialty wise seat reservation in Government and Self financing Nursing Colleges will be published later.

Among the total seats sanctioned, 10% is to be reserved for SC/ST (8% for SC and 2% ST). In addition 3% seats will be reserved for physically disabled candidates, 9% seats will be reserved for candidates from socially and educationally backward communities, subject to terms and conditions to be notified separately.

5.1.1. Out of the 12 seats reserved for SC/ST candidates 2 seats shall be earmarked for the ST and

in the absence of ST candidates, the seat shall be allotted to SC candidates. In the absence of candidates under SC and ST the seat shall be filled up by eligible candidates from the General Merit. Distribution of seats among SEBC Communities will be notified separately.

5.1.2. Two seats under service quota will be kept apart for faculty of Government Colleges of Nursing under DME. Any seats falling vacant will be allotted to nursing staff under DME and DHS respectively. Out of the remaining 10 seats, 5 seats are kept apart for teachers of Govt Schools of Nursing/Nursing staff under DHS and 5 seats for Staff Nurses working under DME. If there are no candidates eligible for selection under service quota, the vacant seat shall be added to the General Merit.

5.1.3. Service quota candidates have to serve the Government for a period of 5 years after completion of the course for which an undertaking shall be executed in the prescribed format.

5.1.4 Reservation of seats will be applicable to Government Merit Quota seats in Self Financing Colleges also except for Service Quota.

6. CLAIM FOR RESERVATION AND CERTIFICATES TO BE PRODUCED

(i) Claims for reservation under SC/ST, SEBC, and PD and under Service Quota 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 online application form. Such claims once made in the application form cannot be altered by the candidate under any circumstances.

(ii) Only candidates of 'Keralite' origin is eligible for claiming reservation under SC/ST/SEBC/PD. Claims made after the submission of application will not be entertained even if supporting evidences are produced.

6.1 Claim for Reservation under Scheduled Caste/Scheduled Tribe Quota: Candidates claiming reservation under Scheduled Caste/Scheduled Tribes quota shall obtain the caste/community certificate from a Tahsildar, in the prescribed format available along with the printout of the application.

6.1.1 Children of inter-caste marriage couple who claim reservation under SC/ ST/SEBC quota shall produce necessary certificates to this effect from the Revenue Authorities in the prescribed format (annexure.VII) available along with the printout of the application. SC/ST caste status of children of parents contracted Inter- Caste marriage will be subject to the orders/clarification issued in GO (MS) No.11/05/SCSTDD dated 22.03.2005, 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.

6.1.2 The Christian converts who have subsequently embraced Hinduism shall produce Caste/Community certificate in the prescribed format available along with the printout of the application. The following certificate shall also be got recorded by the Revenue Official, below the certificate. "The certificate is issued after observing the guidelines issued in Government Circular No.18421/E2/SC/ST/DD, dated 15.12.1987".

6.1.3 The applications for the reserved seats under Scheduled Caste/Scheduled Tribes Quota which do not contain SC/ST certificate (**Community Certificate**) from the Tahsildar in the prescribed format available along with the printout of the application will not be considered on any account for claiming community reservation against the seat reserved for SC/ST candidates vide G.O. (MS)No.31/90/SC/ST/DD dated, 25.05.1990. The Community Certificate shall clearly specify that the candidate himself/herself (not the father or mother) belongs to the Scheduled Castes/Tribes. The Community Certificate obtained earlier for other purposes shall not be accepted. The candidates who are re-converted to Hinduism from Christianity of scheduled caste origin shall produce community certificate from the Tahsildar concerned along with a copy of Gazette Notification regarding re-conversion.

6.1.4 The claim for reservation under Scheduled Caste/Scheduled Tribes Quota shall also be subject to verification and clearance by the Screening Committee constituted for the purpose by Government vide G.O. (P) No. 19/2002/SCSTDD dated 20.04.2002 and as authorized by section 6 of the Kerala (Scheduled Castes and Scheduled Tribes) Regulation of issue of Community Certificate Act-1996 (Act 11 of 1996).

6.1.5 The SC/ ST claims in respect of those who have migrated from one State to another will be subject to the provisions of GO (MS) 10/86/SC/ST/DD, dated, 12.02.1986. Only the children of those who had migrated to this state before the promulgation of the constitution (Scheduled Tribes) order 1950, and ordinarily reside in this state can claim SC/ST benefits from the State of Kerala. They must be able to prove this if required.

6.1.6 **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). 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: "16 Benefits secured on the basis of false Community Certificates to be withdrawn".

(i) Whoever not being a person belonging to any of the Scheduled Tribes secured admission in any educational institutions 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/her as aforesaid shall be withdrawn forthwith.

(ii) Any amount paid to such person by Government or any other agency by way of Scholarship, grant, allowance stipend or any other financial benefit shall be recovered as if it is an arrear of public revenue due as 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/her.

6.1.7. Claim for reservation under socially and economically backward classes (SEBC)

Leaving the seats set apart for persons with disabilities, 9 % of the remaining seats under State quota shall be reserved for candidates belonging to Socially and Educationally Backward Classes. The percentage breakup of seats as per the SEBC reservation is as follows.

(1). Ezhava (EZ)	- 3 %
(2). Muslim (MU)	- 2 %
(3). Other Backward Hindu (BH)	- 1 %
(4). Latin Catholic (LC)	- 1 %
(5). Other Backward Christian (BX)	- 1 %
(6). Kudumbi (KU)	- 1 %

(i) The List of SEBC Communities - see **Annexure VI**

(ii) Reservation to the Socially and Educationally Backward Classes will be in accordance with the provisions in G.O. (Rt) No.3742/09/H&FWD dated 24.12.2009.

(iii) Candidates belonging to Socially and Educationally Backward Classes as per G.O. (P) 208/66/Edn. Dated 02.05.1966, whose annual family income [i.e., annual income for the financial year 2012-13 as per **GO (Ms) No. 3/2014/BCDD dated 09.01.2014** of all members in the family inclusive of the income of applicant and spouse (in the case of married candidates) from all sources taken together] is up to **Rs. 6 lakhs (Rupees Six lakhs only)** are eligible for reservation under this category. Only the claims of the candidates of those communities that are included in the SEBC list as **Annexure VI** will be considered. Claims by candidates belonging to other communities, which are not included in the list, will be rejected even if certificates from the concerned Revenue Officers have been obtained and

furnished along with the application form.

- (iv) **Candidates claiming reservation under SEBC Quota should invariably produce both community and income certificates obtained from the Revenue authorities concerned.** Those whose annual family income is above **Rs. 6 lakhs** are not eligible for reservation or any other relaxation.
- (v) Applicants claiming reservation under 'Latin Catholic' quota should produce a community certificate from the concerned Revenue authorities specifying that they belong to **Latin Catholic Community**. The certificate obtained from the Revenue Officer in support of the community claim cannot be subjected to any change at any subsequent stage.
- (vi) **Reservation under SEBC for children of inter-caste married couples:** Children of Inter caste married couple with either the father or mother or both belonging to a community included in SEBC list, are eligible for reservation under SEBC. Such candidates should furnish an 'Inter-caste Marriage Certificate' from the Village Officer in the proforma given in **Annexure VII**. They need not produce income certificate for claiming communal reservation. Candidates with father and mother belonging to different communities, both of which are included in the SEBC list, can avail communal reservation under any one of the communities of their parents, to be mentioned by the candidate in the relevant column of the application. (For example a candidate born out of inter-caste marriage between an Ezhava and a Muslim can claim the reservation benefit applicable either to Ezhava or Muslim only and not against both). The claim made in the Application form will be final and cannot be changed subsequently.
- (vii) 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 GO (MS) No.25/2005/SCSTDD dated 20.06.2005, and 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.
- (viii) The seats un-availed by the SEBC category candidates will be transferred to General Merit.

6.2. Reservation of Persons with Disabilities (PD):

6.2.1 Three percent of the seats available to the state allotment from the state rank lists are reserved for candidates with disabilities for all courses in Government/ Government Controlled Self Financing Colleges as stipulated in Section 39, Chapter VI of the Persons with Disabilities Act 1995. As per Clause 2(t), Chapter I of the Act, 'Person with Disability' means a person suffering from not less than 40% of any disability as certified by a medical authority. Generally candidates who have a minimum of 40% disability alone will be eligible to apply for this quota. Candidates seeking admission, will have to satisfy the eligibility criteria prescribed by the concerned regulatory bodies for 'Person with Disabilities'.

6.2.2 Candidates under this category will have to attach an attested copy of the certificate of Disability from the District Medical Board certifying the degree of percentage of disability, issued not earlier than 12 months prior to the last date of submission of application along with the application form.

6.2.3 A State Level Committee constituted by the Government under the Chairmanship of Director of Medical Education consisting of medical experts in General Medicine, ENT, Neurology, Ophthalmology, Psychiatry, and Physical and Rehabilitation Medicine will examine and assess the disability of the candidates who are provisionally included under this category. The State Level Committee will have powers to review the certificates issued by the District Medical Boards.

6.2.4 There will be special invitee representing Nursing to this committee in addition to Medical experts who will subsequently determine the suitability of a candidate for a particular course.

6.2.5 Only those candidates who are having a minimum 40% of any disability and are found to be physically suitable by the committee for the course opted by the candidates will be chosen for a course as only the physically fit can undergo the rigors of the professional course. The recommendation of this state level committee will be binding on the candidates. The selection of candidates under this category will be based on the merit and physical suitability, and not on the basis of degree of disability.

6.3 Claim for reservation under Service Quota: (Total-12 Seats)

Service Quota includes Teachers of Government College of Nursing, Government Schools of Nursing (TNQ) coming under the Director of Health Service (DHS) and Nursing Staff including Staff Nurse, Head Nurse, Nursing Superintendents, Nursing Officers and State level Nursing Officers (NSQ) coming under DME/DHS

Eligibility criteria for admission laid down in clause 7 are applicable for service candidates also.

6.3.1. Teachers of Government College of Nursing Quota: TWO seats are reserved for Teachers of Government College of Nursing working under Directorate of Medical Education(DME)

6.3.2 Teachers of Government Schools of Nursing Quota (TNQ): FIVE seats are reserved for Teachers (Principal/Vice Principal/Tutors) of Government Schools of Nursing, working under the Director of Health Services (DHS) are eligible to apply for seats as provided under Clause 5. They shall be teachers in the Health Services Department and they should have put in a minimum of one year service as on the date of notification of inviting application.

6.3.3 Nursing Staff Quota (NSQ): FIVE seats are reserved under this category. Nurses working in DME Service are eligible to apply under this Quota for the seats reserved for them as per clause 5. They shall be regular Nurses working under the Directorate of Medical Education (DME) and they shall have put in a minimum of one year service as on the date of notification of inviting application.

6.3.4. Selection of candidates under Service quota: Service candidates shall have to appear for the Entrance Examination to be conducted by the Commissioner for Entrance Examinations, Kerala. They have to qualify by securing 35% marks in the entrance examination. The commissioner for Entrance examinations will publish a list of qualified Service candidates based on their marks in the Entrance Examination. **Selection will be made according to their service seniority prepared by the Controlling officer/Head of the Department concerned.** Candidates applying to these seats shall produce Service Certificate indicating the date of commencement of service in the Directorate concerned from the Director of Medical Education/Director of Health Services. (The period of service as on the date of notification of inviting application will be considered for seniority)

6.3.5 Teachers of Government Schools of Nursing (DHS) and Nursing staff are also eligible to apply under General Merit for selection as per their rank in the Entrance Examination.

6.3.6 Teachers of Government Schools of Nursing and Nursing staff (DME) who have undergone M.Sc. Nursing Course or were selected for M.Sc. Nursing Course in any speciality under service quota once, shall not be eligible for selection to another speciality under service quota a second time. **The applicant shall submit a declaration to this effect along with the printout of the application**

7. ELIGIBILITY FOR ADMISSION

7.1 Nativity: Applicants should have satisfied any of the following conditions:

- i)** Indian Citizen of Kerala Origin.
- ii)** Candidates, who are sons/daughters of Non-Keralite parents and have obtained B.Sc Nursing degree from any of the Nursing Colleges in Kerala State. But they will not be eligible for communal/PD reservation benefits.
- iii)** Candidates who are not of Kerala origin but have been resident of Kerala for a period of not less than 8 years. But they will not be eligible for communal/PD reservation benefits.

7.1.1 Certificates to prove Nativity.

a) For Keralites :

Nativity Certificate as per Clause 7.1(i), should be obtained in the prescribed format

available along with the printout of the application, from the Village Officer to show that he/she or his/her father/mother was born in Kerala.

Or

Relevant page of the Secondary School Leaving Certificate / Indian Passport / Birth certificate showing the candidate's or either of the parent's places of birth in Kerala. In case certificate of parent is attached, corroborative certificate to establish the relationship between the parent and the candidate should also be attached.

b) For Non-Keralites :

Candidates, who are sons/daughters of Non-Keralite parents and have obtained B.Sc Nursing degree from any of the Nursing Colleges in Kerala State, a certificate stipulating the above condition from the Principal where he/she studied. But they will not be eligible for communal/PD reservation benefits.

Or

Certificate from the Village Officer to show that the applicant has been a resident of Kerala State for a period of at least 8 years within a continuous period of 13 years.

7.2 Academic eligibility

7.2.1(a) Candidate should have passed the **Bachelor Degree in Nursing** of Kerala, Calicut, Mahatma Gandhi, Cochin, Kannur University and KUHS or **regular course** of other universities recognized by KUHS, Kerala, Calicut, Mahatma Gandhi University or Kannur University. Only candidates who passed a regular degree program will be eligible for admission.

Or

Candidates who have passed the Post Basic B.Sc. Nursing of Kerala, Calicut, Mahatma Gandhi or Kannur University and KUHS or **regular course** of other universities recognized by KUHS Kerala, Calicut or Mahatma Gandhi University or Kannur University after acquiring General Nursing and Midwifery Course. Only candidates who passed a regular degree program will be eligible for admission. (Distance/Correspondence Degree course is not eligible for MSc Nursing admission)

7.2.1(b) Candidates who have passed B.Sc. Degree in Nursing/Post Basic B.Sc. Nursing (Regular Course from universities outside Kerala and any of the Deemed Universities, should produce the equivalency certificate from any of the Universities in Kerala at the time of counseling.

7.2.2 Applicant shall have completed one year of experience on the date of notification of inviting application in any hospital with average bed strength of one hundred inpatients or in a recognized School of Nursing or in a Community Health centre or internship/ Compulsory Nursing service after registration with the Nursing Council.

7.2.3 Applicant shall have obtained registration with the Kerala Nursing Council and the registration certificate is to be submitted at the time of counseling.

(i) *The experience of one year acquired by the candidates with registration from Nursing Councils outside Kerala, after successful completion of B Sc Nursing course will only be counted for experience. The one year experience must be acquired from the state in which the registration was obtained.*

(ii) The period undergone by a candidate for completing the Post Basic B.Sc Nursing Course will not be reckoned for experience. The experience acquired after the completion of the General Nursing and Midwifery Course, but before acquiring the Post Basic B Sc Nursing Degree will be counted for the required experience.

(iii). Candidates have to submit the attested copy of Certificates to prove their experience required along with their application form.

7.3. **Age:** The upper age limit for General Merit candidates shall be 46 years and for Service candidates 49 years as on the date of notification of inviting application.

The admission will be cancelled, if the candidate has produced any fake certificate

7.4. **Eligibility Test:** All candidates including Service candidates shall have to appear for the Entrance Examination to be conducted by the Commissioner for Entrance Examinations, Kerala . The Commissioner for Entrance Examinations, Kerala will publish the rank list with all candidates who appeared in the Entrance Examination based on their marks in the Entrance Examination. There will be separate list for service candidates who have qualified the entrance Examination.

7. 4.1. **Selection and Admission:** Selection and Admission will be based on the rank secured in the entrance examination as per clause 7.4. Selection of Service candidates will be as per clause 6.3.4

7.5 Eligibility for Service Candidates

7.5.1 The eligibility conditions as stipulated under clauses 7.1 and 7.2 are also applicable to candidates applying under Service quota. Such candidates also have to ensure that they should satisfy the eligibility conditions laid down under clause 6.3 in order to be considered under service quota.

8. How and when to apply

8.1.1) Application Procedure:

The application forms are common for all candidates including Service Candidates applying for the course. Candidates seeking admission to the course can apply in the online application form provided in the website www.cee.kerala.gov.in of the Commissioner for Entrance Examinations and then remit the required fee at any of the branches of State Bank of Travancore using the Bank Chalan available with the printout of the online application. The candidates outside Kerala can remit the application fee by way of a Demand Draft for the requisite amount, drawn from any Nationalized bank in favour of Commissioner for Entrance Examinations, payable at Thiruvananthapuram. Application fee for General candidates and Service candidate is **Rs.1000/-** (Rupees Thousand only) and in the case of SC/ST candidates and those eligible for SC/ST benefits as per G.O (MS) No.25/05/SCSTDD dated 20.06.2005 is **Rs.500/-** (Rupees Five Hundred only). The Prospectus can be downloaded from this website. The application forms and the prospectus will not be available from the Nursing Colleges or from the office of the Commissioner for Entrance Examinations. Service candidate seeking admission in General Quota also, should pay extra **Rs.1000/-**.

8.1.2) Step wise procedure on how to apply using Online Application Form:

i) There are 7 steps for the online submission of application and all the steps are mandatory. Candidates should complete all steps and should send the signed printout of the online submitted application along with the necessary certificates and documents so as to reach the office of the Commissioner for Entrance Examinations on or before the time and date notified by the Commissioner for Entrance Examinations Candidate has to visit the website www.cee.kerala.gov.in where he/she can find the link “**PG Nursing 2015 - Online Application**”

Step 1 : Candidate Registration

This is a one-time procedure. During the process, candidates will get a system generated Application Number. Candidates are requested to enter their own password when demanded. Preferably a strong password is recommended. It ensures the candidates’ safe online activities. The requirements of a strong password are:

- a minimum length of 8 characters
- a minimum of one alphabet character [a-z or A-Z]
- a minimum of one number (0-9)
- a minimum of one symbol [! @ # \$ % ^ & *]

The candidate has to re-enter the password for confirmation.

Don't disclose password to others. Remember the password till the end of allotment process of “PG Nursing courses -2015” for further login including Centralized Allotment Process(CAP).

There will be a Security question and candidates should provide an answer to it. For further login, candidates have to note down all the information provided during this stage.

Step 2 : Candidate Login

Login is required to proceed through all other stages of online submission. In order to login, candidate should provide Application number and Password.

Step 3 : Filling up of Application

Uploading Photo :

The first step for filling up application is to upload applicant’s recent passport size photograph.

- If the face in the photograph is not clear, your application is liable to be rejected.
- If the photograph is not clear, the candidate should edit the application and upload a clear photograph again.
- The uploaded photo and photo affixed on the printout of the application should be identical. Otherwise application is likely to be rejected.

Guidelines for scanning and uploading photograph:

For applying online, the candidates must have scanned/digital image of his/her photograph. The Specification of photograph image should be as follows:

- Photograph should be of passport size format. Front view of full face and shoulder portion of candidate is to be seen clearly in the photograph.
- The face of the candidate should be straight and at the centre.
- Photograph must be in colour with a light colour background, white is preferable.
- Photo wearing caps and dark glasses will be rejected.
- Scanned image file should be in **jpg (jpeg) format** only.
- Dimensions of the photograph **150 pixels width and 200 pixels height**
- Size of the image file should be **between 15 kb and 30 kb**
- Candidate's name and date of photo taken should be printed at the bottom portion of the photograph with black letter and white background.

Procedure for Uploading Photograph :

When logging into online Application portal, you are directed to your home page. For uploading photograph, click the '**Fill-up Application**' button on the homepage. Under the section named 'Upload Your Recent Photo', click on '**Browse**' and select the location where the scanned photograph file has been saved. 'Open' the photo file after clicking on it. The file details will be displayed on the screen. If it is correct click the '**Upload**' button. If the specified size and dimensions are met by the jpg file, the selected photograph will be uploaded to the application.

Remember, a printed copy of the uploaded photo should be affixed on the specified place in the printout of the application and get it duly attested.

Fill up Basic information :

All the basic information required for processing your application are to be filled in at this stage. Before filling the details, please read the Prospectus carefully.

During the filling up of application, frequently click '**Save**' button available in the home page to protect your data.

The data provided here will be used for processing the application. Any mistake in filling this page or providing false/incomplete/wrong information will affect the candidate's eligibility for admission or claim for reservation under any category **Error! Reference source not found..** It is obligatory that the candidate should fill all the mandatory items in the application.

Candidates should click the 'Save' button to save the entries made so far before proceeding to Step 4. At this stage the candidate can login, view and modify the details provided. **Candidates should take utmost care while filling the Online Application. Applicant should ensure that the data provided are correct before proceeding to step 4.**

Step 4 : Final Submission of Application

This is also a one-time procedure. If candidate is sure that the information provided in step 3 is correct, click the link 'Final Submission'.

Note:- No modification of the application will be possible after Final Submission of application in step 4.

Step 5 : Payment of Application Fee

At this step candidate has to provide payment details of application fee. [Refer clause 8.1.1]

Step 6 : Printout of the Application

Candidate should take a printout of the online submitted application which contains all the information provided during step 3 and step 5. Candidates should get the Course Certificate and Nativity Certificate provided in the application.

Step 7 : Send the Printout of application and Supporting documents to the Commissioner for Entrance Examinations

Affix a photograph of the applicant with 3.5 x 4.5 cm size same as the photograph uploaded on the online application duly attested by the gazetted officer. Candidate should affix the left hand thumb impression in the space provided in the printout of the application. The applicant should sign in the specified areas on the printout of the application and attach supporting documents/certificates (see clause 8.2 of the prospectus) and should be enclosed in the envelope addressed to 'THE COMMISSIONER FOR ENTRANCE EXAMINATIONS, 5TH FLOOR, HOUSING BOARD BUILDINGS, SANTHI NAGAR, THIRUVANANTHAPURAM- 695 001' and should reach the addressee by registered post/speed post/hand delivery, before the last date and time notified by the commissioner.

- (ii) Applications should be completed in all respects. A candidate will be considered for the Entrance Examination or for admission, only if he/she has furnished the relevant certificates prescribed in the Prospectus, in proof of eligibility, or in support of any claim for reservation, under any category

The procedure of online submission of application will be completed only after the printout of Application and supporting documents / certificates are received in the office of the Commissioner for Entrance Examinations. Candidates are directed to keep a copy of the printout of completed application form for further reference.

8.1.3) Points to be noted:

1. Candidates must upload a copy of their passport size photograph same as the one to be affixed to the printout of the online application for PG Nursing Entrance Examination, Kerala-2015. (Only after uploading the photograph, the candidate will be able to fill in his/her application form online)
2. Candidates must pay the application fee, only in one of the branches of State Bank of Travancore.
3. Candidates will not be able to correct/modify/edit his/her application once the 'Confirm' button is pressed. Only after pressing the 'Confirm' button the page containing 'Print' link will be available.
4. The candidates must take a printout of the application submitted by visiting the 'Print' link. One copy of the same has to be retained by the candidate and another copy has to be sent to the office of the Commissioner for Entrance Examinations along with relevant documents supporting claims in the application.
5. All applications sent to the Office of the Commissioner for Entrance Examinations are to be printed using 'Print' link.
6. Candidates should not send more than one application form to the CEE.
7. Income certificate & community certificate should be in original in the prescribed format, and will be considered only if sent along with the printout of the online application

Incomplete /late /defective applications will be summarily rejected

8.2 Certificates/Documents to be submitted with the filled in Application form

- a) **Nativity certificate:** Any one of the document mentioned under clause 7.1.1.
- b) **Community certificate (In case of candidates belonging to SC/ST Communities):** To be obtained in the prescribed format available along with the printout of the application meant for such candidates as per clause 6.1.
- c) Those who claim reservation applicable for SEBC candidates, community certificate to that effect and income certificate in the prescribed format available along with the printout of the application has to be obtained from the concerned revenue authorities. SEBC benefit will be subject to income limit which will be in force as prescribed by the Government at the time of publishing notification, inviting application.
- d) Attested Copy of Degree / Pass certificate of the B Sc Nursing Degree.

OR

- Attested copy of Degree/Pass certificates of General Nursing and Midwifery Course and Post Basic B.SC Nursing - Regular course.
- e) Attested Copy of Mark list of each B.Sc. Nursing /Post Basic B.Sc. Nursing examination. (Regular Course)
- f) Attested copy of Internship Certificate/**Experience Certificate(s)** as per clause 7.2.2
- g) Certificate to prove age
- h) Fee receipt of the amount paid in bank, in original

Additional documents to be enclosed by service quota candidates:

- i) Declaration to the effect that he/she has not undergone M.Sc Nursing Course under the service quota, previously should be furnished.
- j) Service certificate from the Head of the Department (DME/DHS) as per clause 6.3.3(Annex1V)

8.2.1 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.

9. SUBMISSION OF APPLICATION FORMS

9.1) General Candidates: The application printout and all required documents mentioned under clause 8.2 as applicable in case of **General candidates** should be enclosed in a cover super scribed as “**Application for Entrance Examination to M.Sc. Nursing Courses- 2015-2016**” and should reach the “**Commissioner for Entrance Examinations, Vth Floor, Upper Zone, Housing Board Buildings, Santhi Nagar, Thiruvananthapuram - 695 001** by hand delivery/speed post/courier on or before the last date and time notified by the CEE. The CEE will not be responsible for any postal delay. Belated applications will be rejected summarily.

9.2 Service Candidates: The application printout and all required documents mentioned under clause 8.2 as applicable in case of **Service candidates** should be enclosed in a cover super scribed as “**Application for Entrance Examination to M.Sc. Nursing Courses- 2015 (Service Quota)**” and should reach the “**Commissioner for Entrance Examinations, Vth Floor, Upper Zone, Housing Board Buildings, Santhi Nagar, Thiruvananthapuram - 695 001** by hand delivery/speed post/courier on or before the last date and time notified by the CEE. The CEE will not be responsible for any postal delay. Belated applications will be rejected summarily.

A copy of the application printout with all required documents mentioned under the clause 8.2 should be submitted to the controlling officer concerned (DME/DHS) on or before the last date and time notified by CEE.

The Controlling Officer will verify the applications received from service candidates and prepare a list according to the seniority of the candidates. Director of Health Service shall forward the applications and the list to the Director of Medical Education within seven days after publication of result of the Entrance examination.

10. ENTRANCE EXAMINATION

10.1 The date and time of the Entrance examination will be notified by the CEE in due course.

10.1.1 The standard of the examination: The competitive examination shall be of the standard of B.Sc. Nursing and shall cover all the subjects taught in B.Sc. Nursing Course. Distribution of number of questions from each subjects will be as shown below.

Sl.No		Number of questions
1	<u>Basic Science</u>	6
	a. Anatomy	
	b. Physiology & Biochemistry	10
	c. Microbiology	6
	d. Nutrition	4
	e. Psychology	6
	f. Sociology	6
2	Nursing Foundations	30

3	Medical Surgical Nursing including Pharmacology and Pathology	44
4	Community Health Nursing	20
5	Obstetrics & Gynecology Nursing	14
6	Child Health Nursing	16
7	Psychiatric Nursing	14
8	Nursing Education	10
9	Nursing Administration	8
10	Research	6
	Total	200

10.2 Scheme of examination

10.2.1 The entrance examination will consist of one paper of 2.5 hours duration containing **200 Objective Type (Multiple Choices) Questions.**

10.2.2 The question paper for the examination will be given in the form of Question Booklet. There will be a single version for the question paper. For each question, four suggested responses will be given as choices A, B, C and D, of which only one will be the **MOST APPROPRIATE ANSWER** and the candidate, has to select, and mark the bubble corresponding to the most appropriate response in the separate 'OMR Answer Sheet' provided. All entries in the OMR Sheet, including filling of bubbles should be done using ballpoint pen only. (Blue or Black ink)

10.2.3 **Scoring scheme:** Each correct response will be awarded 4 (Four) marks. Negative marking will be adopted for incorrect response. One mark will be deducted for each incorrect response and no mark will be given for the question not answered. More than one answer indicated against a question will be deemed as incorrect response and will be negatively marked.

10.2.4 At the end of the examination, candidate should hand over the OMR Answer Sheet to the invigilator, who will separate the Answer Sheet along the perforation in the presence of the candidate. Candidates will be permitted to take the Question Booklet with them after the Examination.

10.2.5 **Valuation of Answer papers:** A fully computerized system has been adopted for evaluation of the answer scripts, using the Optical Mark Reading (OMR) system and for the preparation of the Rank list. **There is no provision for revaluation or rechecking of the answer sheets as the valuation or scoring will be error-free.**

Important: Any malpractice or attempt to commit any kind of malpractice in the examination will result in the disqualification of the candidate and withdrawal of candidature.

10.2.6 Resolution of Tie: If more than one candidate obtains equal marks in the Entrance Examination for General Merit category, candidate who secures higher aggregate marks for B.Sc. Nursing examination, will be placed higher in the ranking. If the tie still continues, the candidate older in age will be placed higher in ranking.

10.3) Venues :

Entrance Examination will be conducted at Thiruvananthapuram, Kerala.

10.4) Online Admit Cards

10.4.1) The Admit Card for the Entrance Examination can be downloaded from the official website of the Commissioner for Entrance Examinations, www.cee.kerala.gov.in . The candidates will have to enter their Application number and Date of Birth provided in the application form in order to download the admit card. They will have to take a printout of the admit card. Admit cards will not be sent by post from the Office of the Commissioner for Entrance Examinations. The venue of the examination and time table will be noted in the admit card. Separate notification in this regard will be issued.

10.4.2) Memo will be sent to candidates whose application has been rejected.

10.4.3) No memo will be sent by post in the case of defective applications. The defects in the applications will be displayed on the homepage of the candidate while attempting to download the admit card by giving his/her Application Number and Date of Birth. Defects if any, should be rectified within the dates specified in the notification pertaining to the download of admit cards.

10.4.4) All candidates whose application has been accepted should download their admit card well in advance. A candidate who does not possess the Admit Card will not be admitted to the Examination Hall under any circumstances.

10.5) SPECIAL INSTRUCTIONS TO THE CANDIDATES APPEARING FOR THE PG NURSING ENTRANCE EXAMINATION, KERALA - 2015.

Note : Read the following instructions carefully. Failure to observe instructions may upset the candidate's performance.

10.5.1) Reporting for the Examination:

- (i) Candidates should bring Admit card and ballpoint pen (either blue or black ink) for the Examination.
- (ii) Candidates will not be permitted to take items such as pencil, eraser, correction fluid, calculator, logarithm table, electronic gadgets, mobile phones etc. into the examination hall.
- (iii) Candidate should be present at the examination hall, 30 minutes before the prescribed time for the commencement of the examination.
- (iv) No candidate will be permitted to enter the examination hall, after the commencement of the examination.
- (v) Candidates will be permitted to leave the examination hall only after completion of the examination.

10.5.2) Question Paper :

- (i) The question papers will be given in the form of a question booklet. A candidate will be given the question booklet before the actual time prescribed for the commencement of the examination, to enable him/her to acquaint himself/herself with the instructions to be followed.
- (ii) There will be a single version for the question paper.
- (iii) The question booklet serial number is printed on the top right margin of the facing sheet.
- (iv) Candidate must write his/her name and roll number in the space provided in the Question booklet. The Roll Number should be written carefully. The column for the signature of the candidate should also be filled in (The signature should be identical with the signatures in the admit card and in the attendance sheet).
- (v) The question booklet will be sealed at the middle of the right margin. The candidate should not open the question booklet, until an indication is given by the invigilator to start answering at the scheduled time.

10.5.3) Answer Sheet :

- (i) Separate answer sheet (OMR Answer Sheet) having a copy of the original OMR sheet attached to it, will be given to mark the answers. **Candidates should not detach the copy of the OMR sheet from the Original during the course of Examination.** All impressions made in the original OMR sheet will be carried over to the copy attached. Hence candidates, while making entries in the OMR sheet and while answering, should ensure that the copy of the OMR is always aligned with the original OMR sheet. Any change in alignment can result in variation of the position of the entries in the original and copy of OMR sheets. If any candidate detaches the copy before the conclusion of the examination, his/her candidature is liable to be cancelled.
- (ii) The evaluation of the answer sheet of objective type papers will be done using the **OPTICAL MARK READING (OMR)** System. Hence the answer sheet (OMR answer sheet) is designed to suit this system.
- (iii) **IMPORTANT** : Extra care is needed while handling the OMR **Error! Reference source not found.** Answer sheet in the following respects.
DO NOT: (i) Pin or staple (ii) Punch or tag (iii) Make holes anywhere (iv) Wet or soil (v) Tear or mutilate (vi) Wrinkle or fold the OMR Answer Sheet.
- (iv) Filling in the OMR Answer Sheet

IMPORTANT

All entries in OMR **Error! Reference source not found. answer sheet are to be made with blue or black ink BALLPOINT PEN only.**

Marking with fountain pen, gel pen, sketch pen or pencil is not permitted.

Use of any ink of colour other than blue or black is not permissible.

- (v) The answer sheet has two parts – “CANDIDATE’S DATA” on the left side and “ANSWERS” on the right with a thin perforation in between, length-wise. Fill in all the entries on the left side (Candidate’s Data part) before beginning to answer questions.
- (a) **CANDIDATE’S DATA PART:** (Left side of the sheet)
Fill in the boxes and the appropriate bubbles with blue or black ink ballpoint pen.

Roll Number : Fill in and mark the Roll No. as given in the admit card with ballpoint pen. The Roll number should be entered without any corrections or overwriting.

Name: Fill up the item correctly and legibly. Name is to be entered as given in the admit card with ballpoint pen.

Fill up the Roll Number again.

Question booklet Sl. No. has to be entered as given in the top right side of your question booklet.

Name of subject : Enter name of the subject.

Signature of the Candidate : The candidate has to sign in this box and should be identical with the signature affixed in the admit card and attendance sheet.

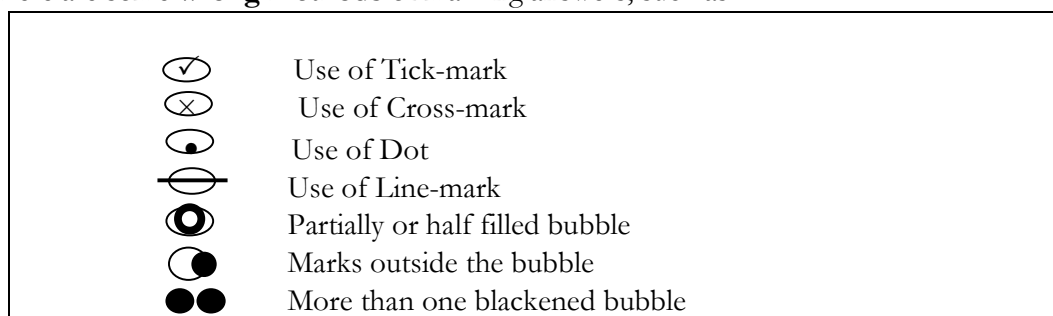
The item for signature of the invigilator will be filled in by the concerned person.

- (b) ANSWER PART OF THE OMR SHEET : (Right side of the sheet)

Do not write your roll number or name or make any stray marks on this part of the sheet.
Do the marking for answers only in the spaces provided (bubbles).

(vi) **Method of marking**

- (a) The Answer part of the OMR sheet (right side) consists of ovals, known as 'bubbles'. USE ONLY BALLPOINT PEN (BLUE OR BLACK INK) for filling (marking) these bubbles. Marking with any other colour or with sketch/gel pen is not permitted.
- (b) Each question will have four answers marked (A), (B), (C) and (D) .The most appropriate answer will have to be selected. Thereafter, using ballpoint pen (blue or black ink) mark the bubble corresponding to the most appropriate answer.
- (c) Mark only one bubble for each question. The bubble should be filled completely and must be dark.
- (d) Here are some **wrong methods** of marking answers, such as



In all these cases mentioned above, though the candidate may have given the correct answer, it will not be read by the scanner because of the wrong method of marking the answer.

- (e) The bubble should be filled completely. Candidates are advised not to make any special effort to mark bubbles artistically.
- (f) **Warning :** Marking once made will be final.

- (g) Any attempt to erase the mark once made will leave smudges or marks on the bubble, which will treat it as a valid mark.
- (h) Any fresh mark made after attempting erasure of an already marked bubble will lead to multiple marks with the consequent penalty of **negative marks**.
- (vii) The question booklet for each paper will be supplied to the candidate only five minutes before the actual time prescribed for the commencement of the examinations. The candidates should take care to mark the necessary entries, in the question booklet as well as on the OMR answer sheet immediately before beginning to answer the questions.
- (viii) Immediately after the commencement of the examination, the candidate should check that the question booklet supplied is of the correct version and that it contains all the 200 questions in serial order. The question booklet should not have unprinted or torn or missing pages in it. If the question booklet does not agree with the above, the matter should be brought to the immediate attention of the invigilator. In such cases the invigilator should take immediate action to rectify the same by issuing the candidate a question booklet of the same version. The question booklet initially issued will be taken back only after the replacement is made.
- (ix) Candidates are warned that they should enter only the necessary information as required in the OMR answer sheet (on the left part). Any additional information, which is not required and which may help to identify the candidate (made in any part of the OMR sheet), will be treated as malpractice activity as per clause **(10.6)** and **will be dealt as per Clause 10.6.2**
- (x). Candidates will get the copy of the OMR sheet after the completion of the examination. The copy which is attached to the Main OMR sheet will be detached by the Invigilator in the presence of the candidate after the completion of the examination. The candidates will be permitted to carry this copy with them after the Examination.
- (xi) Any mistake in filling up the data part of the OMR sheet or in marking the answers will affect the valuation of the script adversely.

(10.6) MALPRACTICE WARNING:

Malpractice is an activity that allows a candidate to gain an unfair advantage over other candidates. It includes, but not limited to:

- i) Having in possession of papers, books, notes, correction fluid, whitener, correction pen, blade, pencil, eraser, electronic devices or any other material or information relevant to the examination concerned;
- ii) Paying someone to write examination (impersonation) or prepare material;
- iii) Breaching examination rules;
- iv) Assisting another candidate to engage in malpractice; -giving or receiving assistance directly or indirectly of any kind or attempting to do so;
- v) Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the examination time in the examination hall;
- vi) Taking away the answer sheet out of the examination hall;

- vii) Threatening any of the officials connected with the conduct of the examination or threatening any of the candidates;
- viii) Using or attempting to use any other undesirable method or means in connection with the examination;
- ix) Manipulation & fabrication in online documents viz. Admit card, Allotment letter etc;
- x) Forceful entry in Examination Hall with malafide intentions;
- xi) Affixing of fabricated photograph on the application form;
- xii) Affixing of fabricated thumb impression on the application form;
- xiii) Possession of Calculators, Slide Rules, Log Tables, Geometry Box, Pencil box, Electronic Digital Watches with facilities of calculators, cellular phones, mobile phones, pagers or any other electronic gadget which are not allowed inside the Examination Hall.;
- xiv) Tampering of Barcode in the OMR sheet or mutilation of OMR sheet or marking unnecessary information on OMR.

Note: Candidates should not indulge in unfair means activities/malpractices which breach the examination rules. If any candidate is found to be indulged in any such activity he/she shall be debarred from appearing PG Nursing Entrance Examination and shall also be liable for criminal action and/or any other action deem fit by CEE. Candidates are advised in their own interest not to bring any of the banned items including Mobile Phone to the venue of the examination as arrangement for safe keeping cannot be assured.

10.6.1 Guidelines to Chief Superintendent

In the event of observing malpractice activity in the examination hall by a candidate, the candidate shall not be allowed to continue to write the examination. The examination Question Booklet, OMR and admit card of the candidate who indulged in the malpractice activity along with the materials in possession at examination hall which the candidate used for malpractice at the examination hall such as Calculators, Electronic Digital Watches with facilities of calculators, mobile phones, pagers or any other electronic gadget etc shall be confiscated and reported to the CEE with a report signed by the Invigilator, Chief superintendent and Observer in a sealed cover through the CEE representative/liaison officer.

10.6.2 PUNISHMENT FOR MALPRACTICE

If a candidate is found indulged in any of the malpractice activities or similar practices, during the course of PG Nursing Entrance Examination, Kerala -2015, before or later on, shall be deemed to have committed malpractice at examination and his/her candidature in the PG Nursing Entrance Examination, Kerala -2015 will be cancelled. **Such candidates shall be debarred from appearing the entrance examination conducted by CEE for not less than two years and shall also be liable for criminal action and /or any other action as deem fit by CEE. Decision of the CEE in this regard shall be final.**

10.6.3 IMPERSONATION

If during the PG Nursing Entrance Examination, Kerala -2015 or at any stage of allotment/admission process , it is found that candidates appearing in the PG Nursing Entrance Examination, Kerala -2015 or in the admission process at allotted College indulged in any case of impersonation i.e. not matching the photograph/signature/thumb impression/documents of the candidates etc. he/she will be handed over to the Police by the Chief superintendent/Liaison Officer /Principal as the case may be and the cases will be dealt as per the Indian Penal Code in this matter for further investigation. The matter shall also be reported to the CEE by the Chief Superintendent/Liaison Officer /Principal in writing.

Such candidates will be debarred permanently from appearing PG Nursing Entrance Examination conducted by the CEE in future in addition to the cancellation of his/her candidature in the PG Nursing Entrance Examination.

(10.7) Declaration of Results:

- (i)** The Commissioner for Entrance Examinations will publish the “Answer Key” of the PG Nursing Entrance Examination ,Kerala-2015 on the website of the CEE (www.cee-kerala.org) after the completion of the Entrance Examination.
- (ii)** If any candidate has any complaint regarding the answerkey/questions, the same should be submitted to the CEE, in writing along with supporting documents and a fee of **Rs. 300/- for each question or answer key being challenged**, by way of DD in favour of Commissioner for Entrance Examinations, Payable at Thiruvananthapuram, within the notified time from the date of publication of answer keys on the website of the CEE. If the complaint filed is found to be genuine, the fee remitted while filing the complaint will be refunded. Complaints received after the stipulated date and without requisite fee will not be considered under any circumstances. Complaints received by E-mail/Fax will not be considered on any account.
- (iii)** All complaints on Answer key received will be referred to subject expert committee to be constituted by the CEE . The recommendations of the Committee will be final. Necessary modifications will be made in the published answer keys based on the recommendations of the Committee. Individual reply will not be given to the candidates on the decision of the committee

10.8. Rank list: The Commissioner of Entrance Examination shall prepare and publish the rank list of General Candidates and forward the same to the Director of Medical Education. The rank list will also be published in the website at www.cee-kerala.org. The validity of the rank list will be 45 days from the first date of admission to M Sc Nursing Course.

10.9. **Category list:** Provisional Category list including eligible candidates belonging to SC, ST, SEBC and PD will be published by the CEE and forward the same to the Director of Medical Education

11. The Provisional select list of Service Candidates

11.1 CEE will prepare and publish the list of qualified service candidates (Teachers of Government Schools of Nursing and nursing staff working under DME) and forward the same to the Director of Medical Education. Provisional select list of service candidates shall be prepared by DME according to their service seniority as per clause 6.3.3.

11.2 The provisional list of service candidates along with objections if any shall be considered by the Post Graduate Selection Committee (PGSC). The selection committee shall consist of DME, DHS JDME (M), DDNE (convener), Principal (Medical College TVPM) and Principal (Nursing College TVPM) as members.

12. CENTRALISED ALLOTMENT PROCESS [CAP]

12.1 Allotment to all Post graduate Nursing courses and to all the Government seats and Govt. merit seats in self financing colleges covered by the Entrance examination will be made through a Centralized Allotment process, which will be conducted by the Director of Medical Education. The dates of counseling and allotment shall be notified by the DME in all leading Malayalam dailies and other media and website of DME (www.dme.kerala.gov.in). No individual communication will be sent to the candidates in this regard.

12.2 Original documents to be produced at the time of counseling.

12.2.1 Certificate of equivalency / eligibility from any University in Kerala, in the case of candidates who have passed BSc. Nursing/Post Basic B.Sc. Nursing (Regular Course) from any University outside Kerala. This certificate needs to be produced at the time of counseling.

12.2.2 Registration Certificate from the Kerala Nurses and Midwives Council. This certificate needs to be produced at the time of counseling. Admission to the candidate shall be given only after obtaining registration certificate with the Kerala Nursing Council.

12.2.3 No opportunity shall be given to incorporate any details / documents after the date of admission mentioned in the memo.

12.3 Genuineness of Certificate: If the Selection Committee has any doubt about any certificates furnished by a candidate, such certificate shall be accepted only if found genuine on further verification. Admission even if granted shall be cancelled if it is found later that false certificates had been produced or that the admission had been secured by fraudulent means

12.4 Following shall be the priority in allotment of candidates belonging to different categories:

12.4.1 Service Quota

(a) **Teachers of Government College of Nursing / Teachers of Government School of Nursing/ Nursing staff under DME/DHS** : The service candidates in the select list will be called for personal appearance to exercise their option of subjects. Candidates shall furnish his/her options in the proforma that will be provided. Allotment of seats shall be done by the Director of Medical Education from the select list, availability of seats at the time of counseling, and also based on the options exercised at the time of counseling.

(b) **General Merit and SC/ST candidates**: At the time of Counseling, candidates in the order of rank shall furnish his/her options in the proforma that will be provided. Allotment of seats shall be done by the Director of Medical Education strictly according to rank, availability of seats at the time of counseling and also based on the options exercised at the time of counseling.

12.5 Candidates are advised to strictly observe the date and time of his/her appearance in the Centralized Allotment Process. Candidates should appear at the venue for the allotment process at their own expenses.

12.6 Candidate who fails to appear for the counseling as per schedule will forfeit his /her chance for admission and will not be considered for subsequent counseling, irrespective of the rank secured. However, if a candidate is not able to attend the allotment process on genuine grounds, the parent/guardian, or any authorized person can act as a proxy at the risk of the candidate on production of authorization letter in the form given in **Annexure - I**. Authorization letter once received will be considered as valid for the entire allotment process, unless the candidate revokes it in writing. A photocopy of the filled up authorization letter should also be brought by the proxy at the time of first appearance. The original authorization letter will be retained and the photocopy will be returned to the proxy with acknowledgement. This photocopy with the acknowledgement on it must be used for subsequent appearance(s) if any.(If vacancies exist after regular counseling spot allotment if any conducted, **candidates** who have not attended regular counseling can participate).

12.7 Criteria for selection to higher options

12.7.1 If a candidate gets selected for a course of his/her first option, he/she shall not be considered for other options. If a candidate is selected for his/her 2nd or 3rd option, he/she shall be considered for selection for the higher option as per his/her rank in the waitlist if vacancy arises during the validity period of the rank list, provided he/she has joined the course of his/her lower option or relinquished the selection before the scheduled date for the admission.

12.8 The additional seats, if any, sanctioned during the validity of the rank list shall be filled up from the same rank list.

13. Date of Joining: It is mandatory for the candidate to join the course on the date intimated by the Director of Medical Education, if selected at the time of counseling.

13.1 If a candidate does not join the course to which he/she is selected or discontinues the course after joining, his/ her claim for admission for the higher option shall be forfeit.

13.2 **Joining time:** No extension of joining time shall be granted by the Director of Medical Education to the allotted candidates under any circumstances.

13.3 **Transfer:** No transfer shall be allowed from one college to the other after closing of admission. Re-allotment alone shall be considered before the closing of admission.

14 Stipend: Students admitted to PG course in government Nursing Colleges are eligible for stipend as per Government Orders passed from time to time.

14.1 A candidate when moved over to another subject/ college of his/her higher option shall have to forfeit the stipend for the period equivalent to the period for which stipend is drawn already.

15. Commencement of the Course, Attendance, Duration of leave etc.

15.1 The duration of the PG Degree courses including University Examination is two years. The course commences from the date on which the first candidate joins the course. For the purpose of reckoning the duration of the course, any candidate will be deemed to have joined the course on the date on which the candidate actually commences the academic programme as certified by the Principal concerned. This date should be given as the date of joining in the Post Graduate register maintained by the University. He/she will have to complete the total duration of the course before being given the course certificate.

15.2 The candidate should earn the attendance for each year of the course as stipulated in the regulations of the concerned university. All the 365 days of the year are working days for post graduate students. The student will be permitted to avail casual leave for 20 days in a year, but not more than 10 days at a stretch. Any other leave will entail extension of course. Those who take leave without prior sanction are liable to be considered to be on unauthorized absence. If the post graduate student is unauthorisedly absent for more than 10 days, he/she will be terminated from the course and liquidated damages will be levied.

15.3 All PG students are eligible for weekly off for one day and this cannot be accumulated. This will be allowed by the Head of the Department concerned without affecting the routine functioning of the Department.

15.4 CMEs, workshops and other academic programmes conducted by recognised academic bodies

are essential aspects of PG training programme. All PG students may be permitted to attend such programmes without affecting the routine working of the Departments concerned. The Heads of Departments shall sanction duty leave to PG students provided they apply prior to the CME programme and the Head of Department is convinced about the genuinity of the programme and utility for the particular course. The student on returning from the programme should submit attendance certificate to the head of the department.

15.5 No Post Graduate student shall leave the country without prior sanction of the Director of Medical Education/government. Any violation will be viewed seriously warranting termination from the course including recovery of liquidated damages as mentioned in clause 16.

15.6 Any student who joins the course within 30 days from the date of the commencement of the course may be permitted to appear for the examination if the student does not take any other leave during the first year of the course and completes the minimum requirement of attendance as prescribed by the university concerned for the rest of the years (11 months of the last year) on the date of commencement of the examination. These students will be deemed to have completed the course along with the first student who joined the course on the date of commencement of the course for the examination purpose.

15.7 For those students who join later from the actual date of commencement of the course as detailed above, the course will be deemed to have commenced on the actual date of their joining the course. They will have to undergo the course till the completion of the total duration of the course. However they may be permitted to appear for an examination if they have 80% attendance in both theory and practical.

16 Liquidated damages & Submission of Undertaking:

16.1 General Terms:

The applicants selected for Post Graduate Courses shall have to submit two undertaking in Rs.100/- Kerala Stamp Paper each at the time of joining the course to the effect that :

- a) He / she shall not discontinue the P.G. Course, he / she has been allotted after the validity period of the Rank List
- b) In the case of Service Candidates he / she shall serve the Government for a period not less than 5 years after the completion of the course.

16.2 Conditions

- a) There shall be two different undertaking - one for the Service quota Candidates and another for other candidates. A copy of the Undertaking is in annexure II & III.
- b) A Post Graduate student discontinues the P.G course after the validity period of the select list he/she shall pay **Rs. 2.5 lakhs/-** as Liquidated Damages and also repay the stipend already received.

- c) A candidate leaving one course to join another of his/her higher option, during the validity period of the Rank List shall not be liable to pay the Liquidated Damages.
- d) If anyone violates the condition mentioned in clause 16.1.b above, it will be construed as Professional Misconduct and the fact reported to the Kerala Nursing Council for suitable action including cancellation of Registration by the Council. A Penalty of **Rs.10 lakhs** from the service quota candidates shall be levied as liquidated damages and they are also liable to refund the stipend/salary already received by them during the course period.
- e) No Admission shall be valid without getting the undertaking as detailed above executed at the time of joining or within a period of 7 days at the discretion of the Principal concerned. Format of undertaking will be available in the office of the Principal of the Nursing College concerned. Any lapse in this regard will be treated as the liability of the Principal concerned.
- f) **Compulsory Nursing Service**
Compulsory Nursing Service will be optional to the students admitted for MSc Nursing course. If Government desires to implement Compulsory Nursing Service, every student is bound to do the same.
- g) The candidates who are doing compulsory service shall not leave the country without prior sanction of the Directorate of Medical Education.

17. No candidate shall be permitted to do post graduate course in more than one speciality simultaneously. One should have completed or discontinued the course before joining post graduate course in a different speciality.

18. Notwithstanding anything contained in the prospectus, the Government may at any time, on their-own accord or otherwise after calling for the records of the case, revise any order passed by a subordinate authority.

Sd/-

Thiruvananthapuram

Director of Medical Education

ANNEXURE I

CENTRALIZED ALLOTMENT PROCESS - PG Nursing: 2015
AUTHORIZATION LETTER
Submitted by an Authorized representative
[See Clause 12.6]

I, -----(*name of candidate*) son/daughter of Shri./Smt. -----having Roll No ----- in the P G Nursing Entrance Examination, 2015, with Rank -----, do hereby authorize Shri / Smt ----- (*name & address of the person being authorized*) to represent me to report at the allotment venue for admission to P G Nursing Courses, 2015. The signature of the person authorized is attested below by a Gazetted Officer.

Signature of the Candidate:

Affix a recent passport size photograph of the candidate and get it attested by a Gazetted Officer

Name of the Candidate:-----

Address :-----

Name and Designation of the Gazetted officer

Office Seal

Photograph of authorized representative attested by the candidate

Signature of the Authorised Representative:

ATTESTED:

SIGNATURE OF THE CANDIDATE

Candidate to sign over the photograph

UNDERTAKING

I, undertake that the decision taken if any, by my authorised representative at the allotment venue shall be binding on me and I shall not have any claim whatsoever, other than the decision taken by my authorised representative on my behalf.

Place :

Date :

Signature of candidate

Note: An authorized representative attending CAP-PG Nursing, 2015 must bring a photocopy also of the filled up form. The same will be returned to the representative with the seal of the DME's office. This copy of the filled up form having the seal of the DME's office can be used in lieu of authorization letter during subsequent appearances.

Annexure - II

Undertaking

(Total value of Rs 100/- Kerala Stamp Paper*)

To be submitted by all candidates admitted to MSc Nursing Courses in the Government Nursing Colleges

TO KNOW ALL MEN BY THESE PRESENTS that we
..... Residing at
..... hereinafter called the 'Bounden' (which expression shall unless excluded by or repugnant to the context include his heirs, executors, administrators and legal representatives) and andhereinafter called the first surety and second surety respectively (which expression shall unless excluded by repugnant to the context include their respective heirs, executors, administrators and legal representatives) bind ourselves jointly and severally to pay the Governor of Kerala (hereinafter called the Government) on demand without demur a sum of Rs. (Rupees) the probable amount that Government may have to spend for paying stipend and the amount spend by government for their studies to the Bounden and a further sum of **Rs.2,50,000** (Rupees Two lakh fifty Thousand) as liquidated damages.

Signed thisday of.....in the year Two thousand and elevenby the Bounden Shri..... (Full address)

In the presence of witnesses: (Name & Official Address is compulsory)

- 1.

- 2.

WHEREAS the Bounden has been under the rules, which will form part of this deed as if incorporated herein, hereinafter called, the Rules, selected to undergo the course of study. Government will give the monthly stipend to the Bounden (admissible as per rules) for the study of --
----- [*here enter the name*

of the course of study] in Government Nursing College,(Name of college)
condition of submission of undertaking supported by two sureties in the terms appearing hereinafter
which the Bounden has agreed to do.

Now the condition of the above written obligation is that in the event of the Bounden not conforming to or observing the rules and conditions, regarding the progress of his study or interrupting or discontinuing his course, at any time after the expiry of the validity of the MSc Nursing select list or participating in a strike or leave the training course on account indiscipline or misconduct on his part, or for other reasons not considered valid and satisfactory by the Secretary to Government of Kerala, Health and Family Welfare Department whose decision in this behalf shall be final, the Bounden and the sureties shall jointly and severally pay and refund to the Government on demand and without demur all the amount spent on the Bounden on account of the said course of studies, together with the liquidated damages of **Rs.2,50,000** (Two Lakh Fifty Thousand) if the bounden discontinues the course after the validity of rank list. This decision of the Secretary to Government of Kerala, Health and Family Welfare Department as to the commission of a breach or as to any indiscipline or misconduct on the part of the Bounden as also the amount of compensation payable and as to whether the Bounden has or has not performed and observed the conditions and Bounden obligations under these presents shall be final and binding on the Bounden and the sureties.

It is further agreed and declared that in the event of the Bounden being unsuccessful in any of the qualifying examinations conducted in the said Institute, the Government may at their discretion, withhold the payment of stipend for the continuance of further studies and the decision of the Secretary to Government of Kerala, Health and Family Welfare Department in this behalf shall be final and binding.

Provided further that the Bounden and the Sureties do hereby agree that all sums found due to the Government under or by virtue of this bond may be recovered jointly and severally from them and their prospective movable and immovable as if such sums were arrears of land revenue under the provisions of the Revenue Recovery Act for the time being in force or in such other manner as to the Government may deem fit.

It is agreed that the liability of the sureties hereunder shall not be impaired or discharged by reason of time being granted or any forbearance, act or omission of the Government (whether with or without the knowledge or consent of the sureties) in respect or in relation to the several obligations and conditions to be performed or discharged by the Bounden or by any other matter or thing whatsoever which, under the law relating the sureties, shall but for this provision have the effect of releasing the sureties from such liability not shall it be necessary for the Government, to sue the Bounden before doing either of the sureties for amounts due hereunder.

It is agreed that the expense of Stamp duty to this document shall be borne by the Bounden.

IN WITNESS WHEREOF the Bounden
.....and.....and
..... sureties have put their respective hands
the day and year herein above written

Signed by the Bounden in the presence of witnesses:

(Signature of the Bounden)

- 1.
- 2.

Signed by

(Signature of the first surety) (Official Address & Residential Address of the sureties
Compulsory)

Signed by

(Signature of the second surety)

In the presence of witnesses: (Official Address & Residential Address of the witness is Compulsory)

- 1.
- 2.

DECLARATION

Iemployed as
..... in the Department of
..... do hereby declare that I have more than years of
service left for Superannuation. My audit number is.....

Signature :

Name :

Designation:

Department:

Date:

OFFICE SEAL

(To be countersigned by the Head of the Department of the candidate
concerned) * All pages should be in stamped paper

Annexure - III

Undertaking(for service candidates)

(Total value of Rs 100/- Kerala Stamp Paper*)

To KNOW ALL MEN BY THESE PRESENTS THAT we
Shri/Smt.....son/daughter/wife of
..... residing at (herein-after called the Bounden) and
(1)Shri.....residing at And
(2) Shri.....residing at
(Here enter name and address) (hereinafter called 'the sureties') do hereby bind ourselves and each of us, our and each of our heirs, executors and administrators jointly and severally to pay to the Governor of Kerala (hereinafter referred to as 'the Government') on demand the sum of Rs.....(the total amount of stipend drawn during the period of study and the amount spend by government for their studies with interest as fixed by Government and Rs in addition to the stipend towards liquidated damages/penalty for violation of the conditions in clause 16.1 of the M.Sc Nursing Prospectus 2015.

Signed this Day of in the year by the bounden Shri/Smt.

Signature

In the presence of witnesses:

- 1.**
- 2.**

Signed by Shri/Smt.and
Shri/Smt. (The sureties)
(Residential Address is compulsory)

In the presence of witnesses:-

- 1.
- 2.

WHEREAS the Bounden Shri/Smt. has been selected to undergo -----
----- (here enter the name of the course of study) in Government Nursing
College, _____(name of College), Kerala for a period of two years.

AND WHEREAS the Government have agreed to admit service quota candidates on condition that after successful completion of the course of study within the prescribed period the bounden shall serve the Government for a period of Five years and also subject to the terms and conditions hereinafter appearing and the bounden and the sureties have agreed to the same.

NOW the condition of the above written obligation is that in the event the Bounden after successful completion of the Post Graduate course of study to which he was selected, fails to serve

the Government for a period of Five / one year(s), the Bounden and sureties shall forthwith pay to the Government on demand the amount spend by government for their studies with interest as fixed by Government and in addition to the stipend/salary towards liquidated damages for violation of the conditions in clause 16 of the MSc Nursing Prospectus 2015. In the matter of deciding what moneys are to be paid by the Bounden and the sureties and decision of the Government shall be final and legally binding on the bounden and sureties and upon the payment of such sum the above written obligation shall be void and of no effect otherwise this shall be remain in full force and effect.

PROVIDED further that the bounden and the sureties do hereby agree that if the Bounden fails to serve the Government for a period of five years or till superannuation whichever is earlier/ one year(s), it may be construed as professional misconduct and the fact reported to the Kerala Nurses and midwives Council for suitable action including cancellation of Registration by the council.

PROVIDED further that the bounden and the sureties do hereby agree that all sums found due to the Government under or by virtue of this bond may be recovered jointly and severely from them and their properties movable and immovable as if such dues were arrears of land revenue under the provisions of the Revenue Recovery Act for the time being force or in such other manner as the Government may deem fit.

THE liabilities of the sureties under this undertaking is Co-extensive with that of the Bounden and shall not be affected by the Government giving time or any other indigence to the bounden or by the Government varying of the terms and conditions herein contained,

Signed by the Bounden

In the presence of witnesses:

1. (Residential Address of the sureties as well as witnesses is compulsory) Signed by the

Sureties:

- 1.
- 2.

ANNEXURE IV

DECLARATION

I, employed as in the Department of do hereby declare that I have more than Years service left for superannuation. My audit No. is

Signature:

Name

Designation

Name of Department

Date:

OFFICE SEAL

To be countersigned by the Head of the Department of the candidate concerned)

Note:

* All pages should be in stamped paper

** **Strike out which is not applicable** - Bond amount to be executed:

- a) For service candidates Rs.**10,00,000/-**(Rs Ten Lakhs) and for non-service candidates Rs.**8,00,000/-**(Rs Eight Lakhs).

*** **Strike out which is not applicable** - No. of years to be served

- a) Service candidates – **5** years or till superannuation whichever is earlier

ANNEXURE V

Declaration for Service Candidates

(To be submitted by Service candidates who have not availed reservation under Service Quota for P.G. Nursing (M.Sc. Nursing)courses)

I(Name),.....

.....(Designation)

hereby declare that I have not availed the benefit of reservation under Service Quota previously for undergoing **Post Graduate Nursing Courses** in any of the specialities.

Signature:
Name:
Designation:

Countersigned by:
(Controlling Officer: **DME / DHS**)

Signature:
Name:
Designation:

Date:
(Office Seal)

ANNEXURE – VI

LIST OF SOCIALLY AND EDUCATIONALLY BACKWARD CLASSES (SEBC)

[Vide G.O. (P) 208/66/Edn. dated 02.05.1966] , G.O. (Ms) No. 95/08/SCSTDD dated 06.10.2008
& GO(Ms)No.58/2012/SCSTDD dated 16.04.2012]

I. Ezhavas including Ezhavas, Thiyyas, Ishuvan, Izhuvan, Illuvan and Billava

II. Muslims(all sections following Islam)

III. Latin Catholics other than Anglo-Indians

IV. Other Backward Christians

(a) SIUC

(b) Converts from Scheduled Castes to Christianity

V. Kudumbi

VI. Other Backward Hindus, i.e.

1. Agasa

2. Arayas including Valan, Mukkuvan, Mukaya, Mogayan, Arayan, Bovies, Kharvi, Nulayan and Arayavathi

3. Aremahrati

4. Aryaincluding Dheevera/ Dheeveran Atagara, Devanga, Kaikolan, (Sengunthar) Pattarya, Saliyas (Padmasali, Pattusali, Thogatta, Karanibhakatula, Senapathula, Sali, Sale, Karikalabhakulu, Chaliya) Sourashtra, Khatri, Patnukaran, Illathu Pillai, Illa Vellalar, Illathar

5. Bestha

6. Bhandari or Bhondari

7. Boya

8. Boyan

9. Chavalakkaran

10. Chakkala(ChakkalaNair)

11. Devadiga

12. Ezhavathi(Vathi)

13. Ezhuthachan, Kadupattan

14. Gudigara

15. Galada Konkani

16. Ganjam Reddies

17. Gatti

18. Gowda

19. Ganika including Nagavamsom

20. Hegde

21. Hindu Nadar

22. Idiga including Settibalija
23. Jangam
24. Jogi
25. Jhetty
26. Kanisuor Kaniyar-Panicker, Kaniyan, Kanisan, Kannian or Kani, Ganaka
27. xxx
28. Kalarikurupor Kalari Panicker
29. Kerala Muthali
30. Kusavan including Kulala, Kumbaran, Odan, Oudan (Donga) Odda (Voddeor Vaddeor Veddai) Velaan, Velaans, Velaar, AndhraNair, Anthuru Nair.
31. Kalavanthula
32. Kallan including Isanattu Kallar
33. Kabera
34. Korachas
35. Kammalas including Viswakarmala, Karuvan, Kamsal as, Viswakarmas, Pandikammala, Malayal-Kammala, Kannan, Moosari, Kalthachan, Kallasari, Perumkollen, Kollan, Thattan, Pandithattan, Thachan, Asari, Villasan, Vilkurup, Viswabrahmins, Kitara, Chaptegara.
36. Kannadiyans
37. Kavuthiyan
38. Kavudiyaru
39. elasier Kalasi Panicker
40. Koppala Velamas
41. Krishnanvaka
42. Kuruba
43. Kurumba
44. Maravan(Maravar)
45. Madivala
46. Maruthuvar
47. Mahratta(Non-Brahman)
48. Melakudi(Kudiyan)
49. Mogaveera
50. Moili
51. Mukhari
52. Modibanda
53. Moovari
54. Moniagar
55. Naicken including Tholuva Naicker and VettilakkaraNaicker
56. Padyachi(Villayankuppam)
57. Palli

58. Panniyar or Pannayar
59. Parkavakulam(Surithiman,Malayaman,Nathamam, MoopandarandNainar)
60. Rajapuri
61. Sakravar(Kavathi)
62. Senaithalaiivar,Elavania,Senaikudayam
63. SadhuChetty including Telugu Chettyor Manai Telugu Chetty and Wynadan Chetty
64. Tholkolan
65. Thottiyam
66. Uppara (Sagara)
67. Ural Goundan
68. Valaiyan
69. Vada Balija
70. Vakkaliga
71. Vaduvan (Vadugan)
72. Veera Saivas(Pandaram,Vairavi,Vairagi,Yogeeswar,Matapathiand Yogi)
73. Veluthedathu Nair includingVannathan,Veluthedanand Rajaka
74. Vilakkithala Nair includingVilakkathalavan,Ambattan Pranopakari,Pandithar and Nusuvan
75. VaniyaincludingVanika,VanikaVaisya,Vaisya Chetty,Vanibha Chetty, AyiravarNagarathar,Vaniyan
76. Yadava including Kolaya,Ayar,Mayar,Maniyani,Eruman,GollaandKolaries
77. Chakkamar
78. Mogers of Kasaragod Taluk
79. Paravans of Malabar area excluding Kasaragod Taluk
80. Peruvannan(Varnavar)

ANNEXURE – VII

**INTER-CASTE MARRIAGE CERTIFICATE FOR SON / DAUGHTER OF
INTER-CASTE MARRIED COUPLES**

Certified that Shri/Smt..an applicant for admission to **MSc Nursing Course 2015** is the son/daughter **of an Inter-caste married couple**, and his/her father Shri. belongs to. community and his/he mother Smt. belongs to. community.

Place:

Date:

Signature of Village Officer/ Tahasildar:

Name of Village Officer /Tahasildar:

Name of Village & District:

(OfficeSeal)

