

**GOVERNMENT OF KERALA****Abstract**

Health and Family Welfare Department - Medical Education Department - Academic -Prospectus for Admission to for Diploma / D Pharm/DHI Courses - 2024-25 - Approved - Orders Issued

HEALTH&FAMILY WELFARE(K) DEPARTMENT

G.O.(Rt)No.2188/2024/H&FWD Dated,Thiruvananthapuram, 11-09-2024

Read 1 Letter No.DME/2607/2024-B3, dated 14/07/2024 from the Director of Medical Education, Thiruvananthapuram

ORDER

The Director of Medical Education, as per the letter read above, has forwarded the draft Prospectus for Admission to Diploma/D Pharm/DHI Courses - 2024-25 with a deviation statement.

The government have examined the matter and are pleased to approve the prospectus for admission to Diploma / D Pharm/ DHI Courses - 2024-25 and the deviation statement, which was submitted by the Director of Medical Education, as per the letter read above.

The approved prospectus is appended as Annexure to this Government Order.

(By order of the Governor)
MRINALSEN M
UNDER SECRETARY

To:

The Chairman, Admission Supervisory and Fee Regulatory Committee, Thiruvananthapuram (with covering letter)

The Commissioner of Entrance Examinations, Thiruvananthapuram.

The Director of Medical Education, Thiruvananthapuram.

The Registrar, KUHS, Thrissur.

The Director, LBS Centre for Science and Technology,

Thiruvananthapuram

Forwarded /By order
Signed by

Jimmy Kochu Paul

Date: 11-09-2024 16:07:19
Section Officer



Government of Kerala

**Prospectus for Admission to
Professional Diploma Courses 2024
(Pharmacy, Health Inspector and Paramedical Courses)**

**(Approved by G.O.(Rt)No.2188/2024/H&FWD Dated, 11-
09-2024, Thiruvananthapuram)**

2024

Office of the Director of Medical Education Medical College, Thiruvananthapuram

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1. INTRODUCTION

1.1 Prospectus for Admission to Professional Diploma Courses 2024-25 in Pharmacy, Health Inspector and Paramedical Courses, which has been approved by the Government of Kerala, is published herewith. It contains general information and rules relating to the admission to Professional Diploma course in Pharmacy, Health Inspector and Paramedical Courses, 2024-25 and other connected matters. 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.kerala.gov.in regularly for notifications and announcements.

1.2 The Prospectus issued in earlier years for these courses are not valid for the year 2024. This Prospectus sets out the rules and regulations for selection and admission to the following Diploma courses conducted by various authorities within the State of Kerala.

Name of the courses with standard abbreviation and their computer codes:

1.	Diploma in Pharmacy (D.Pharm)	:DP
2.	Diploma in Health Inspector(DHI)	:HI
3.	Diploma in Medical Laboratory Technology (DMLT)	:ML
4.	Diploma Radio diagnosis& Radiotherapy Technology(DRRT)	:RT
5.	Diploma in Radiological Technology(DRT)	:RD
6.	Diploma in Ophthalmic Assistance (DOA)	:OA
7.	Diploma in Dental Mechanics (DMC)	:MC
8.	Diploma in Dental Hygienist(DHC)	:HC
9.	Diploma in Operation Theatre &Anesthesia Technology (DOTAT)	:OT
10.	Diploma in Cardio Vascular Technology(DCVT)	:CV
11.	Diploma in Neuro Technology(DNT)	:NT
12.	Diploma in Dialysis Technology(DDT)	:DT
13.	Diploma in Endoscopic Technology(DET)	: ET
14.	Diploma in Dental Operating Room Assistance (DORA)	:DA
15.	Diploma in Respiratory Technology (D Resp.T)	:DR
16.	Diploma in Central Sterile Supply Technology Course (DCSST)	: DS

1.3 Admissions to the above courses are regulated on the basis of merit as assessed in the rank list prepared based on the marks obtained in the qualifying examination(s).

1.4 This Prospectus is subject to modification/addition/deletion, as may be deemed necessary by the Government.

1.5 All Courses except the course DHI are under the administrative control of Director of Medical Education. DHI course is under the administrative control of Director of Health Services.

2 COURSES, INSTITUTIONS AND SEATS

2.1 The probable list of the institutions in which the courses are offered, the number of seats available etc. is will be included in Annexure I. Final list will be published in the website www.lbscentre.kerala.gov.in prior to the Allotment.

2.2 Categorization of Seats

2.2.1 Government seats

- a) Seats against which the Director of Medical Education/Director of Health Service makes allotment are called 'Government Seats'. Government seats are available in all the **Government Institutions, Government Controlled Self Financing Institutions and Private Self Financing Institutions that enter into agreement with the Government.**
- b) In the case of self-financing institutions run by institutions having minority status granted by the Government or National Minorities Commission, 20% of the Government seats shall be filled up from among the candidates belonging to the minority community running the institution, on the basis of merit. In case sufficient candidates are not available from the concerned community, the balance seats will be filled up from other categories as per the usual norms.

2.2.2 Management seats

Seats other than Government seats against which concerned managements make allotments are called Management seats.

2.3 **The other categories/**quota of seats in various institutions are given in Annexure II.

2.4 Allotment and admission to all institutions/courses will be subject to receipt of approval of the Central and State Regulatory Bodies if any and Government.

3. DURATION OF COURSES AND OTHER DETAILS

3.1 **Diploma in Pharmacy(DP)**

Duration of the course including practical training is 2 years and three months. Practical training of three months is under a registered pharmacist. The examination consists of two parts, Part I (1st year) and Part II (2nd year). Part I consists of Five papers. Part II consists of six papers. There will be an examination at the end of Part I and Part II with written, viva and practical tests. A minimum of 40 % marks in each of the subjects is required for a pass.

3.2 **Diploma in Health Inspector (HI)**

Duration of the course is 2 years. The examination consists of two parts, Part I (1st year) and Part II (2nd year). Each part consists of five papers. There will be a field visit of 45 days duration in each year. There will be an examination at the end of Part I and Part II with written and viva and practical tests. A minimum of 50% marks in each of the subjects is required for a pass.

3.3 **Diploma in Medical Laboratory Technology (ML)**

Duration of the course is 2 years. The course consists of the following three subjects: (i) Biochemistry (ii) Histopathology, Blood Banking and Hematology, and (iii) Microbiology and Parasitology. An examination will be conducted at the end of the course, Paper (i) Biochemistry, Paper(ii) Microbiology & Parasitology, Paper(iii) Pathology, with written viva and practical tests. A minimum of 50% marks in each of the above three subjects is required for a pass.

3.4 **Diploma Radiodiagnosis and Radiotherapy Technology (RT)**

Duration of the course is 3 years. The course consists of three parts. Part I (1st year) consists of (i) General and Radiation Physics (ii) Anatomy (iii) Physiology and Pathology. Part II (2nd year) consists of (i) Physics of Medical imaging and Radiotherapy and (ii) Radiography Techniques (iii) Basics of Radiotherapy. Part III (3rd year) consists of (1) Radiation Safety in Radiodiagnosis & Radiotherapy, (2) Advanced Medical Imaging Technology. (3) Advanced Radiotherapy. There will be an examination at the end of Part I, Part II and Part III with written, viva and practical tests. A minimum of 50% marks in each of the subjects is required for a pass.

3.5 **Diploma Radiological Technology (RD)**

Duration of the course is 2 years. The course consists of two parts.

Part I (1st year) consists of (i) General and Radiation Physics (ii) Anatomy (iii) Physiology and Pathology. Part II (2nd year) consists of (i) Physics of Medical imaging and Radiation Safety, (ii) Radiography Techniques (iii) Advanced imaging Techniques in Radiodiagnosis.

There will be an examination at the end of Part I and Part II with written, viva and practical tests. A minimum of 50% marks in each of the subjects is required for a pass.

The candidates completing 2 year Diploma in Radiological Technology will not be eligible to work as Radio Therapy Technologist from 1-1-2014 onwards as per the decision of AERB . 3 years course including Radiotherapy is required

3.6 Diploma in Ophthalmic Assistance (OA)

Duration of the course is 2 years. One year at teaching center .Second year includes four months training each in Mobile unit, PHC, District hospital. The course consists of two parts, Part I (1st year) and Part II (2nd year). Each part consists of 2 papers. Part 1 consists of (i) Basic Science in Ophthalmology & Visual Optics,(ii) Optics and Refraction and ophthalmic equipments. Part II consists of (i) Health Education Community Ophthalmology & Common eye Disorders (ii) Ophthalmic Techniques Optics and Refraction. There will be an examination at the end of Part I and Part II with written, viva and practical tests. A minimum of 50% marks in each of the subjects is required for a pass.

3.7 Diploma in Dental Mechanics (MC)

Duration of the course is 2 years. The course consists of two parts, Primary (1st year) and Final (2nd year). Primary consists of (i) Applied Physics, Chemistry and Mechanics, (ii)Dental Mechanics(iii) Applied Oral Anatomy. Final consists of (i) Dental Mechanics (ii) Dental materials and metallurgy (iii) Basic knowledge of Computer and Medical Records Management. There will be an examination at the end of Primary and Final years with written, viva and practical tests. A minimum of 50% marks in each of the subjects is required for a pass.

3.8 Diploma in Dental Hygienist (HC)

Duration of the course is 2 years. The course consists of two parts, Primary (1st year) and Final (2nd year). Primary consists of (i) Anatomy, Physiology and Histology, (ii) Pharmacology, Pathology and Microbiology, Oral Pathology (iii) Food Nutrition and Radiology. The final consists of (i) Dental Hygiene and Oral Prophylaxis (ii) Dental Health Education, Community/ Public Health Dentistry, Preventive Dentistry (iii) Dental Materials, Dental Ethics & Jurisprudence, Orientation in Dentistry. There will be an examination at the end of Primary and Final years with written, viva and practical tests. A minimum of 50% marks in each of the subjects is required for a pass.

3.9. Diploma in Operation Theatre & Anesthesia Technology (OT)

Duration of the course shall be 2 years plus compulsory internship for six months .Subjects include(i) Basic Science including Pharmacology (ii) Biomedical Equipments (iii) Operation Theatre Anesthesia Techniques. Examination will be at the end of second year followed by internship for six months. A minimum of 50% marks in each of the subjects is required for a pass. Pass certificate will be issued only on successful completion of six months practical training. As part of the internship no stipend is payable.

3.10 Diploma in Cardio Vascular Technology (CV)

Duration of the course is 2 years. Subjects (i) Basic Sciences Anatomy & Physiology of Cardio Vascular System (ii) Applied Sciences Applied Physics & Electronic Principles and Practice of ECG, TMT, Holter Echocardiography and Cardiac Catheterization. Examination will be at the end of second year with written, viva and practical tests. Paper (i) Basic Sciences, Paper (ii) Applied Sciences. A minimum of 50% marks in each of the subjects is required for a pass.

3.11 Diploma in Neuro Technology (NT)

Duration of the course is 2 years plus compulsory internship for six months. The course consists of two parts, Part I (1st year) and Part II (2nd year). There will be a single examination at the end of Part II (2nd year) with written viva and practical tests. Paper (i) Basic Science Paper (ii) Common Disease of Nervous system, Paper (iii) Neuro Technology-1, **Paper (iv) Neuro Technology II.** A minimum of 50% marks in each of the subjects is required for a pass. Pass certificate will be issued only on successful completion of 6 months practical training. No stipend is payable.

3.12 Diploma in Dialysis Technology (DT)

The duration of the course shall be 2 years inclusive of one year internship that comprises of didactic course and training in various aspects of dialysis. At the end of first year there will be an examination consisting of two papers viz. Paper (i) Fundamentals of Nephrology and Dialysis Technology and Paper(ii) Recent advances in Nephrology and Dialysis Technology, with Written, Oral and Practical test. A minimum of 50% marks in each of the subjects is required for a pass. On successful completion of the first year the candidate will undergo one year training in the same institution. No stipend is payable.

3.13 Diploma in Endoscopic Technology (ET)

Duration of the course is 2 years plus compulsory internship for six months. Subjects taught are (i) Basic Sciences including Basic principles of endoscopy. (ii) Diagnostic and Therapeutic endoscopy (iii) Endoscope accessories, reprocessing and recent advances. At the end of second year there will be an examination consisting of three papers, viva and Practical test. A minimum of 50% marks in each paper is required for a pass. Pass certificate will be issued only on successful completion of six months internship for which no stipend is payable

3.14 Diploma in Dental Operating Room Assistance (DA)

Duration of the course is 2 years. The course consists of two parts, Primary (1st year) and Final (2nd year). The primary consists of (i) Anatomy, Physiology, Histology, Pathology and Bacteriology (ii) Basic Nursing Food and nutrition(iii) Computer, Office Management, Biomedical Waste Disposal and Sterilization Final Consists of (i) Oral Anatomy &Physiology, Diseases of Teeth and Gums & Dental Materials. (ii) Operating Room Techniques Chair Side Assistance, Dental Lab Routine. (iii) Maxillofacial Surgery Assistance, Dental Radiology, Dental Ethics & Jurisprudence, Orientation in Dentistry. A minimum of 50% marks in each of the subjects is required for a pass.

3.15 Diploma in Respiratory Technology (DR)

Duration of the course is 2 years. At the end of second year there will be an examination consisting of two papers. Paper I – Basic Science Pulmonary function tests, Therapeutics. Paper II - Airway management, Mechanical ventilation, Incentive spirometry, Aerosolisation, Pulmonary rehabilitation, Critical care, Infection control, Respiratory therapy. A minimum of 50% marks in each of the subjects is required for a pass.

3.16 Diploma in Central Sterile Supply Department Technology Course (DS)

Duration of the course is 2 years. At the end of the first year there will be an examination consisting of 4 papers. Paper I-Anatomy, Physiology and Pathology Paper II Basic Microbiology Paper III-Sterilization and Disinfection Paper IV-Engineering Aspects, Inventory Management, CSSD Administration and Computer Fundamentals. At the end II year there will be final examination consisting of 4 papers. Paper I-Processing of Medical devices, Paper II-Health care associated infection & Infection control procedures. Paper III-Quality Assurance in CSSD Process, Paper IV-Packaging, storage and supply. A minimum of 50% marks in each of the subject is required for a process.

Note:-

- 1. If Training is part of a course prescribed fees will have to be paid for that training period. Students will have to undergo the training in the same institution where they study. Change of institution will not be permitted during the period of training.**
- 2. No Change of College will be permitted during the course, after closure of admission except on extreme sympathetic grounds or Medical reason approved by Medical Board.**

4. RESERVATION OF SEATS FOR VARIOUS COURSES

Types of reservation in government institutions: Out of the total seats available for the various courses, seats will be reserved for different categories as given under clauses 4.1 to 4.4.

4.1 Reservation for Nominees

These are the seats set apart for the nominees of the Union Territories or other States for the various courses. The nominees also have to satisfy the academic eligibility criteria as under clause 6.3

4.1.1 Nominees from the Government of Puducherry: The Government of Puducherry, subject to the eligibility conditions in clause 6, will make Nominations to these seats. The details of seats available are given in Annexure II.

4.1.2 Nominees from Union Territory of Andaman & Nicobar Islands: These seats are reserved for the nominees of the Union Territory of Andaman and Nicobar Islands. Nominations to these seats will be made by the Administration of that Union Territory and the candidates must possess the requisite qualifications as provided under clause 6. The distribution of seats is given in Annexure II.

4.1.3 Nominees from Lakshadweep: Seats are reserved for the nominees of Lakshadweep. The candidates should be sponsored by the Administration of that Union Territory and must possess the requisite qualification as per clause 6. The distribution of seats is given in Annexure II.

4.1.4 Nominees from Juvenile and Social Welfare Institutions: Seats are reserved in Government/Government controlled Institutions for candidates hailing from Juvenile and Social Welfare Institutions of the state. Candidates claiming reservation under this quota should apply to the Director of Social Welfare Department. Such candidates should also have eligibility as per clause 6. The selection of candidates and their nomination will be made by the Director of Social Welfare and the Government shall issue separate orders regarding payment of fees of these candidates. The distribution of seats is as follows:

- a. 4 Seats for the course D. Pharm (DP) (1 seat each in Government Pharmacy Colleges in Thiruvananthapuram, Kottayam, Alappuzha and Kozhikode).
- b. 2 Seats for the course DMLT(ML) (1 seat each in Government Medical Colleges Thiruvananthapuram and Kozhikode)
- c. 1 Seat for the course DRRT(RT) (Government Medical College, Kozhikode)
- d. 1 Seat for the course DOTT(OT) (Government Medical College, Thrissur)
- e. 4 Seats for the course DHI(HI) (3 seats in PHTS Thiruvananthapuram and 1 (for SC/ST) in Government Paramedical Institute, Palakkad)

4.1.5 In the absence of these candidates the seats will be reverted to general merit.

4.1.6 Admission to the seats under clause 4.1 will be completed by the admitting authority on or before the date to be notified. The unavailed seats in these categories will be reverted to state merit.

4.2 **Reservation for Persons with Disabilities (PD):** Leaving the seats set apart under clause 4.1, out of the seats available for the state for allotment, from the state rank lists, five percent (5%) are reserved for the candidates with disabilities. For details, refer Clause 5.2

4.3 **Special Reservation:** These are the seats reserved for certain specific categories, for different courses. For details refer Clause 5.1

4.4 **Mandatory Reservation:** Leaving the seats set apart for nominees of the Union Territories or other States, Special reservation, Persons with Disabilities, and Juvenile and SW Institutions the remaining seats for each course in Government seats will be distributed as per the mandatory reservation principle as contemplated in G.O. (P) No. 208/66/Edn dated 2.5.1966, G.O.(MS) No. 95/08/SCSTDDdated 06/10/2008, G.O.(Rt)No. 655/2021/H&FWD dated 10/03/2021 and as modified from time to time. The percentage break-up of seats as per mandatory reservation is as follows:

a) For Government Institutions

Sl.No	Category	Percentage
(i)	State Merit(SM)	50%
(ii)	Forward Community Members belonging to EWS category	10%
(iii)	Socially and Educationally Backward Classes (SEBC)	30%
a)	Ezhava/Thiyya/Billava (E/T/B)	9%
b)	Muslim(MU)	8%
c)	Other Backward Hindu(BH)	3%
d)	Latin Catholic and AngloIndian(LC)	3%
e)	Dheevara and related communities(DV)	2%
f)	Viswakarma and related communities(VK)	2%
g)	Kusavan and related communities(KN)	1%
h)	Other Backward Christian (BX)	1%
i)	Kudumbi (KU)	1%
(iv)	Scheduled Castes and Scheduled Tribes	10%
a)	Scheduled Caste (SC)	8%
b)	Scheduled Tribe(ST)	2%

b) For State Merit seat in Private Self Financing Institutions

Sl.No	Category	Percentage
(i)	State Merit	60%
(ii)	Socially and Educationally Backward Classes	30%
a.	Ezhava/Thiyya/Billava (E/T/B)	9%
b.	Muslim(MU)	8%
c.	Other Backward Hindu (BH)	3%
d.	Latin Catholic & AngloIndian (LA)	3%
e.	Dheevara and Related communites (DV)	2%
f.	Viswakarma and related communities(VK)	2%
g.	Kusavan and related communites (KN)	1%
h.	Other Backward Christian(BX)	1%
i.	Kudumbi (KU)	1%
(iii)	Scheduled Castes & Scheduled Tribes	10%
a.	Scheduled Casts(SC)	8%
b.	Scheduled Tribes (ST)	2%

5 CLAIMS FOR RESERVATION AND CERTIFICATES TO BE UPLOADED

- a. Claims for Special/Mandatory reservations must be made by a candidate at the time of submission of application form by uploading 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 Special and Mandatory Reservation once made in the application cannot be altered by the candidate under any circumstances.
- b. Those who claim admission under Government Seats reserved for a Minority Community, in a institution having minority status granted by Government/National Minority Commission, should specify the same in the application. They should attach community Certificate, obtained from Revenue Authority, along with the application. There is no restriction on annual family income for candidates to apply against such minority seats.
- c. Only candidates belonging to 'Keralite' category(as defined in clause 6.1),are eligible for claiming seats under Mandatory quota in Government Institutions and Special reservation quota unless otherwise specified in the Prospectus.
- d. Seat distribution for Nominees and Special Reservation candidates: The seats reserved for nominees and special reservation candidates are shown in Annexure II.

5.1 Claims for Special Reservation

- a. All the candidates seeking admission under the 'Special Reservation Categories' will have to find place in the rank list. In case the admissions are based on inter-se merit list, only those candidates who find place in the rank list will be considered for preparing the inter-se merit list.
- b. Candidates should mention the item of reservation claimed in the relevant columns while doing online registration and should be otherwise eligible as per clause 6.
- c. Candidates should upload along with their application form relevant Certificates as mentioned for each item below, in support of the claim.
- d. Selection to the seats mentioned from 5.1.1 to 5.1.3 will be made on the basis of the rank in the rank list prepared by the Director of LBS Centre. Selection to the seats mentioned in 5.1.4 will be made on the basis of the inter-se-merit of the candidates in the category list prepared for the purpose.
- e. In cases where candidates are to be allotted to the 'Special Reservation' seats on the basis of inter-se merit list, the authorities concerned will forward to the Director, L.B.S Centre for Science and Technology, Nandavanam, Palayam, Thiruvananthapuram 695033, the preliminary merit list of candidates prepared on the basis of the proficiency of the candidate in the respective fields. Such preliminary proficiency list should reach the office of the Director, L.B.S Centre for Science and Technology, Nandavanam, Palayam, Thiruvananthapuram, 695033, on or before the date specified. Lists received after this date will not be entertained under any circumstances and the seats to which such admissions are to be made will be merged to the state merit.
- f. Seats under Special Reservation in Self Financing Institutions will not be shifted to Government Institutions under any circumstances. The details of Special Reservation seats earmarked in Government and Self Financing Institutions are given in Annexure II

5.1.1 Ex-servicemen Quota (XS)

Two seats in DPharm will be reserved for dependents of servicemen killed in action/ex-servicemen. The selection will be on the basis of inter-se merit. This benefit will be available only to one person from the family concerned in respect of each defense personnel killed in action/missing in action/disabled either during war hostilities or in the peace time. They should

invariably upload a certificate (see Annexure V) not earlier than six months from the military authorities/Zilla Sainik Welfare Officer to the effect that he/she is the son/daughter/widow of the personnel as mentioned above. Their selection will be on the basis of rank list published by the Director, LBS Centre for Science & Technology. If any of the seats reserved in various categories remain unfilled, such seats will be added to the General Merit.

5.1.2 VHSE Quota (VH)

Seats are reserved for candidates who have passed VHSE in the respective stream for the following courses. Such candidates should also have eligibility as per clause 6.

- a. Quota (VL) for Diploma in Medical Laboratory Technology (ML): 5% seats available for allotment are reserved for candidates who have passed VHSE with **Lab Technician Research & Quality control(LTR)**
- b. Quota (VO) for Diploma in Operation Theatre Technology (OT): 2% seats available for allotment are reserved for candidates who have passed VHSE with Maintenance and Operation of Biomedical Equipments.
- c. Quota (VC) for Diploma in Cardio Vascular Technology (CV): 2% of the seats are available for allotment for candidates who have passed VHSE with ECG and Audiometric Technology.
- d. In the absence of these candidates referred in clause 5.1.2 the seats will be reverted to general merit.

5.1.3 Sports Quota (SP)

- a. One seat each is reserved for DMLT(ML), DRRT(RT),DOA(OA), DOTT(OT), DDT(DT), DPharm (DP) and DHI(HI) course as per Annexure II.
- b. Candidates who claim reservation under Sports Quota will upload with the online application, a Certificate of eligibility for selection under this quota issued by the Kerala State Sports Council as per the guidelines published by them. In the absence of candidates in this category, the seats will be reverted to general merit.
- c. The candidate should apply online and forward a copy of the printout of application form to the Secretary, Kerala State Sports Council, Thiruvananthapuram-695001, on or before the last date of submission of application. The Sports Council will allot marks to the candidates according to their proficiency in sports. The maximum mark for proficiency is 500.
- d. The mark list of candidates under 'Individual Events' and 'Team Events' should be prepared separately and forwarded to the Director, L.B.S Centre for Science and Technology, Nandavanam, Palayam, Thiruvananthapuram -695033, to reach on or before the date to be specified. In the case of candidates seeking admission to Courses as per clause 5.1.4 the marks out of 500, awarded to the candidates for proficiency in sports will be added to the aggregate marks, which was counted for ranking in the respective rank lists computed out of 500, obtained by the respective candidates. Such candidates would be eligible for a maximum of 800 marks. The merit list for each category would be prepared on the basis of inter-se merit of the candidate computed as above. A category wise list of candidates included in 'Individual' and 'Team' events will be prepared based on the inter-se merit and published separately.
- e. At the time of preparation of the rank list under sports quota, if there is any tie in the total marks, it will be resolved by the same principle of resolution of tie for the preparation of rank list, as the case maybe.
- f. The seats under sports quota will be filled up by giving equal representation to both individual and team events. The principle adopted will be 1:1 which will be implemented by allotting seats

alternatively between individual event and team event. The allotment will start with the event, whether individual or team, to which a candidate secures the highest index mark. This principle will be followed for allotment of seats. If there is any vacancy in the 50% seats reserved for individual events/team events, the seats shall be filled up by candidates from the other category. A common principle will be followed for allotment of seats in DMLT (ML), DRRT(RT), DOA(OA), DOTT(OT), DDT (DT), DPharm(DP) and DHI(HI)course.

5.1.4 Seats for Service candidates in DHI course

One seat available in Government Health Inspector Training Institution is set apart for Class IV employees under Director of Health Services who are eligible, as per clause 6. They will be selected on the basis of service seniority and nominated by Director of Health Services. They will not be eligible for deputation. They have to undergo the course after getting sanctioned LWA for study purpose. In the absence of candidates in this category the seats will be reverted to general merit.

5.1.5 Seats and Selection Criteria for IAF personnel

15 seats are added to Government Medical College Thiruvananthapuram for DPharm course at College of Pharmaceutical Sciences, Govt. Medical College, Thiruvananthapuram as per G.O(Ms)No.82/2018/H&FWD dated 23/05/2018 and G.O(Ms) No.61/2019/H&FWD dated Tvpm 16/05/2019 and will be allotted to IAF Personnels . The rank list of candidates will be prepared by AOC,MTC,IAF as per the criteria specified and the rank list of candidates will be forwarded to "The Director of Medical Education, Office of the Directorate of Medical Education, Medical college P.O.Thiruvananthapuram- 695 011" for completion of admission procedures.

The Selection criteria for specialist courses, including D.Pharm, for Medical Assistants is well defined vide policies issued by Air Headquarters and are as follows:

- (a) 2% Weightage of marks in 10 + 2(A)
- (b) 14% Weightage of marks in Mod-1 (Ab-initio-Training)-(B)
- (c) 14% Weightage of marks in Mod 1 A (Hospital Phase Training) -(C)
- (d) 20% Weightage of marks in Mod-II (Corporal Promotion Exam) -(D)
- (e) 50% Weightage of marks in Computer Based Test (CBT) conducted at Medical Training Centre, IAF Bangalore prior to counseling - (E)

Merit list will be prepared based on the average of (A) + (B) + (C) + (D) + (E) In addition, the candidates need to be medically fit and have experience of 4 to8 years in performing duties as Medical Assistants.

5.2 Reservation for Persons with Disabilities (PD)

- 5.2.1 Five percent of the seats (Government seats) available to the state for all courses for allotment from the state rank lists are reserved for candidates with disabilities in Government/Government Controlled Self Financing Institutions 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'. 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 'Persons with Disabilities'.

5.2.2 Candidates under this category desirous of being considered for the courses will have to upload scanned copy of the Certificate of disability from the District Medical Board certifying the degree of percentage of disability along with the application form.

No document/Certificate other than those mentioned above will be considered for determining disability. Based on the Certificate, uploaded along with the application form candidates will be provisionally included under the 'Persons with Disability' category.

5.2.3 Five percent of the seats available to the State for allotment from the State rank lists are reserved for candidates with benchmark disabilities for all courses in Govt. /Aided Colleges Govt. Cost sharing Colleges as stipulated in Section 32, Chapter VI of the Persons with Disabilities Act 2016. As per Clause 2 (r), Chapter I of the Act, 'Person with bench mark disability' means a person with not less than 40% of a specified disabilities where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority.

(a) For claiming reservation, an attested copy of the certificate of disability from District Medical Board, certifying the percentage of disability, has to be uploaded during the online application process. No document / certificate other than those mentioned above will be considered for determining disability.

5.2.4 : Generally, candidates who have a minimum of 40% disability alone will be eligible to apply for this quota. Candidates seeking admission to Courses will have to satisfy the eligibility criteria prescribed by the Medical Council of India for 'Persons with Disabilities' for paramedical courses and notification F.No.1-5/ 2018/ INC dated 10th April 2019 of Indian Nursing Council, in the case of B.Sc Nursing, (See Annexure XIII a & b).

5.2.5: The State Medical Board constituted vide G.O(MS) No.35/2020/H&FWD dated 17.02.2020, by the Government under the Chairmanship of DME consisting of Medical Experts in General Medicine, ENT, Neurology, Orthopaedic Surgery, Ophthalmology, Psychiatry and Physical Medicine & Rehabilitation, will examine the degree of Physical disability of the candidates who are provisionally included in this category.

5.2.6: A State Level Committee constituted by the Government under the Chairmanship of the Director for LBS consisting of the members in the Medical Board constituted under the Chairmanship of DME will take a final decision on the eligibility of a candidate for PWD quota as per the criteria and the suitability of the candidate to study a particular course applied by him/her. Necessary orders constituting State Level committee and State Medical Board will be issued by Government in due course and the same will be notified.

5.2.7: Only those candidates who are having a minimum 40% or more of any disability and are found to be physically suitable by the Committee for the courses opted by the candidates will be chosen for a course as only the physically suitable can undergo the rigors of a professional course. The recommendations of this State Level committee will be binding on the candidates. The selection of candidates under this category will be based on the merit in the Entrance Examination and physical suitability, and not on the basis of the degree of disability.

5.2.8: The Director of LBS Centre for Science & Technology, Thiruvananthapuram will publish the rank list of these candidates. However the inclusion in this rank list is strictly provisional. The selection of candidates under PD category will be based on the merit in the PD category list of "Admission to Professional Diploma Courses in Pharmacy, Health Inspector and Paramedical courses- 2024" and physical suitability and not on the basis of the degree of disability. The degree of physical suitability will be assessed by a State Disability Board constituted by the Government of Kerala, with Director of Medical Education as the Convener, before publishing the Rank list.

5.2.9: "In case no qualified candidates are available under PD Category, the seats will go to General Merit". Seats will be earmarked for the PD Category as per the order of subjects shown in seat Distribution list published later.

5.2.10: (a) Candidates seeking admission under this quota will have to satisfy the eligibility criteria Prescribed by the concerned regulatory bodies for 'Persons with Disabilities'.

Candidates under this category desirous of being considered for the courses will have to upload the Certificate of disability from the District Medical Board certifying the Degree of percentage of disability, prior to the last date of submission of application Along with the Application.

5.3 Mandatory Reservation

5.3.1 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.

5.3.2 Reservation to the Socially and Educationally Backward Classes

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 2.5.1966, 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 IV(c) of the G.O(P)No.1/2015/BCDD dated 01/01/2015 (Annexure VII of this prospectus). The names of the castes and communities under SEBC are given in Annexure III(e). Only the claim of the candidates of those communities that are included in the list as incorporated in the respective annexure of the prospectus 2019 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 uploaded along with the online application.
- b. Candidates belonging to Ezhava/**Thiyya/Billava**, Muslim, Other Backward Hindus, Latin Catholic & Anglo Indians, Dheevera 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 certificates should be obtained in the prescribed format** and uploaded along with the online **application itself**.
- c. 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 upload a Non Creamy Layer Certificate for state educational purpose. specifying the community of the candidate from the Village Officer in the Prescribed Proforma given in Annexure VII. The claim made in the Application will be final and cannot be changed subsequently.
- d. 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 uploaded with the online application form.

5.3.3 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, in the proforma given in the application form specifically meant for them.

b. 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 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:

1. Each case has been examined individually in the light of the existing facts and circumstances.

2. The claimant has suffered disabilities-socially, economically and educationally.

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

4. Christian converts who have subsequently embraced Hinduism should upload caste/community certificate in the proforma printed along with 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/ E2/87/SCSTDD dated 15.12.1987".

5. The names of castes and communities are given in Annexure III (a) & III (b). Community Certificate from Tahsildar is to be obtained in the prescribed format itself.

c. 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.

d. 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.

e. WARNING

1. 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.

2. 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 canceling 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.
 3. 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.
 4. 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.
- 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 GO(P) No. 135/87/H.Edn, dated 06.05.1987. They should specify their community status in the application. Such candidates should upload “Non-Creamy Layer Certificate” from the authority concerned in the proforma given in Annexure VII. Relaxation in marks in the qualifying examination as in the case of SEBC candidates will be applicable to OEC candidates (As per GO(P) No.53/2000/SCSTDD dated 03.07.2000). The list of Other Eligible Communities is given in Annexure III (C) of the Prospectus.
- g. SC/ST/OEC candidates if allotted to Management seats in Government Controlled self-financing institutions will have to pay the full fees. They will not be eligible for any fee concession (as per GO.(P).No.50/2009 SCST DD dated 02/07/2009 (for such allotments)

5.4 Rules regarding unavailed seats of Special/Mandatory/Nomination Categories

- 5.4.1 The seats un-availed by the Scheduled Castes candidates will go to the Scheduled Tribes candidates and vice versa in the final allotment in the stream.
 - 5.4.2 The seats un-availed by the SC/ST candidates will go to “Other Eligible Community” (OEC) candidates in the final allotment in the stream. The seats that still remain un-availed will go to the State Merit Quota in the final allotment in the stream.
 - 5.4.3. The seats un-availed by the EWS candidates will merge in to State merit seats.
 - 5.4.4 The seats un-availed by the SEBC category candidates will be allotted under State Merit in the final allotment in the stream.
 - 5.4.5. If any seat, in any special reservation quota and PD quota seats is left un-availed by the candidates belonging to that particular category, those seats will go to the State Merit quota unless otherwise stated.
- * The seats unfilled under the nomination categories given under clause 4.1, when released to the State will be added to the State Merit quota.
 - * Seats reserved for SC/ST candidates over and above mandatory reservations, if they become vacant shall be filled up in accordance with Government guidelines to be issued separately.

5.5 Claim for fee concession:

5.5.1 **Fee Concession:** Candidates desirous of being considered for any fee concession/any other benefits, based on annual family income should upload Income Certificate from concerned Village Officer.

5.5.2 **Claim for fee concession to OEC candidates as listed in Annexure III (c)** Candidates belonging to Other Eligible Communities are exempted from payment of fee at the time of allotment to the courses under Government/Community quota irrespective of annual family income as per G.O. (MS) No. 36/07/SCSTDD dated 03.07.2007. Those OEC candidates who have uploaded the Non-Creamy Layer Certificate for availing the applicable reservation will be granted the fee concession based on the Non-Creamy Layer Certificate. But those OEC candidates who do not come under Non-Creamy Layer Category should upload the Community Certificate obtained from the village officer to the online application for availing the fee concession.

However a token of acceptance of seat allotment they have to remit an amount of Rs.100/- as caution deposit.

5.5.3 **Claim for fee concession to the candidates belonging to communities listed in Annexure III (d):** Candidates belonging to the communities listed in Annexure III(d) whose annual family income is up to Rs.6 lakhs are exempted from payment of fee at the time of allotment to Professional Diploma Courses under Government/Community Quota as per GO (MS) No. 10/2014/BCDD dated: 23.05.2014. They should upload Community and Income Certificates from the Village Officer in the prescribed format to the online application.

No claims whatsoever regarding reservations or fee concessions will be considered after the closing date of application.

6. CRITERIA OF ELIGIBILITY FOR ADMISSION

6.1 Nativity: Only Indian citizens are eligible for admission to professional courses unless otherwise notified. Holders of Persons of Indian Origin (PIO) cards/ Overseas Citizen of India (OCI), will also be treated at par with Indian citizens for the limited purpose of admission. However, PIO/OCI candidates will not be eligible for any kind of reservation.

Candidates seeking admission to the courses will be categorized as 'Keralite', Non- Keralite category I (NK-I) and Non-Keralite category II (NK-II).

(i) Keralite: A candidate of Kerala origin will be categorized as a 'Keralite'. Children of All India Service (AIS) officers (Non-Keralites) allotted to Kerala cadre are deemed to be 'Keralites' as per G.O.(Rt) No.822/08/H.Edn dated 29.05.2008. But they will not be eligible for Communal/Special/Persons with Disabilities reservation.

(ii) Non-Keralite Category I(NKI):A candidate who is not of Kerala origin but fulfils anyone of the following conditions will be categorized as 'Non-Keralite Category I'(NKI).

(a) A candidate who has undergone qualifying course in Kerala and who is son/daughter of Non-Keralite parents belong to Government of India/Defense Service, posted to Kerala.

(b) A candidate who has undergone qualifying course in Kerala and who is son/daughter of Non-Keralite parents who are serving/served Government of Kerala for a minimum period of two years.

(c) A candidate who is not of Kerala Origin but has been a resident of Kerala State for a period of 5(five) years within the period of 12(twelve) years of his/her study.

(d) A candidate who is not of Kerala Origin but who has undergone his/her school studies in Kerala from standard VIII toXII.

Non-Keralite Category I candidates will be considered against 'State Merit' seats. But they will not be eligible for Communal/ Special/Persons with Disabilities reservation or any fee concession.

(iii) Non-Keralite Category II [NK II]: Candidates who do not come under 'Keralite' or'Non-KeraliteCategory I'willbecategorisedas'Non-KeraliteCategory II'.They will not be eligible for Communal/ Special/ Persons with Disabilities reservation or any fee concession.

Note: Candidates to be admitted in respect of seats reserved for the nominees of Union Territories or other States will not be governed by Clauses (i), (ii) and (iii) above.

6.1.1 Certificates to prove Nativity

(a) Keralites: 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 one of the following certificates along with the printout of the application itself.

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

OR

(ii) The true copy of the relevant page of the Secondary School Leaving Certificate 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.

OR

(iii) The true copy of the relevant page of the Passport of the candidate, issued by Government of India, 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.

OR

(iv) 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 corroborative certificate to establish the relationship between the parent and the candidate is necessary) place of birth in Kerala, to be issued by a competent registering authority.

OR

(v) A certificate from the Village Officer /Tahsildar to show that the candidate or his/her father/mother was born in Kerala (This is to be obtained in the prescribed format along with the printout of the application).

OR

(vi) A certificate from the competent authority showing that the parent of the candidate is an All India Service officer allotted to Kerala cadre.

(b) Non-Keralites Category I [NK I]: In order to prove that the candidate is a Non-Keralite Category I (NK I) for the limited purpose of eligibility for admission, he/she has to produce one of the following certificates along with the printout of the application itself.

(i) A Certificate to be issued by the Employer is to be obtained in the prescribed format in the application from the Head of the organisation, where the candidate's parent (employee) is serving/served, and the 'Certificate showing School studies in Kerala for Standards XI & XII' is to be obtained from the Head of institution where the candidate underwent his/her qualifying course in Kerala to satisfy the nativity condition under the sub-clause 6.1(ii).

(ii) A certificate of residence from the Village Officer/Tahsildar to the effect that the candidate has been a resident of Kerala State for a period of five years within a period of twelve years of his/her study (to be obtained in the prescribed format along with the printout of the online application).

(iii) A Certificate showing School Studies in Kerala from Std. VIII to XII obtained from the Head(s) of the educational institution(s) in Kerala in the case of candidates who have undergone school studies in Kerala to prove that the candidate has undergone his/her studies in the schools in Kerala from Std. VIII to XII. This certificate is to be obtained in the prescribed format in the application itself [For details regarding the Certificate showing

(iv) School Studies in Kerala from Std. VIII to XII, see Annexure IV(b)].

(c) Non-Keralites Category II [NK II]: They should furnish the 'Certificate of Completion of Qualifying Examination' in the prescribed format in the application itself to prove their nativity or copy of Passport issued by Government of India to prove Indian citizenship.

Candidates who are Indian citizens and who do not come under Clause 6.1.(i) and 6.1.(ii) may be considered for admission to Management Quota seats in Private Self Financing Colleges subject to fulfilling the eligibility conditions vide 6.3. The admission will be based on merit and should be restricted to a maximum of 10% of management quota seats. This allotment/admission does not come under the purview of this Prospectus.

6.2 Academic Eligibility

6.2.1 D Pharm (DP)

Candidates who have passed the Higher Secondary Examination of the Kerala state with Physics, Chemistry and Biology/Mathematics as Optional subjects or equivalent thereto are eligible.

OR

VHSE of Kerala from 1994-1995 sessions with group A and B only are considered as equivalent exam for admission to D Pharm Course (Group A – NCERT syllabus in Physics, Chemistry and Mathematics; Group B - NCERT syllabus in Physics, Chemistry and Biology.)

6.2.2 For IAF Candidates

"Candidates who have passed the Higher Secondary Examination (10+2) from any recognized board with Physics, Chemistry and Biology /**Mathematics** as subjects"

6.2.3 DHI (HI)

- a. Candidates who have passed Higher Secondary examination of the Board of Higher Secondary Education, Kerala, or examinations recognized equivalent thereto, with 40% marks in Physics, Chemistry and Biology put together, are eligible. Relaxation of 5% marks will be allowed to SC/ST candidates.

6.2.4 Paramedical Courses (Courses other than D Pharm and DHI)

- a. Candidates who have passed Higher Secondary examination of the Board of Higher Secondary Education, Kerala, or examinations recognized equivalent thereto, with 40% marks in Physics, Chemistry and Biology put together, are eligible. Relaxation of 5% marks will be allowed to SC/ST candidates.
- b. Candidates who have passed VHSE with 40% marks put together for Physics, Chemistry and Biology are eligible. Relaxation of 5% marks will be allowed to SC/ST candidates.
- c. Candidates who are eligible as above and who have passed **VHSE** with Medical Laboratory Technology, Maintenance and Operation of Bio Medical Equipments as well as ECG and Audiometric Technology are further eligible for the seats reserved for DMLT (ML), DOTT (OT) and DCVT (CV) respectively.

6.3 Age

All applicants shall have completed 17 years of age as on the date of notification and upper age limit for service candidates is 49 years. No upper age limit for General Candidates.

7. **HOW TO APPLY**

7.1 Application for admission to Professional Diploma Courses 2023 in Pharmacy, Health Inspector and other Paramedical Courses in various Government/Self Financing Institutions can be registered only online through a single application. The provision for applying online is available at the website www.lbscentre.kerala.gov.in. Submission of more than one application by a candidate will lead to rejection of the candidature.

7.2 **Application Fee**

The application fee will be as follows:

For General candidates : `600/-

For SC/ST candidates : `300/-

For Service candidates : `600/-

Candidates referred to in Clause 5.3.2 (C), 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, and should remit the fee meant for SC/ST and should upload an inter- caste marriage Certificate from the Revenue officials with the online application form.

7.3 **REMITTANCE OF APPLICATION FEE AND SUBMISSION OF APPLICATION FORM**

7.3.1 **Candidates except Service candidates**

Application fee can be remitted by all applicants except service candidates at any one of the notified branches of a Scheduled Bank in Kerala, either by on-line payment facility or using the challan generated on-line during the process of submission of application form on-line as described in clause 7.5

7.3.2 **Service candidates**

In the case of Service candidates, the application fee should be remitted in any Government Treasury under the head of Account "0210-03-105-99". After remittance of application fee they should submit the application as prescribed under clause 7.6.

7.3.3 **Service candidates seeking allotment under Open Quota**

Service quota candidates desirous of being considered for allotment under open quota also can apply for the same after remitting the requisite fee in bank (in addition to the fee remitted in Government Treasury) by following the procedure applicable for open candidates as specified in clause 7.5 and file the college options in time.

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

7.4 **Availability of Prospectus**

Prospectus can be downloaded from the website www.lbscentre.kerala.gov.in.

7.5 **Submission of Application Form**

Candidate has to visit the website www.lbscentre.kerala.gov.in and click the link 'VARIOUS ALLOTMENTS' and then click **Admission to Professional Diploma Courses 2024 (Pharmacy, Health Inspector and Paramedical Courses)**

Step 1: Registration

All the basic information, required in the application is to be filled in at this step. Candidate should click the button "New Registration". The personal details of the candidates have to be filled in the page thus obtained. It is obligatory that the candidate should fill all the items in the registration stage. Category of the candidate (Whether

SC/ST or General) needs to be specified here. As per the category, the application fee payable will be displayed and the candidate can proceed to the next step. If the data is filled completely, click the **Save and Continue** button to complete the registration process. The next page will display the application fee and applicant's details. After confirming that all the information provided is true and correct, the candidate can proceed to the next step.

Step 2: Fee payment

At this step, the candidate has to make the payment of application fee by way of online payment or by way of Challan.

Select the Mode of Payment

A. Online Payment

The fee may be paid by credit card/debit card/Internet Banking. On successful payment of fee, a Payment Confirmation page will appear displaying the message 'Transaction Successful'. This page will display the Application number, Transaction Id, Chelan number, Date and Amount. **Candidate should note this application number and Challan number which will be required for future LOGIN.** If the payment is unsuccessful, the message 'Transaction Unsuccessful' will be displayed. ***Due to communication failure, if the outcome of the payment attempt is not displayed, the bank may be contacted to ensure whether the attempt was successful or not.*** If the transaction is not successful, the payment needs to be made again by clicking on the 'Application Fee Payment' link on the home page and ensure that it is successful. If the amount was debited from the account of the candidate for an unsuccessful transaction, the debited amount will be reverted to that account within 5-7 working days. After successful payment candidate can resume filling of application.

B. Challan Payment

When mode of payment by Challan is selected, a three part Challan form (Candidate copy, office copy and Bank Copy) will appear on the screen. Candidate has to take a print out of the Challan, produce the same in the bank and remit the requisite application fee at any branch of the designated bank (which will be notified later). The Challan will contain the system generated application number which the candidate should note for future login purpose.

After the remittance of fee in the bank, he/she will get back the candidate copy of the Challan from the bank. The candidate copy of the Challan is to be retained by the candidate.

A candidate who remitted the fee by way of Challan can continue with step 3 on the next day or within the prescribed time limit for completion of the online application submission process.

To proceed to step 3 candidate has to click on the **Login** link on the home page. In the page thus obtained he/she has to enter the Application Number, Date of remittance, Branch and Challan number regarding the fee remittance if logging in for the first time. Now facility will be provided for creating password.

**Candidate should note this Registration Id & password which is required for future login.
Candidate should keep it confidential.**

Service Quota candidates do not have to pay application fee as per Step 2.

Step 3: Application Entry

A registration ID will be provided to the candidate. Candidate should note this registration ID and password which are required for future login. Candidate should keep them confidential. The candidate should fill all the remaining items in the application entry stage including academic data.

Step 4: Upload Images & Certificates

A recent passport size photograph of the candidate and Signature of the candidate, all in jpeg format of given specifications are to be uploaded (Refer Annexure XII for guidelines). **In additionall the certificates and documents in support of the various claims made in the application should be uploaded. Nativity proof as stipulated in clause 6.2 and proof for date of birth are mandatory.**

Step 5: Final Confirmation and Print Application

The candidate can preview the application before confirmation and submission. After Preview the candidate has to accept the declaration and make final submission. The facility to accept the declaration (Tick box) will be enabled only if all the mandatory fields are filled and uploading of supporting documents and images are completed. Candidate should then take a printout of the Application Form page from the online application for future references.

Applications should be complete in all respects. A candidate will be considered eligible for positioning in the Rank list , only if he/she has uploaded the relevant certificates prescribed in the Prospectus, in proof of eligibility, or in support of any claim for reservation, under any category. Candidates are directed to keep a copy of the printout of Application Form page of the online application for future reference. **Do not send the printout of the page and supporting documents to the Office of Director, LBS Centre by post /e-mail/ in person.** Candidates are liable to produce all the original documents at the time of admission at the concerned allotted institution.

After the candidate has made final confirmation, an Acknowledgement Slip will be generated and displayed, which may be printed. This will contain the Acknowledgement Reference Number and Date. The Candidate must note down the Acknowledgement Reference Number and Date for future queries. If the final confirmation is not done, the application will be deemed to be incomplete and thus will not be considered.

Candidates are requested to keep the Password and Registration ID strictly confidential to protect their interest. Do not send the printout of the page and supporting documents to the Office of Director, LBS Centre by post /e-mail/ in person.

7.6 Submission of Application Form.(For service candidates)

Service candidates should apply online through the website www.lbscentre.kerala.gov.in using the link provided and do Step1 of 7.5. After remitting the application fee as described in clause 7.3.2 service candidates should get the challan No. for logging in as FEE PAID CANDIDATE. After registration, the service candidate can proceed through Steps 3, 4, and 5 of Clause 7.5. After completing online application submission, the print out of application form along with the challan receipt and attested copies of certificates/documents should be submitted to the 'The Director, Directorate of Medical Education, Medical college P.O. Thiruvananthapuram695 011, Kerala', through proper channel to reach the Office of DME on or before the last date of application . For any assistance, candidate can contact District Facilitation Centres of LBS. Candidates are requested to keep the Password and Registration ID strictly confidential.

7.7 Documents to be uploaded along with the application

- 1) Scanned copy of the relevant page of the SSLC or equivalent certificate to prove Date of birth.
- 2) Scanned Copy of Certificate showing nativity of the candidate.

- 3) Scanned Copy of the Mark list(s) of qualifying examination.
- 4) Scanned Copy of Certificates in support of any claim for special reservation.
- 5) Scanned Copy of Income certificate in the prescribed format, If applicable.
- 6) Scanned Copy of Community Certificate in the prescribed format to be obtained from revenue authority, if claiming seats reserved for SEBC/SC/ST/minority communities.
- 7) Scanned Copy of Inter-Caste marriage Certificate, if applicable.
- 8) Scanned Copy of Medical Certificate obtained not earlier than 3 months prior to the last date of submission of application from the District Medical Board in the case of 'Persons with Disabilities' [PD], if applicable .
- 9) Scanned copy of Proforma of the certificates to be produced for claim of reservation for candidates in govt. service

Note: All certificates required such as community, nativity, etc. will also comply to GO (P) No1 /2021/PIE&MD dated 7.10.2021 with all the provisions thereof.

Validity of Certificates: The validity of various certificates will be as given in the following table:

Sl.No	Certificate	Validity (as on Closing date of Application)
1	Non Creamy Layer Certificate	One year
2	Community Certificate	Three years
3.	Income Certificate	One year

- Certificates issued after the closing date of application will not be considered.
- Certificates in the e-district format will also be considered.

7.8 Note

1. Defective applications will not be considered under any circumstances. Certificates without the signature of the issuing authority or that are incomplete will be treated as defective and such Certificates will not be considered for granting any claim.
2. Documents/Certificates except copy(s) of mark lists furnished after the last date of submission of the application will not be entertained under any circumstances.(Refer to the ruling of the Honorable High Court of Kerala in 1995(2) KLT 629, 1999(2) KLJ 836and 1999(3) KLT 773).
3. To claim any fee concession/scholarship: Candidates belonging to 'Keralite' categories defined in Clause 6.1(A), who are not eligible for communal reservation benefit and who wish to be considered for any fee concession/scholarship/any other benefit based on the family income, that may be announced by the Government/College/Admitting authority at any time after the submission of application, should upload the income Certificate from the concerned authorities separately, at the time of admission itself, to avail of such concessions.

8. PERSONAL AND ACADEMIC DATA VERIFICATION

The personal and academic details and reservation claims, accepted after scrutiny, and the index marks of the candidates will be published in website www.lbscentre.kerala.gov.in for verification. Candidates must verify these details. In case of any deficiency mentioned in the home page of the candidate, the candidate shall rectify the same within the stipulated period. Candidates alone will be responsible for consequences of non verification of their accepted data/details. Complaints related to Index marks & reservation claims will not be accepted under any circumstances, after the stipulated time.

9. PREPARATION OF RANK LIST

There will be Two Rank Lists prepared as stated below.

9.1 Rank List I

For allotment to D Pharm (DP) course (refer clause 6.3.1.), Rank list will be prepared on the basis of total marks obtained by candidates for Physics, Chemistry and Biology/Mathematics put together at the final year of the qualifying examination.

9.2 Rank List II

For allotment to DHI(HI) course(refer clause 6.3.3) and paramedical courses [ref clause 6.3.4] Rank list will be prepared on the basis of the total marks obtained by candidates for Physics, Chemistry and Biology put together at the final year of the qualifying examination

9.3 Resolving of tie while ranking

9.3.1 For Rank list I (Refer clause 9.1): In case of a tie in the total marks computed for ranking, candidates with higher marks obtained in Chemistry will be placed higher in the ranking. If the tie still exists, the candidate with higher marks obtained in Physics will be placed higher in the ranking. If the tie still exists, the candidate with higher marks obtained in biology/mathematics will be placed higher in the ranking. If the tie still persists, the total marks for the second year of the qualifying examination and then the marks in English in the second year of the qualifying examination will be considered for breaking the tie. Even after this, if tie remains, the age of the candidate will be taken into account and the older will be placed higher in ranking than the younger. If the tie still persists, tie will be resolved by a criteria as decided by the Director of Medical Education.

9.3.2 For Rank List II (Refer clause 9.2): In case of a tie in the total marks computed for ranking, the candidate with higher marks obtained in Biology will be placed higher in the ranking. In case of a tie in the total marks computed for ranking, candidates with higher marks obtained in Chemistry will be placed higher in the ranking. If the tie still exists, the candidate with higher marks obtained in Physics will be placed higher in the ranking. If the tie persists further, the total marks for the second year of the qualifying examination and then the marks in English in the second year of the qualifying examination will be considered for breaking the tie. If the tie still remains, the age of the candidate will be taken into account and the older will be placed higher in ranking than the younger. If the tie still persists, tie will be resolved by a criteria as decided by the Director of Medical Education

9.4 Selection under Service Quota

The selection under the Service quota, by the DIRECTOR OF HEALTH SERVICES, will be on the basis of seniority in service. The candidate selected should have at least 5 years service for superannuation after completion of the course. If service quota seats are lying vacant, the vacant seat(s) shall be added to the General merit. The candidates admitted under Service quota will have to execute a bond in the prescribed form at the time of admission to the effect that he/she shall serve the Government continuously for a period of not less than Five years immediately after the completion of the course and shall not be eligible for LWA during that period for taking up employment elsewhere and that in the event of any violation of this condition he/she will have to pay a penalty to Government as per existing norms. Service candidates who are selected for Diploma in Health Inspector, under service quota, who fail to join the course/discontinue the course after joining will not be eligible for applying to the course under service quota, in future.

10.CENTRALISED ALLOTMENT PROCESS

10.1 An overview

The Centralized Allotment Process for Government Seats in Government Institutions/Self Financing Institutions and in Government Controlled Self Financing Institutions for which the allotment is made by DIRECTOR OF MEDICAL EDUCATION will be through a Single Window System (SWS). The allotment to various institutions and 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 options exercised by the candidate, the rank lists prepared by the Director, LBS Centre for Science and Technology, eligible reservation(s) of the candidate and availability of seats.

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

10.2.REGISTERING OPTIONS

10.2.1 The details of institutions and courses will be made available in the website at the time of registration of options.

10.2.2 Facility for Registering Options: Candidates included in the rank list can register their institution(s)/course(s) options within the time schedule specified, from any computer having Internet facility. The facility for online registration of institution /course options will be withdrawn once the time schedule is over and the candidates will not have access to this facility after the same. No extension of time will be granted for registering options under any circumstances. A candidate who does not register his/her options, within the time schedule announced, will not be considered for allotments.

10.2.3 Candidates can access the web site www.lbscentre.kerala.gov.in and follow the instructions given therein to register their options.

10.3 Procedure for Registering Options:

Any candidate, who wishes to register his/her options, should have the 'Application number', 'Registration Number' and 'Password' readily available with him/her. The candidate must also have access to internet facility. The candidate should follow the procedure given below for registering options:

- (i) Log on to the 'Candidate Portal' through the website www.lbscentre.kerala.gov.in using Application Number and Password.
- (ii) Register Options.
- (iii) Save the Options registered.
- (iv) View and Print the List of Options registered.
- (v) Log off from the 'Candidate Portal'.

10.3.1 Accessing the website: The candidate can access the website, www.lbscentre.kerala.gov.in from any computer having internet facility.

10.3.2 Log on to the 'Candidate Home Page': In order to log on to the 'Candidate Homepage', click the link "Admission to Professional Diploma courses in (Pharmacy, Health Inspector and Paramedical Courses) 2021' given in the front page of the website, and submit the Application number and Password correctly.

10.3.3 Log on to the 'Option Registration Page': In order to log on to the 'Option Registration Page', click the link 'Option Registration' given in the Candidate Portal.

Application number, Registration Number, Password are candidate specific and hence are usable for the concerned candidate only. Disclosure of the Registration Number and/or the Password to others who may misuse them may result in tampering of the options made by the candidate. The Director LBS/Government will not be responsible for any such eventuality.

10.3.4 Courses and Colleges available for registering options: A list of Courses and Colleges for allotments through the LBS will be available in the Home page of the candidate based on the stream(s) the candidate is eligible for. The 'Course List' link when clicked will show all the courses in the stream concerned with their two letter codes. An overall idea of the Courses and

Colleges and their Codes will help the candidate to register his/her options without any difficulty.

10.3.5 Procedure for registering options in his/her Option Registration Page: By entering the option number for a course-college combination the candidate can fix his/her preference numbers for the course-college combinations displayed in the Option Registration Page. 'Set Next' button is also provided to give the next preference number for a course-college combination. Here all the eligible options of the candidate will be displayed course-wise and the candidate is expected to enter his/her preference number for a particular combination.

10.3.6 Registering of the Options and saving/revising the Options registered:

All eligible options of the candidate will be displayed on the Option Registration Page. The candidate may follow the directions given therein to register the options. The data entered may be saved regularly by clicking the 'Save' button, so that the data already entered is not lost due to unexpected reasons. The candidate should enter only those options in which he/she is interested. Candidates should also note that he/she will be considered for allotment only to those courses and colleges opted by him/her. So, a candidate who has not opted for a course-college combination will not be considered for allotment for that combination. Existing options, registered by the candidate and available in the Option Registration Page, can be cancelled by entering the number '0' or by clicking 'Remove' button against that particular option to be cancelled and click the 'Save' button. All options registered by the candidate will be processed. If a candidate gets allotted to a particular seat, based on his/her option, he/she is bound to accept it, failing which, he/she will lose that allotment as well as all the existing options in the stream to which the allotment belongs. The options once lost will not be available in the subsequent phases.

10.3.7 Viewing and Printing of the Option List based on the options registered: Once the candidate completes the option entry, he/she can view his/her options by clicking on the link provided. An option list will be generated and the candidate can take a printout of the same and keep it for future reference. If the candidate wants to change his/her options already registered, he/she may revise the options as desired and ensure that the option list has come as per his/her preferences.

10.3.8 Logging off from the Option Registration Page: Once the candidate is satisfied with the options registered, he/she may 'Log off' the system by clicking on "logout" link. The process of 'Registration of Options' is complete when the candidate logs off. This action is compulsory for preventing the misuse of his/her Option Registration Page by strangers.

10.3.9 Rearranging option priority: A candidate may change his/her option priority any number of times within the time schedule permitted. The priority of options registered at the time of closing of the facility for registering options alone will be considered for processing. No candidate will be allowed to register options afresh to any stream at any stage after the stipulated time as notified by the DIRECTOR, LBS CENTRE. The option list once finalized cannot be augmented after the stipulated time for registering options. But the modification of the option list will be allowed only for cancellation/deletion and for re-arrangement of priority of options at the time specified by the DIRECTOR, LBS CENTRE.

10.4 Trial Allotment

Based on the options registered up to a specified time point a Trial Allotment will be published. Candidates may Add/delete/Rearrange their options based on the results of the Trial Allotment. There is no guarantee that the results of the Trial Allotment will be retained in the actual Allotment.

(1) Candidates may collect the full details of colleges such as location, accessibility, facilities available, fee to be remitted at the time of admission (other than the tuition fee as per Clause 12) before filing options. The detailed addresses and telephone numbers of the colleges will be provided in the website while registering the options online

(2) Candidate shall take utmost care in finding out the respective codes of colleges and

courses of their choice from the list given in the website while registering their options online.

If a candidate is allotted his/her first option and accordingly remitted the prescribed fee, that candidate is bound to accept the allotment. Such candidates will not be considered for further allotments. Candidates who want to forfeit the First option allotted, they should not remit the prescribed fees. Such candidates will be considered for spot allotments only, if they require.

10.5 The First Allotment

Note: 1. There will be three regular online allotments. After each allotment the candidate can pay the required fee / additional fee as indicated in the *Fee Payment Slip*, which will be available for download from the candidate's home page. The fee can be paid at the prescribed scheduled bank using the fee payment slip or by online.

Note: 2. Those candidates who fail to remit the fee on or before the date specified and in the manner specified under Clause 10.6, will lose their current allotment as well as their chance to participate in remaining regular allotments.

Note: 3. The provisional Allotment Memo will be available after the third allotment only in the candidate's home page. Candidate can take a printout of this memo to be presented at the time of admission in the college. **The candidates are to join the college only after the third allotment as per the prescribed schedule, which will be shown in the allotment memo.**

Based on the options registered, the first allotment will be published in the website www.lbscentre.kerala.gov.in on the date to be notified. The allotment of a candidate can be seen in the Home page of the candidate. It will show the College & Course to which the candidate is allotted along with the fee to be remitted.

10.6 REMITTANCE OF FEE

A token amount which will be announced through the website will have to be remitted as part of tuition fees for the course by the candidate to the account of the Director, LBS Centre for Science and Technology in any one of the branches of a scheduled bank (to be notified later) in Kerala, as per the time schedule prescribed. On remitting the fee, a fee receipt will be issued by the bank to the candidate. The balance amount of the prescribed tuition fee should be remitted at the institution at the time of admission.

Fee remitted by way of Demand Draft/Cheque/etc. will not be accepted under any circumstances.

Note: The list of candidates who remit fees will be updated regularly in the website www.lbscentre.kerala.gov.in. Candidates who remit fees should verify the list and ensure that their name has been included in the list. If any discrepancy is noted the candidates should immediately bring it to the notice of any one of the District Facilitation Centres of LBS Centre for Science & Technology, Kerala.

10.7 Those candidates who fail to remit the token fee on or before the date specified and in the manner specified under clause 10.6, will lose their current allotment as well as the eligibility for further regular allotments except for **spot** allotments, if any, conducted.

10.8 Deletion/re-arrangement of options after the First Allotment

10.8.1 Candidates who remit the token fee as per the first allotment within the prescribed time limit will have the facility to Delete/re-arrange their higher options before the second allotment, during a specified period to be notified.

10.8.2 After the first allotment, the options below the 'allotted one' of the candidate will automatically be removed from the option list of the candidate. For example, if a candidate had registered 60 options in all, and if he/she is allotted his/her 40th option, all options from 41 to 60 will be automatically removed from the option list. Options from 1 to 39 will remain valid and will be considered for future allotments. These options will be his/her 'Higher Options' for the next allotment. He/she may delete/rearrange any options among the remaining options as per his/her desire. But the candidate will not be permitted to register any fresh options that were available for registration initially, to the existing ones. Deletion/re-arrangement of options can be done as per the procedure explained in clause 10.3.6.

If a candidate is satisfied with an allotment and does not want to be considered for further allotment(s), he/she must delete all the remaining higher options.

A candidate retaining all or any of his/her higher options after an allotment, is bound to accept the new allotment, if any granted. In such cases, he/she will not be permitted to retain the earlier allotment if any under any circumstances.

The facility for deletion/rearrangement of options will be available during the notified period only.

10.9 SECOND/FURTHER ALLOTMENT AND REMITTANCE OF FEE

The second/further allotment list will be published on the date to be notified. If a candidate has a different allotment than the one accepted in the previous allotment, the fee for which is higher than that remitted as per the previous allotment, he/she will have to remit the difference in fee through the same method as prescribed in clause 10.6. The amount to be remitted in this manner will be shown in the Fee Payment Slip of the candidate. If the Fee/Difference in fees is not remitted he/she will lose the new allotment. He/she will not be considered for any further allotments in any stream except for spot allotments, if any conducted.

If the fee for the course allotted in the current allotment is less than or same as the fee remitted as per the previous allotment, no further remittance is to be made by the candidate. Excess amount remitted by the candidate, if any, will be refunded, after the completion of the entire Allotment process.

10.10 PROVISIONAL ALLOTMENT MEMO

After the third allotment is published, candidates can take a print of the Allotment Memo by logging in, which will be available then. The allotment memo will contain all details of the candidate along with the college and course to which the candidate stands allotted finally [as on the third allotment]. The candidate can take a printout of this memo to be produced at the time of admission.

The allotment memo and Receipt of Fee must be produced at the time of admission along with other documents.

10.11 SPOT/SPECIAL ALLOTMENT(S)

To facilitate filling up of maximum number of Government Seats in Government Colleges/ Self Financing Colleges to which Director, LBS Centre for Science & Technology makes allotment, if required, spot allotments will be conducted on the date, time and venue to be notified. The process/ method followed will be spot registration with online allotment. The details regarding the availability of vacant seats will be notified for which spot registration can be done. Candidates who take seats at the spot allotment will have to remit the fees as per Clause 10.6. *Unconditional NOC and Possession Certificate is compulsory for attending spot allotment. (Annexure XIV).* **If a candidate does not take admission in the Special / Spot Allotment after receiving the allotment, he / she will not be considered for the remaining Allotments**

10.12 . No admission shall be done after the declared cutoff date

11. TRANSFER OF FEE TO COLLEGES / REFUND OF COURSE FEE

- 11.1. Transfer of fee to Colleges: The fee remitted by the candidates will be transferred by Director, LBS Centre directly to the college where the candidate stands admitted at the time of closing of admissions for the year. This will be done only after closing of admission for the year 2024.
- 11.2. Refund of fee: Candidates who cancel their admission before the closing date of admission are eligible for refund of fees. Refund of fee is also admissible to the candidates who secure admission through an allotment of Commissioner for Entrance Examinations, Kerala for the year 2024. Request should be given for the same in the format prescribed in Annexure XV (with proof) to the Director, LBS Centre along with a copy of allotment memo and fee receipt, within three month of closing of admission for the course. Requests received after this period will not be considered.

12. POST ALLOTMENT ACTIVITIES

12.1 Reporting at the Institution: Candidates need 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:**

- 1) The Allotment Memo received online.
- 2) Receipt of token fee/part of the tuition fee remitted in the bank.
- 3) SSLC/equivalent certificate to prove date of birth.
- 4) Mark list(s) of the qualifying examination.
- 5) Certificates as proof in support of any claim for special reservation.
- 6) Medical Certificate obtained not earlier than 3 months prior to the last date of submission of application from the District Medical Board in the case of 'Persons with Disabilities'.
- 7) Community Certificate obtained from revenue authority, if claiming seats reserved for minority communities.
- 8) Transfer Certificate (TC) from the Institution last attended and Conduct Certificate.
- 9) Relieving Order from the Department concerned, if applicable.
- 10) Migration Certificate, if applicable.
- 11) Income certificate from concerned revenue authority.
- 12) Physical Fitness Certificate in the relevant format given in Annexure XI
- 13) A Certificate showing that the candidate has got himself/herself vaccinated against Hepatitis.
- 14) Any other document as required by the Head of Institution.

15) For IAF candidates

Document Required	Remarks
10 th Mark sheet	The original Matriculation/10 th and 10+2/equivalent Pass certificates/Mark sheets/Proof of DOB along with Transfer & Migration certificates from last Board/University of study are to be produced, verified and deposited, which will be returned only after completion of the course.
10 th Certificate	
10+2 Mark sheet	
10+2 Certificate	
Transfer certificate (TC)	
Migration certificate (MC)	

12.2 Fees other than that already paid vide clause 10.6, as applicable to the course/ institution, will have to be remitted by the candidate at the time of taking admission in the institution.

The candidate is specifically instructed not to share his/her Security Key and Password to the authorities of institutions concerned at the time of joining.

- 12.2.1 Verification of Documents: The Principal of the Institution 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 institution.
- 12.2.2 Failure to report for Admission: Candidates who do not take admission on the prescribed date in the allotted institution will lose their admission.
- 12.2.3 Any candidate selected to a course/institution of his/her higher option through this centralized allotment process, including spot allotment, will be relieved by the institution in which he/she is already admitted/studying, with full refund of all the fees/deposit remitted by him/her in that institution.

13 Liquidated Damages

- (a) Levying amount towards liquidated damages from candidates discontinuing their studies.
- (i) If any candidate admitted against 'Government' seats in Government/ **Government controlled self finance college**/ Self Financing Colleges, discontinues the studies after the cutoff date for closing of admissions fixed by the Govt., to join other courses/colleges or for other purposes, he/she is liable to pay a liquidated damage equal to total annual tuition fee (for the entire course) less the fee paid by him/her. In all such cases the Transfer Certificate will be issued only after the remittance of liquidated damages to the authority concerned. Candidates belonging to SC/ST/OEC are exempted from this rule. Candidates belonging to 'Keralite' category, as per Clause 6.1.1, **whose annual family income is below Rs.75,000/- and who have submitted Income Certificate at time of admission to Diploma Courses in Paramedical Streams, DHI and D pharm 2024 will also be exempted from payment of Liquidated Damages.**
- (ii) The candidates admitted against Management seats in Self Financing colleges under Govt. control, on discontinuance of course after the cut-off date for closing of admissions fixed by the Govt., for joining other courses/colleges or for other purposes are liable to pay liquidated damages equal to annual tuition fee for the remaining years of study so as to complete the total tuition fee for the course irrespective of annual family income/nativity/reservation status.
- (iii) A candidate who gets allotment and admission to a degree or any other higher course other than diploma course in the same academic year through an allotment of LBS Centre, Thiruvananthapuram or Controller of Entrance Examination for the year **2024** will be eligible for full refund of fee remitted and he/she need not pay any liquidated damages.
- (b) Levying amount towards liquidated damages from candidates discontinuing their studies after the first academic year:
- (i) Candidates admitted against Government seats in Govt./Self Financing Colleges or in Management seats in Government Controlled Self Financing Colleges, who discontinue the course after the first academic year, are liable to pay liquidated damages equal to the total amount of tuition fee payable for the remaining year(s) of study. The candidates who discontinue the course must remit the fee for remaining years.

Note:-Principals/ Head of the Institutions are permitted to let the students who wish to discontinue the course to do so after satisfying the above conditions without consulting Directorate of Medical Education.

14. PREVENTIVE MEASURES AGAINST RAGGING

- 14.1 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.
- 14.2 All institutions will have to abide by the directives of the Honorable 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 (CrI) 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.
- 14.3 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.
- 14.4 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.
- 14.5 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-IX which is mandatory for admission

15. Leave rules :-

Number of leaves admissible to students of Paramedical diploma/ D -Pharm /DHI courses .

15(i) Casual leave

- a) The maximum number of leave that can be granted in a calendar year is 20.
- b) The maximum number of casual leave that can be taken at one time is 5.
- c) A maximum of 3 leaves can be granted to the course coordinator /HOD and a maximum of 5 leaves to the principal.

15 (ii) Medical leave

- (a) In cases of Medical emergency the concerned principal can grant leave up to 30 days on the basis of medical certificate and fitness certificate.
- (b) Leave from 31 to 180 days can be granted by Joint Director of Medical Education and above 180 days by Director of Medical Education on the basis of medical certificate from a 3 member's medical board.

15(iii) Maternity leave

The maximum number of maternity leave that can be taken is 180 days and above 180 days the joint director, DME may grant leave on the basis of Medical certificate on special circumstances.

The above leaves will not count as attendance. In lieu of these leaves the student will complete class/ posting /duty or as applicable through extension.

15 (iv) Re-joining conditions

- (a) No readmission will be allowed to those who drop out of the course for any reason except for reasonable Medical grounds.
- (b) The maximum time to complete the course will be twice the time limit allotted to the course.
- (c) No candidate is permitted to rejoin the course after the double duration of the prescribed course period.

16. OTHER ITEMS

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

The principals of concerned institutions should forward the details of candidates with photograph admitted both in merit seat and management seat within 30 days of closing of admission for registration in DIRECTOR OF MEDICAL EDUCATION/DIRECTOR OF HEALTH SERVICES, failing which the DIRECTOR OF MEDICAL EDUCATION/DIRECTOR OF HEALTH SERVICES will not conduct the examination.

All disputes pertaining to the allotment for admission shall fall within the jurisdiction of the Hon'ble High Court of Kerala. Any other items not specifically covered in this Prospectus will be decided by the Director of Medical Education/Director of Health Services and their decision shall be final.

**Director
Directorate of Medical Education**

ANNEXURE I

List of institutions included for college option registration in Professional Diploma Courses in Pharmacy, Health Inspector and Paramedical Streams-2023-24 **will be published separately**

Course wise Special Fee (Split up) in Rs.

ITEMS	Diploma in Pharmacy		Diploma in Health Inspector course		Paramedical Diploma courses	
	I st Year	II nd Year	I st Year	II nd Year	I st Year	II nd Year
Admission Fee	1000	-	1000	-	1000	-
Registration Fee	-	-	500	-	500	-
Stationery Fee	500	500	1500	1500	1500	1500
Laboratory Fee	-	-	-	-	3000	2000
Library Fee	-	-	1500	1500	2000	2000
Miscellaneous	-	-	2000	1500	2000	2000
Field Visit	-	-	1500	1500	-	-
Health Insurance Premium	500	500	-	-	-	-
Total	2000	1000	8000	6000	10000	7500
Caution Deposit (Refundable)	1050	-	1500	-	1000	-

ANNEXURE II

DISTRIBUTION OF SEATS FOR NOMINEES & SPECIAL RESERVATION CATEGORIES FOR PROFESSIONAL DIPLOMA COURSES IN PHARMACY, HEALTH INSPECTOR AND PARAMEDICAL COURSES-2021																		
		DPHARM		DHI		DMLT (ML)		DRRT (RT)		DOA (OA)		DOTAT (OT)		DCVT		DDT		DMC
		G	S	G	S	G	S	G	S	G	S	G	S	G	S	G	S	G
I	Reservation for Nominees																	
a	Puducherry	5	-	-	-	1	-	-	-	-	-	-	-	-	-	-	-	-
b	Lakshadweep	2		-		2	-	2	-	2	-	-	-	-	-	-	-	2
c	Andaman & Nicobar	1	-	-	-	2	-	1	-	1	-	-	-	-	-	-	-	1
d	Juvenile & SW Institutions	4	-	4	-	2	-	1	-	-	-	1	-	-	-	-	-	-
II	Special Reservation																	
a	Ex-Service Men(XS)	2	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
b	VHSE	-	-	-	-	5%	5%	-	-	-	-	2%	2%	2%	2%		-	-
c	Sports Quota	1	-	1	-	1	-	1	-	1	-	1	-	-	-	1	-	-
d	Service Candidate	-	-	2%	-	-	-	-	-	-	-	-	-	-	-	-	-	-
III	Persons with Disabilities	5%seat for all Para Medical Diploma Courses including D-Pharm &DHI																

ANNEXURE - III (a)

LIST OF SCHEDULED CASTES (SC)

[As Amended by The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002 [Act 61 of 2002) Vide Part VIII – Kerala - Schedule 1 Notified in the Gazette of India dated 18.12.2002, The Constitution (Scheduled Castes) Order (Amendment) Act 2007]

- | | |
|------------------|--------------|
| 1. Adi Andhra | 6. Ayyanavar |
| 2. Adi Dravida | 7. Baira |
| 3. Adi Karnataka | 8. Bakuda |
| 4. Ajila | 9. xxx |
| 5. Arunthathiyar | 10. Bathada |

11. xxx
12. Bharathar (Other than Parathar), Paravan
13. xxx
14. Chakkiliyan
15. Chamar, Muchi
16. Chandala
17. Cheruman
18. Domban
19. xxx
20. xxx
21. xxx
22. Gosangi
23. Hasla
24. Holey
25. Kadaiyan
26. Kakkalan, Kakkan
27. Kalladi
28. Kanakkan, Padanna, Padannan
29. xxx
30. Kavara (other than Telugu speaking or Tamil speaking Baliya Kavarai, Gavara, Gavarai, Gavarai Naidu, Baliya Naidu, Gajalu Baliya or Valai Chetty)
31. Koosa
32. Kootan, Koodan
33. Kudumban
34. Kuravan, Sidhanar, Kuravar, Kurava, Sidhana
35. Maila
36. Malayan [In the areas comprising the Kannur, Kasaragode, Kozhikode and Wayanad Districts].
37. Mannan (□□□□□□□□), Pathiyan, Perumannan, Peruvannan, Vannan, Velan
38. xxx
39. Moger (other than Mogeyar)
40. Mundala
41. Nalakeyava
42. Nalkadaya
43. Nayadi
44. xxx
45. Pallan
46. Palluvan, Pulluvan
47. Pambada
48. Panan
49. xxx
50. Paraiyan, Parayan, Sambavar, Sambavan, Sambava, Paraya, Paraiya, Parayar
51. xxx
52. xxx
53. xxx
54. Pulayan, Cheramar, Pulaya, Pulayar, Cherama, Cheraman, Wayanad Pulayan, Wayanadan Pulayan, Matha, Matha Pulayan
55. xxx
56. Puthirai Vannan
57. Raneyar
58. Samagara
59. Samban
60. Semman, Chemman, Chemmar
61. Thandan (excluding Ezhuvas and Thiyyas who are known as Thandan, in the erstwhile Cochin and Malabar areas) and (Carpenters who are known as Thachan, in the erstwhile Cochin and Travancore State) Thachar (Other than carpenters)
62. Thoti
63. Vallon
64. Valluvan
65. xxx
66. xxx
67. Vetan
68. Vettuvan, Pulaya Vettuvan (in the areas of erstwhile Cochin State only).
69. Nerian

ANNEXURE - III (b)

LIST OF SCHEDULED TRIBES(ST)

[As Amended by The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002 (Act 10 of 2003) Vide Part-VII - Kerala - Second Schedule Notified in the Gazette of India dated 8.1.2003]

[See Clause 5.3.3 of Prospectus]

- | | | | |
|----|---|----|--|
| 1 | Adiyan | | |
| 2 | Arandan [Arandan] | 36 | Mala Vettuvan(in Kasaragod & Kannur districts) |
| 3 | Eravallan | | |
| 4 | Hill Pulaya, Mala Pulayan, Kurumba Pulayan, Kuravazhi Pulayan, Pamba Pulayan | 37 | Ten Kurumban, Jenu Kurumban |
| 5 | Irular, Irulan | 38 | Thachanadan, Thachanadan Moopan |
| 6 | Kadar [Wayanad Kadar] | 39 | Cholanaickan |
| 7 | xxx | 40 | Mavilan |
| 8 | Kanikkaran, Kanikkar | 41 | Karimpalan |
| 9 | Kattunayakan | 42 | Vetta Kuruman |
| 10 | [Kochuvelan] | 43 | Mala Panikkar |
| 11 | xxx | 44 | Maratis of Kasargod and Hosdurg Taluk |
| 12 | xxx | | |
| 13 | Koraga | | |
| 14 | xxx | | |
| 15 | Kudiya, Melakudi | | |
| 16 | Kurichchan [Kurichiyan] | | |
| 17 | Kurumans, Mulla Kuruman, Mulla Kuruman, Mala Kuruman | | |
| 18 | Kurumbas, [Kurumbar, Kurumban] | | |
| 19 | Maha Malasar | | |
| 20 | Malai Arayan [Mala Arayan] | | |
| 21 | Malai Pandaram | | |
| 22 | Malai Vedan [Malavedan] | | |
| 23 | Malakkuravan | | |
| 24 | Malasar | | |
| 25 | [Malayan, Nattu Malayan, Konga Malayan (excluding the areas comprising the Kasaragod, Kannur, Wayanad and Kozhikode Districts)] | | |
| 26 | Malayarayar | | |
| 27 | Mannan (□□□□□□) | | |
| 28 | xxx | | |
| 29 | Muthuvan, Mudugar, Muduvan | | |
| 30 | Palleyan, Palliyan, Palliyar, Paliyan | | |
| 31 | xxx | | |
| 32 | xxx | | |
| 33 | Paniyan | | |
| 34 | Ulladan, [Ullatan] | | |
| 35 | Uraly | | |

ANNEXURE – III (c)

LIST OF OTHER ELIGIBLE COMMUNITIES (OEC)

GO (Ms) No.14/2017/BCDD dated: 02.08.2017, GO (Ms)No.7/2013/BCDD dated 19.07.2013, and GO (Ms) No.9/2021/BCDD dated: 18.09.2021

OEC (ST)

- 1 Allar (Alan)
- 2 Chingathan
- 3 Irivavan
- 4 Kalanadi
- 5 Malayan, Konga-Malayan(Kasargod, Kannur, Wayanad and Kozhikode Districts)
- 6 Kundu-Vadiyan
- 7 Kunnuvarmannadi
- 8 Malamuthan
- 9 Malavettuvar (Except Kasargod and Kannur Districts)
- 10 Malayalar
- 11 Panimalayan
- 12 Pathiyan (other than Dhobies)
- 13 Hindu-Malayali

OEC (SC)

- 1 Chakkamar
- 2 Madiga
- 3 xxxx
- 4 Kudumbi
- 5 Dheevara/Dheevaran (Arayan, Valan, Nulayan, Mukkuvan, Arayavathi, Valanchiyar, Paniyakal, Mokaya, Bovi, Mogayar, Mogaveerar)
- 6 Scheduled Caste converted to Christianity
- 7 Kusavan, Kulalan, Kumbharan, Velaan, Velaar, Odan, Andhra Nair, Andhuru Nair,
8. Pulaya Vettuvan (Except Kochi **State**)

ANNEXURE III (d)

List of Communities which are eligible for Educational concessions as is given to OEC-

G.O (MS) No. 10/2014/BCDD Dated 23.05.2014

S/no Name of the Community

- 1 Vaniya (Vanika, Vanika Vaisya, Vanibha Chetty , Vaniya Chetty, Ayiravar Nagarathar, Vaniyan)
- 2 Veluthedathu Nair (Vannathan and Veluthedan)
- 3 Chetty/Chetties (Kottar Chetties, Parakka Chetties, Elur Chetties, Attingal Chetties, Pudukkada Chetties, Iraniel Chetties, Sri Pandara Chetties, Telugu Chetties, Udiyankulangara Chetties, Peroorkada Chetties, Sadu Chetties, 24 Mana Chetties, Wayanadan Chetties, Kalavara Chetties and 24 Mana Teligu Chetties)
- 4 Ezhavathi (Vathy)
- 5 Ganika
- 6 Kanisu or Kaniyar Panicker, Kani or Kaniyan (Ganaka) or Kanisan or Kamnan, Kalari Kurup / Kalari Panicker
- 7 Vilkurup, Perumkollan
- 8 Yadavas (Kolaya, Ayar, Mayar, Maniyani and Iruman), Erumakkar
- 9 Devanga
- 10 Pattariyas
- 11 Saliyas (Chaliya, Chaliyan)
- 12 Pandithar
- 13 Vaniar
- 14 Ezhuthachan
- 15 Chakkala / Chakkala Nair
- 16 Reddiars (throughout the State except in Malabar Area)
- 17 Kavuthiya
- 18 Veerasaiva (Yogi, Yogeeswara, Poopandaram, Malapandaram, Jangam, Matapathi, Pandaram, Pandaran, Vairavi, Vairagi)
- 19 Vilakkithala Nair – Vilakkithalavan
- 20 Vaduka – Vadukan, Vadugar, Vaduka, Vaduvan
- 21 Chavalakkaran
- 22 Agasa
- 23 Kaikolan
- 24 Kannadiyans
- 25 Kerala Mudalis
- 26 Madivala
- 27 Naikkans
- 28 Tholkolans
- 29 Thottian
- 30 Mooppar or Kallan Moopan or Kallan Moopar

ANNEXURE III (e)

LIST OF SOCIALLY AND EDUCATIONALLY BACKWARD CLASSES (SEBCs) FOR WHOM CREAMY LAYER CRITERIA IS APPLICABLE

G.O (P) No. 208/66/Edn. Dated 02.05.1966.,G.O. (Ms) No. 95/08/SCSTDD Dated 06.10.2008

- I. Ezhavas** including Ezhavas,
Thiyyas, Ishuvan, Izhuvan, Illuvan and
Billava
- II. Muslims** (all sections following Islam)
- III. Latin Catholics and Anglo Indians**
- IV. Dheevara** including Dheevaran, Araya, Arayas,
Arayan, Valan, Nulayan, Mukkuvan, Arayavathi,
Valinjar, Paniakkal, Paniakel, Mukaya, Bovis-
Mukayar, Mukaveeran, Mogaveera,
Mogavirar, Mogayan
- V. Viswakarmas** including Viswakarma, Asari,
Chaptegra, Kallassari, Kalthachan, Kammala,
Kamsala, Kannan, Karuvan, Kitaran, Kollan,
Malayala Kammala, Moosari, Pandikammala,
Pandithattan, Perumkollan, Thachan, Thattan,
Vilkurup, Villasan, Viswabrahmanan or
Viswabrahmanar, Viswakarmala and Palisa
Perumkollan
- VI. Kusavan** including Kulalan, Kulala Nair,
Kumbaran, Velaan, Velaans, Velaar,
Odan, Kulala, Andhra Nair, Anthuru Nair
- VII. Other Backward Christians**
- (a) SIUC
(b) Converts from Scheduled Castes
to Christianity
(c) Nadar belonging to Christian religious
denominations other than SIUC
- VIII. Kudumbi**
- IX. Other Backward Hindus, i.e.**
1. Agasa
 2. Kharvi
 3. Aremahrati
 4. Arya, Atagara, Devanga, Kaikolan,
(Sengunthar) Pattarya, Pattariyas, Saliyas
(Padmasali, Pattusali, Thogatta,
Karanibhakatula, Senapathula, Sali, Sale,
Karikalabhakulu, Chaliya, Chaliyan)
Sourashtra, Khatri, Patnukaran, Illathu
Pillai, Illa Vellalar, Illathar
 5. Bestha
 6. Bhandari or Bhondari
 7. Boya
 8. Boyan
 9. Chavalakkaran
 10. Chakkala (Chakkala Nair)
 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. Kanisu or Kaniyar-Panicker, Kaniyan,
Kanisan or Kamnan, Kannian or Kani,
Ganaka
 27. xxx
 28. Kalarikurup or Kalari Panicker
 29. Kerala Muthali, Kerala Mudalis
 30. Oudan (Donga) Odda (Vodde or Vadde or
Veddai)
 31. Kalavanthula
 32. Kallan including Isanattu Kallar
 33. Kabera
 34. Korachas
 35. x x x
 36. Kannadiyans
 37. Kavuthiyan, Kavuthiya
 38. Kavudiyaru
 39. Kelasi or Kalasi Panicker
 40. Koppala Velamas
 41. Krishnanvaka
 42. Kuruba
 43. Kurumba
 44. Maravan (Maravar)
 45. Madivala

46. Maruthuvar
47. Mahratta (Non-Brahman)
48. Melakudi (Kudiyar)
49. x x x
50. Moili
51. Mukhari
52. Modibanda
53. Moovari
54. Moniagar
55. Naicken including Tholuva Naicker and Vettilakkara Naicker, Naikkans
56. Padyachi (Villayankuppam)
57. Palli
58. Panniyar or Pannayar
59. Parkavakulam (Surithiman, Malayaman, Nathaman, Moopnar and Nainar)
60. Rajapuri
61. Sakravar (Kavathi)
62. Senaithalaivar, Elavania, Senaikudayam
63. Chetty/Chetties including Kottar Chetties, Parakka Chetties, Elur Chetties, Attingal Chetties, Pudukkada Chetties, Iraniel Chetties, Sri Pandara Chetties, Telugu Chetties, Udiyankulangara Chetties, Peroorkada Chetties, Sadhu Chetties, 24 Mana Chetties, Wayanadan Chetties, Kalavara Chetties and 24 Mana Telugu Chetties
64. Tholkolan
65. Thottiyar, Thottian
66. Uppara (Sagara)
67. Ural Goundan
68. Valaiyan
69. Vada Balija
70. Vakkaliga
71. Vaduvan (Vadugan), Vaduka, Vadukan, Vadugar
72. Veera Saivas (Pandaram, Vairavi, Vairagi, Yogeeshwar, Yogeeshwara, Poopandaram, Malapandaram, Pandaran, Matapathi and Yogi)
73. Veluthedathu Nair including Vannathan, Veluthedan and Rajaka
74. Vilakkithala Nair including Vilakkathalavan, Ambattan Pranopakari, Pandithar and Nusuvan
75. Vaniya including Vanika, Vanika Vaisya, Vaisya Chetty, Vanibha Chetty, Ayiravar Nagarathar, Vaniyan, Vaniya Chetty, Vaniar
76. Yadava including Kolaya, Ayar, Mayar, Maniyani, Eruman, Iruman, Erumakkar, Golla and Kolaries
77. Chakkamar
78. Mogers of Kasaragod Taluk
79. x x x
80. x x x
81. x x x
82. Reddiars (throughout the State except in Malabar area)
83. Mooppar or Kallan Moopan or Kallan Moopar

Annexure IV(a)

CERTIFICATE TO PROVE NATIVITY FOR KERALITES

Keralite candidates should furnish any one of the Certificates given below to prove nativity as a Keralite.

CERTIFICATE OF BIRTH/RESIDENCE*

(To be issued by the Village Officer / Tahsildar / any other authority in the local body competent to register birth in Kerala State)

CERTIFIED that Shri/Smt/Kum..... is an applicant for admission to Professional Degree Courses in Nursing, Pharmacy, Health Inspector and other Para Medical Streams 2024 and that he/she or his/her father/mother Shri/SmtHouse Village..... District **was born in Kerala.**

***OR**

CERTIFIED that Shri/Smt./Kum..... an applicant for admission to Professional Diploma courses in Pharmacy, Health Inspector and other Para Medical Streams-2024 has been a resident of the Kerala State for a period, not less than 5 years within a period of 12 years.

Signature of the Village Officer/

Tahsildar/Birth Registering Authority :

Name and Designation :

Place:

Date :

(Office Seal)

Taluk :

District :

** Strike out whichever is not applicable.*

OR

CERTIFICATE SHOWING SCHOOL STUDIES IN KERALA FROM STANDARDS VIII TO XII

(To be issued by the Head of school where the applicant has completed his/her studies in Standard XII in Kerala State. If the candidate has studied in different schools, appropriate certificates to that effect may be produced before the Head of the Institution where the candidate has studied in Class XII, who will issue this certificate.)

CERTIFIED that Shri/Smt./Kum....., an applicant for admission to Professional Diploma courses in Pharmacy, Health Inspector and other Para Medical Streams-2024, son/daughter of Shri./Smt.of (address) has undergone his/her school studies in Standards VIII to XII in the educational institution(s) situated in Kerala State.

Signature of the Head of the School :

Name : Designation :

Name of Institution:

(Office Seal)

District :

GUIDELINES FOR THE ISSUE OF THE “CERTIFICATE SHOWING SCHOOL STUDIES IN KERALA FROM STDS. VIII TO XII” BY THE HEAD(S) OF THE EDUCATIONAL INSTITUTIONS

A “Certificate showing School Studies in Kerala from Std VIII to XII” issued by the Head of educational institutions in Kerala is prescribed as one of the certificates to prove the eligibility regarding the nativity of candidates applying for Admission to Professional Diploma courses in Pharmacy, Health Inspector and other Para Medical Streams-2024 in Kerala State. The Certificate is to be issued by the heads of the institutions (schools) where the applicant has completed his/her studies in Standard XII. The Head of the school (last attended by the candidate) may rely on the school record /certificates for this purpose making sure that the candidate has undergone his/her studies in Kerala itself in all the classes from Standards VIII to XII. In case of doubt, the Heads of the schools may direct the candidate to obtain necessary proof of the same from the schools attended formerly. In any case the Heads of schools should make sure that the candidate has undergone his/her studies for 5 years in Standards VIII to XII in the schools in Kerala.

Annexure IV(b)
CERTIFICATE TO PROVE NATIVITY FOR NON-KERALITES

A Non-Keralite candidate, who has undergone school studies in Standards XI & XII in Kerala and who is son / daughter of Non-Keralite parent(s), who are not domiciled in the State of Kerala but served/serving for Govt. of India / Govt. of Kerala should produce the following two certificates

CERTIFICATE TO BE ISSUED BY THE EMPLOYER

(For Non-Keralite parents working under Govt. of India / Govt. of Kerala only)

CERTIFIED that Shri/Smt....., father/mother of Shri/Smt./Kum....., a candidate for PROFESSIONAL DIPLOMA COURSES IN PHARMACY, HEALTH INSPECTOR AND OTHER PARA MEDICAL COURSES-2024, had/has been employed as (Designation) from to (Date, Month & Year) in (Name of Office with District and State).

Signature :

Place :

Date:

(Office Seal)

Name:

Designation & Address:

&

CERTIFICATE SHOWING SCHOOL STUDIES IN KERALA IN STANDARDS XI & XII

(To be issued by Head of the Institution where the candidate has studied for the Higher Secondary or equivalent Examination in Kerala State)

CERTIFIED that Shri/Smt./Kum....., an applicant for PROFESSIONAL DIPLOMA COURSES IN PHARMACY, HEALTH INSPECTOR AND OTHER PARA MEDICAL COURSES-2024, and son/daughter of Shri/Smt..... has studied for not less than 2 (two) years immediately preceding his/her appearance for the qualifying examination in (Name of Institution), an educational institution in Kerala State.

Signature of the Head of Institution :

Name :

Place:

Designation :

Date:

Address :

(Office Seal)

Annexure IV (C)
Community Certificate for SC & ST

Note:

- (i) Candidate claiming reservation under SC/ST, should furnish the Community Certificate given below in support of the claim.
- (ii) SC / ST Caste status of children of parents contracted inter caste marriage will be subject to the orders / clarifications issued in G.O. (M.S.) No.11 / 05 / SCSTDD Dated 22-03-2005, G.O. (MS.) No. 25 / 05 / SCSTDD Dated 20-06-2005, G.O. (MS.) No. 109 / 2008 / SCSTDD Dated 20-11-2008, and judgement dated 10-08-2005 of the full bench of the Hon'ble High Court of Kerala in WP 2483 / 2005 and connected cases.
- (iii) As per prospectus clause 5.5.2(h) son / daughter of inter-caste married couple, claiming communal reservation under SEBC, should produce the 'Inter-caste Marriage Certificate' in the proforma given in Annexure X(e) of the Prospectus.

COMMUNITY CERTIFICATE

(For Scheduled Caste & Scheduled Tribe Candidates)

1. This is to certify that Shri/Smt./Kumari
son/daughter of of
..... House Village/Town
..... Taluk District of Kerala State
belongs to theCaste/*Tribe which is recognized as a Scheduled
Caste/Scheduled Tribe under:-

The Constitution Ammendment (Scheduled Castes) Order, 1950; The Constitution Ammendment (Scheduled Tribes) Order, 1950 [As amended by The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002 / The Constitution (Scheduled Castes) Orders (Second Ammendment) Act, 2002].

Certified that Shri/Smt./Kumari (name of person) Son/daughter
of of House
Village/Town Taluk District is a
member of Malai Araya Christian family converted to Christianity from Hindu Malai Arayan Community, which is
included in the list of Scheduled Tribes.

2. Shri/Smt./Kumari and his/her*
family ordinarily reside(s) in
..... Village/Town of
..... District of Kerala State.

Signature of Tahsildar :

Place :

Name :

Date :

(Office Seal)

* Please delete the words/clause which are not applicable.

Note: 1. The term ordinarily resides used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

1. In case of X'ian converts from SC who have subsequently embraced Hinduism should get the following certificate recorded by the 'Tahsildar' below the community Certificate. "The certificate is issued after observing the guidelines issued in Government Circular no. 18421/E2/SC/ST/DD. Dated 15-12-1987"
2. Issue of Community Certificate to Scheduled Caste / Scheduled Tribe will be regulated by Act II of the Kerala (Scheduled Caste & Scheduled Tribe) Regulation of Issue of Community Certificate Act 1996.
3. Certificate to persons belonging to Malai Arayan Community (ST) converted to Christianity should be in this form

ANNEXURE V

CERTIFICATE FOR CLAIMING SPECIAL RESERVATION

UNDER QUOTA FOR EX-SERVICEMEN (XS)/ DEPENDANT OF DEFENCE PERSONNAL
KILLED/MISSING/DISABLED IN ACTION(DK)/DIED-IN-HARNESS(HR)

[See Clause 5.1.1]

Certified that Master/Kum. an applicant for Admission to Professional Diploma Courses 2024(Pharmacy, Health Inspector and ParamedicalCourses), is the son/daughter/Widow* of Shri/Smt (Official address) who is/was an ex-serviceman/Defence Personnel Killed/missing/Disabled in action and is/was in receipt of Disability Pension/Died-in-Hardness* and that no one else in the family of the applicant has earlier enjoyed the special reservation benefit applicable to them, for admission to Professional Degree Courses in Kerala.

Signature of Military Authority /
State's Zilla Sainik Welfare Officer :

Place:

Date: Name:

(Office Seal)

AnnexureVI

Proforma for Inter-Caste Marriage Certificate

Certified that Master / Kumarian Applicant for admission to the Professional Diploma Courses 2024 (Pharmacy, Health Inspector and ParamedicalCourses), is the son/daughter of an Inter-Caste married couple, and his/her father Sri.....belongs toCommunity and his/her mother Smt belongs to Community.

Place:

Date:

Signature of Village Officer/Tahsildar:

Name of Village Officer/ Tahsildar:

Name of Village & District/Taluk Office:

ANNEXURE VII

NON CREAMY LAYER CERTIFICATE

GOVERNMENT OF KERALA

.....VILLAGE OFFICE

NON-CREAMY LAYER CERTIFICATE

(State Educational Purpose)

No.

Date:

This is to certify that the person with the following details belongs to the community which is designated as a Backward Class in the State of Kerala and does not belong to the category of 'Creamy Layer' in the light of guidelines issued in [G.O. (P)No.1/2015/BCDD dated 01-01-2015] and the schedule (s) prescribed there under to identify the 'Creamy Layer' among the designated 'Socially and Educationally Backward Classes' in the State of Kerala.

Name of Person to whom certificate is issued	
Gender	
Name of Father	
Address	
Post Office with Pin Code	
Name of Local body	
Village	
Taluk	
District	
Religion	
Caste	
Date of Issue of Certificate	
Designation of the Issuing Officer	

Place

Signature & Name of the Village Officer

Date

Office seal

ANNEXURE- VIII

CENTRALIZED ALLOTMENT PROCESS – SPOT ALLOTMENT - 2023

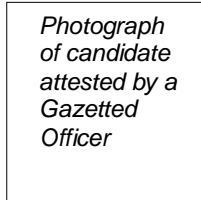
AUTHORISATION LETTER

Submitted by an authorised representative / proxy of candidate

I,..... (name of candidate) son/daughter of Shri./Smt. with application number and Rank No in Rank list(s) do hereby authorise Shri/Smt(name & address of the person being authorized) to represent me to report at the allotment venue for admission to Professional Diploma Courses 2024 (Pharmacy, Health Inspector and Paramedical Courses)

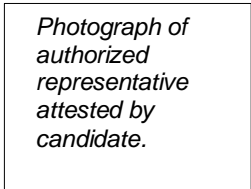
. The signature of the person authorized is attested below by a Gazetted Officer.

Signature of Candidate:
Name :
Address :



(Gazetted Officer to attest the Photograph)
Name :
Designation:.....

(Office Seal)



(candidate to sign over the photograph) Signature of Candidate

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 Centralised Allotment Process must bring a photocopy also of the filled up form. The same will be returned to the representative with the seal of the LBS office. This copy of the filled up form having the seal of the LBS office can be used in lieu of authorisation letter during subsequent appearances.

ANNEXURE IX
UNDERTAKING FROM THE STUDENTS AS PER THE PROVISIONS OF ANTI-RAGGING VERDICT BY THE
HON'BLE SUPREME COURT OF INDIA
[See Clause 15]

I, Mr. /Ms., Application
No.....Course:student of do hereby
undertake on this day Month Year.....,thefollowing with respect
to above subject and Office Order No:

- 1) That I have read and understood the directives of the Hon'ble Supreme Court of India on anti-ragging and the measures proposed to be taken in the above references.
- 2) That I understand the meaning of Ragging and know that the ragging in any form is a punishable offence and the me is banned by the Court of Law.
- 3) That I have not been found or charged for my involvement in any kind of ragging in the past. However, I undertake to face disciplinary action/legal proceedings including expulsion from the Institute if the above statement is found to be untrue or the facts are concealed, at any stage in future.
- 4) That I shall not resort to ragging in any form at any place and shall abide by the rules/laws prescribed by the Courts, Govt. of India and Institute authorities for the purpose from time to time.

.....
Signature of Student

I hereby fully endorse the undertaking made by my child/ward.

.....
Signature of Mother/Father and or Guardian

Witness :

Signature of Mother/Father and or Guardian

Witness :

ANNEXURE X

[PROFORMA OF THE CERTIFICATES TO BE PRODUCED FOR CLAIM OF RESERVATION FOR CANDIDATES IN GOVT SERVICE]

SERVICE CERTIFICATE

FOR CLAIM OF SPECIAL RESERVATION UNDER CATEGORIES NO/MT/DO

Certified that Shri/Smt (Name & Official Address) an applicant for admission to the Professional Degree courses in Nursing and Para Medical Streams, Kerala 2024 is working as and is a regular employee in Kerala State Government Service. His/Her duration of service in year monthdays as on the date of notification.

Place:

Signature of Issuing Authority:

Date:
office:

Name, Designation and Address of the Head of

(office seal)

ANNEXURE - XI

PHYSICAL FITNESS CERTIFICATE FOR ADMISSION TO PROFESSIONAL DIPLOMA COURSES

[See Clause12.1 of Prospectus]

I, Dr. after careful personal examination of the case do hereby certify that Sri/Kum. whose signature is given above is found physically fit to undergo professional education. His/Her height , weight , chest and vision

Signature :

Name

Designation: Reg. No. :

Place:

Date:

ANNEXURE XII
GUIDELINES FOR UPLOADING IMAGES AND DOCUMENTS

For applying the candidate has to upload scanned images of photograph and signature to the application portal.

Photograph of candidate:

For applying online, the candidate must have a scanned/digital image of photograph. The Specification of photograph image should be strictly followed.

1. Photograph must be in colour with a light colour background, white is preferable. It must be taken by mobile phone/tab is not accepted
2. Photograph should be in passport size format and taken recently. Front view of full face and shoulder portion of candidate is to be seen clearly in the photograph.
3. The face of the candidate should be at the centre and straight.
4. Photo, wearing caps and dark glasses will be rejected.
5. Scanned image file should be in **jpg format** (Jpeg).
6. Dimensions of the photograph should be **200 pixels height** and **150 pixels width** and image file size should be **upto 30 kb**.
7. Candidate's name and date of photo taken should be printed at the bottom portion of the photograph with black letter and white background.

Points to be noted:

1. If the face in the photograph is not clear or the image is not as per the above guideline, your application is liable to be rejected.

In Future, Your Admit Card, Data Sheet and Allotment Memo will be printed with the same photograph you have uploaded at this stage. So strictly follow the specifications and guidelines for the photo to be uploaded.

Signature of Candidate

1. On a plain white sheet, the candidate should put his/her signature with black /blue ink. Signature should be clear.
2. Scan this signature and crop around the signature. Do not scan the full sheet. Scanned image file should be in **jpg format**.(Jpeg)
3. Dimensions of the image of signature must be **100 pixels** height and **150 pixels** width.
4. Image file size should be up to **30 kb**.

Subsequent to selecting the two images, candidate needs to verify whether the photograph shown in the screen is clear and sufficient to identify the candidate.

Press 'Upload Images' button to upload all images to the application portal.

If you try to upload an image which is not in the prescribed format, an error messages will be displayed in '**upload images**' column . All images should match the corresponding specification.

The images once uploaded cannot be changed after completing of 'Fill Application' step.

Documents

1. All documents uploaded in proof of various claims made in the application must be in PDF format. The file size should be less than 200kb. The documents must be legible and readable.
2. If more than one document have to be uploaded for a single claim, all the documents should be converted into a single *pdf* file and uploaded.

ANNEXURE - XIII
LIST OF DISTRICT FACILITATION CENTRES OF LBS CENTRE

Sl no	Place	Address	Phone Number
1	Thiruvananthapuram	LBS Centre Nandavanam, Palayam Thiruvananthapuram - 695 033	0471 -2324396 0471 -2560363,364
2	Kollam	Block Panchayath Office Building, Poruvazhi P O, Sasthamkotta	0476 - 2831122
3	Adoor	Second Floor, Santhosh Building,Hospital Junction, Adoor, Pathanamthitta	04734 - 227538
4	Alappuzha	LBS Sub Centre Municipal Library Building Thattampally P.O, Alappuzha	0477 - 2254588
5	Pampady	LBS Sub Centre Kadavumbhagam Buildings Near Police Station, K.K.Road, Pampady, Kottayam.	0481 - 2505900
6	Kalamassery	LBS Regional Unit, HMT Junction, NAD Road Kalamassery - 683 104.	0484 -2541520 0484 -2551466
7	Thrissur	LBS Regional Unit Alumvettuvazhi Road Chiyaram, Thrissur - 680 026	0487 - 2250657 0487 - 2250751
8	Palakkad.	LBS Sub Centre II Floor, Charutha Chambers, Noorani Shornur Road, Palakkad	0491 - 2527425
9	Manjeri	LBS Sub Centre Indira Gandhi Bus Terminal, Kacherypady Manjeri,Malappuram.	0483 - 2764674
10	Kozhikode	LBS Regional Unit, 17/420, Indira Gandhi Road Kozhikode - 673 004.	0495 - 2720250
11	Kannur	LBS Regional Unit, Old Engg. College Campus Near S.N.Park, Kannur - 1.	0497-2702812
12	Kasaragod.	LBS Sub Centre Taluk Office Compound Kasaragod.	0499-4221011

Annexure XIV

(See Clause no 11.9)

No Objection Cum Possession Certificate

(To be issued in the letter head of the institution)

This is to certify that this institution has no objection in Sri/Smt.....(Name)
S/o,/D/o..... student ofcourse of this institution in attending the Spot
allotment on(date). This is to further certify that we are in possession of his/her original
certificates. If he/she secures an admission in the Spot allotment, the original certificates will be released
and transfer certificate will be issued to him/her unconditionally.

Place:
Date:

Name and Signature of Head of Institution

(Office Seal)

Annexure XV
(See Clause 12.2)

FORM FOR FEE REFUND

Name		
Application No		
Permanent Address		
Address for Communication		
Contact Phone no.		
College & Course allotted		
Fee Paid		Fee Receipt No:
Name of Bank and Branch		
Account Number		
IFSC		
Reason for cancellation		

Signature of candidate

Name & Signature of parent

Enclosures:

- Allotment Memo
- Fee Receipt

ANNEXURE XVI

Appendix 'A'

CERTIFICATE OF SPONSORSHIP

1. I,, Director Medical Services (Personnel Airmen) of Indian Air Force (IAF), on behalf of IAF, hereby sponsor....., to undergo two years Diploma in Pharmacy conducted by Government Medical College, Thiruvananthapuram for the academic year.....
2. It is to certify that aforesaid air warrior has been working in the IAF as Medical Assistant since.....
3. IAF hereby undertakes to bear all the expenses in connection with the training of the above candidate and also pay him a monthly salary as admissible during the training period.

Place: Air Headquarters (RKP) RK Puram, New Delhi

Date:

Annexure XVII

Guidelines regarding admission of students with specified disabilities under the Rights of Person with Disabilities Act-2016 with respect to admission in Paramedical diploma courses

Sl.No	Disability Type	Type of Disabilities	Specified Disability	Disability Range				
				Eligible for Medical Course, Not Eligible for PwD Quota	Eligible for Medical Course, Eligible for PwD Quota	Not Eligible for Medical Course		
1	Physical Disability	A. Locomotor Disability, including Specified Disabilities (a to f).	a. Leprosy cured person*	Less than 40% disability	40-80% disability	More than 80%		
			b. Cerebral Palsy**					
			c. Dwarfism					
			d. Muscular Dystrophy					
			e. Acid attack victims					
			f. Others*** such as Amputation, Poliomyelitis, etc.					
		<p>* Attention should be paid to loss of sensations in fingers and hands, amputation, as well as involvement of eyes and corresponding recommendations be looked at. ** Attention should be paid to impairment of vision, hearing, cognitive function etc. and corresponding recommendations be looked at. *** Both hands intact, with intact sensations, sufficient strength and range of motion are essential to be considered eligible for medical course</p>						
		B. Visual Impairment (*)	a. Blindness	Less than 40% disability (i.e. Category '0(10%)', 'I(20%)' & 'II(30%)')	-	Equal to or Morethan 40% Disability (i.e. Category III andabove)		
			b. Low vision					
		C. Hearing Impairment@	a. Deaf	Less than 40% Disability	-	Equal to or morethan 40% disability		
b. Hard of hearing								
<p>(*) Persons with Visual impairment / visual disability of more than 40% may be made eligible to pursue Graduate Medical Education and may be given reservation, subject to the condition that the visual disability is brought to a level of less than the benchmark of 40% with advanced low vision aids such as telescopes / magnifier etc. @ Persons with hearing disability of more than 40% may be made eligible to pursue Graduate Medical Education and may be given reservation, subject to the condition that the hearing disability is brought to a level of less than the benchmark of 40% with the aid of assistive devices. In addition to this, the individual should have a speech discrimination score of more than 60%.</p>								
D. Speech & language disability\$	Organic/ neurological causes	Less than 40% Disability	-	Equal to or morethan 40% Disability				
<p>\$ It is proposed that for admission to MBBS course the Speech Intelligibility Affected (SIA) score shall not exceed 3 (Which will correspond to less than 40%) to be eligible to pursue the MBBS course. The individuals beyond this score will not be eligible for admission to the MBBS course. Persons with an Aphasia Quotient (AQ) upto 40% may be eligible to pursue MBBS course but beyond that they will neither be eligible to pursue the MBBS course nor will they have any reservation.</p>								
2	Intell ectua l disab ility		a. Specific learning disabilities (Perceptual disabilities, Dyslexia, Dyscalculia,	# currently there is no Quantification scale available to assess the severity of SpLD, therefore the cut-off of 40% is arbitrary and more evidence is needed.				
				Less than 40%Disability	Equal to or more than 40% disability But selection will be based on	More than 80% or severe nature or significant cognitive/		

			Dyspraxia & Developmental aphasia)#		the learning competency evaluated with the help of the remediation/assisted technology/aids/infrastructural changes by the Expert Panel	intellectual disability
			b. Autism spectrum disorders	Absence or Mild Disability, Asperger Syndrome (disability of 40- 60% as per ISAA) where the individual is deemed fit for MBBS course by an expert panel	Currently not recommended due to lack of objective method to establish presence and extent of mental illness. However, the benefit of reservation/ quota may be considered in future after developing better methods of disability assessment.	Equal to or more than 60% disability or presence of cognitive/intellectual disability and/or if the person is deemed unfit for pursuing MBBS course by an expert panel
3	Mental behaviour		Mental illness	Absence or Mild Disability: less than 40% (under IDEAS)	Currently not recommended due to lack of objective method to establish presence and extent of mental illness. However, the Benefit of reservation/ quota may be considered in future after developing better methods of disability assessment.	Equal to or more than 40% disability or if the person is deemed unfit to perform his/her duties. Standards may be drafted for the definition of "fitness to practice medicine", as are used by several institutions of countries other than India.
4	Disability caused due to	a. Chronic Neurological Conditions	i. Multiple Sclerosis ii. Parkinsonism	Less than 40% Disability	40-80% disability	More than 80%
		b. Blood Disorders	i. Haemophilia ii. Thalassemia iii. Sickle cell disease	Less than 40% Disability	40-80% disability	More than 80%
5	Multiple disabilities including deaf blindness		More than one of the above specified disabilities	Must consider all above while deciding in individual cases recommendations with respect to presence any of the above, namely, Visual, Hearing, Speech & Language disability, Intellectual Disability, and Mental Illness as a component of Multiple Disability. Combining Formula as notified by the related Gazette Notification issued by the Govt. of India $a + b (90-a)90$ (where a= higher value of disability % and b=lower value of disability % as calculated for different disabilities) is recommended for computing the disability arising when more than one disabling condition is present in a given individual. This formula may be used in cases with multiple disabilities, and recommendations regarding admission and/or reservation made as per the specific disabilities present in a given individual		