



Government of Kerala

**Prospectus for Admission to
Professional Diploma Courses 2017
(Pharmacy, Health Inspector and Paramedical Courses)**

(Approved by GO(Rt.). No. 2398/2017/ H&FWD dated 30/08/2017)

2017

Office of the Director of Medical Education
Medical College, Thiruvananthapuram

**Prospectus for Admission to
Professional Diploma Courses 2017
(Pharmacy, Health Inspector and Paramedical Courses)**

©

Government of Kerala
Office of the Director of Medical Education

Contents

Clause	ITEM	Page No.
1	Introduction	4
2	Courses, Institutions and Seats	4
3	Duration of the Courses and other details	5
4	Reservation of seats for various courses	6
5	Claim for reservation and certificates to be produced	7
6	Criteria of eligibility for admission	12
7	How to apply	14

Clause	ITEM	Page No.
8	Preparation of rank list	19
9	Centralised allotment process	20
10	Fees	21
11	Post Allotment Activities	22
12	Liquidated damage	23
13	Preventive measures against ragging	23

Annexure

Sl.No	ANNEXURES	Page No.
I	List of Institutions	
II	Distribution of seats under Special Reservation	24
III (a)	List of Scheduled Castes	25
III (b)	List of Scheduled Tribes	26
III (c)	List of Other Eligible Communities	26
III (d)	List of Socially & Educationally Backward Classes	27
IV(a)	Certificate to Prove Nativity For Keralites	28
IV(b)	Certificate to Prove Nativity For Non-Keralites	29
V	Proforma Certificate for reservation under Ex-Service men quota	30

Sl.No	ANNEXURES	Page No.
VI	Proforma for Inter-caste Marriage Certificate	30
VII	Community and Income Certificate - SEBC	31
VIII	Community Certificate –SC/ST	32
IX	Proforma for Authorisation Letter for the Centralised Allotment Process – Spot allotment	33
X	Anti-ragging – Proforma for undertaking by Candidates and parents/Guardians	34
XI	Proforma for Service Details for Service Candidates	35
XII	Proforma for Physical Fitness Certificate	35
XIII	District Facilitation centres of LBS	36

1 INTRODUCTION

- 1.1 Prospectus for Admission to Professional Diploma Courses 2017 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, 2017, 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.in regularly for notifications and announcements.
- 1.2 The Prospectus issued in earlier years for these courses are not valid for the year 2017. 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.

1.2.1 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 in Radiological Technology (DRT)	: RT
5. Diploma in Ophthalmic Assistance (DOA)	: OA
6. Diploma in Dental Mechanics (DMC)	: MC
7. Diploma in Dental Hygienist (DHC)	: HC
8. Diploma in Operation Theatre & Anesthesia Technology (DOTAT)	: OT
9. Diploma in Cardio Vascular Technology (DCVT)	: CV
10. Diploma in Neuro Technology (DNT)	: NT
11. Diploma in Dialysis Technology (DDT)	: DT
12. Diploma in Endoscopic Technology (DET)	: ET
13. Diploma in Dental Operating Room Assistance (DORA)	: DA
14. Diploma in Respiratory Technology (D Resp.T)	: DR

- 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 list of the institutions in which the courses are offered, the number of seats available etc. is given in Annexure I a to c. The list is not complete. Final list will be published in the website in prior to the Allotment.

2.2 Categorization of Seats

2.2.1 Government seats

Seats against which the Director of Medical Education/Director of Health Service makes allotment are called 'Government Seats'.

- (A) 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.

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

2.3 Allotment and admission to all institutions/courses will be subject to receipt of approval of the Central and State Regulatory Bodies 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. The examination consists of two parts, Part I (1st year) and Part II (2nd year). Each part consists of six papers. There will be an examination at the end of Part I and Part II with written, oral and practical tests.

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

3.4 **Diploma in Radiological Technology (RT)**

Duration of the course is 2 years with one year additional training radiotherapy in the same institution. 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 Radiotherapy and (ii) Radiography including Dark Room Technique (iii) Radiotherapy. There will be an examination at the end of Part I and Part II with written, oral and practical tests. A minimum of 50% marks in each of the subjects is required for a pass. The candidates completing 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 without this additional training.

3.5 **Diploma in Ophthalmic Assistance (OA)**

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

3.6 **Diploma in Dental Mechanics (MC)**

Duration of the course is 2 years. The course is conducted in the Dental College of Thiruvananthapuram and Kozhikode. 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, oral and practical tests. A minimum of 50% marks in each of the subjects is required for a pass.

3.7 **Diploma in Dental Hygienist (HC)**

Duration of the course is 2 years. The course is conducted in the Dental College of Thiruvananthapuram. 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. (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, oral and practical tests. A minimum of 50% marks in each of the subjects is required for a pass.

3.8 **Diploma in Operation Theatre & Anesthesia Technology (OT)**

Duration of the course including practical training is 2 years and six months. Subjects (i) Basic Science including Pharmacology (ii) Biomedical Equipments (iii) Operation Theatre Techniques. Examination will be at the end of second year followed by a training 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 training no stipend is payable.

3.9 **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 Catheterisation. Examination will be at the end of second year. A minimum of 50% marks in each of the subjects is required for a pass.

3.10 **Diploma in Neuro Technology (NT)**

Duration of the course is 2 years. The course consists of two parts, Part I (1st year) and Part II (2nd year). Examination in each part consists of 2 papers. There will be an examination at the end of Part I and Part II with written, oral and practical tests. 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.

3.11 **Diploma in Dialysis Technology (DT)**

Duration of the course is 2 years 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. (1) Fundamentals of Nephrology and Dialysis Technology and (2) 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 completion of the first year the candidate will undergo one year training in the same institution. No stipend is payable.

3.12 **Diploma in Endoscopic Technology (ET)**

Duration of the course is 2 years and 6 months. Subjects taught are (i) Basic Sciences including Basic principles of endoscopy. (ii) Diagnostic and Therapeutic endoscopy (iii) Endoscope accessories, reprocessing and recent advances. 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 practical training for which no stipend is payable.

3.13 **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 (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.

3.14 **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 – Anatomy, Respiratory Psychology, 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.

4 **RESERVATION OF SEATS FOR VARIOUS COURSES**

4.1 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 4.1.1 to 4.1.4.

4.1.1 **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 6.2.

- (a) 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 .

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

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

- (e) Admission to the seats under clause 4.1.1 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.
- 4.1.2 Reservation for Persons with Disabilities (PD): Leaving the seats set apart under clause 4.1.1, three percent (3%) of the seats available for the state for allotment from the state rank lists, of all the courses except DHI are reserved for the candidates with disabilities. For details, refer clause 5.4.7
- 4.1.3 Special Reservation: These are the seats reserved for certain specific categories, for different courses. For details refer clause 5.4.1
- 4.1.4 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/SCSTDD dated 06/10/2008 and as modified from time to time. The percentage break-up of seats as per mandatory reservation is as follows:

Sl.No	Category	Percentage
(A)	State Merit	60%
(B)	Socially and Educationally Backward Classes	30%
a.	Ezhava (EZ)	9%
b.	Muslim (MU)	8%
c.	Other Backward Hindu (BH)	3%
d.	Latin Catholic & Anglo Indian (LA)	3%
e.	Dheevara and Related communities (DV)	2%
f.	Viswakarma and related communities (VK)	2%
g.	Kusavan and related communities (KN)	1%
f.	Other Backward Christian (BX)	1%

	g.	Kudumbi (KU)	1%	
(C)		Scheduled Castes & Scheduled Tribes		10%
	a.	Scheduled Casts (SC)	8%	
	b.	Scheduled Tribes (ST)	2%	
Admission to all the Government seats except for the seats reserved for Nominees will be made on the basis of the rank / inter-se merit as may be applicable.				

5 CLAIMS FOR RESERVATION AND CERTIFICATES TO BE PRODUCED

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

5.2 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.

5.3 Only candidates belonging to 'Keralite' category (as defined in clause 6.1 A), are eligible for claiming seats under Mandatory quota in Government Institutions and Special reservation quota unless otherwise specified in the Prospectus.

5.4 Seat distribution for Nominees and Special Reservation candidates: The seats reserved for nominees and special reservation candidates are shown in Annexure II.

5.4.1 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 attach along with their application form (Print out), attested copies of the relevant Certificates as mentioned for each item below, in support of the claim.
- (d) Selection to the seats mentioned from 5.4.2 to 5.4.4 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 5.4.5 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. 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

5.4.2 Ex-servicemen Quota (XS)

Two seats in D Pharm 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 produce 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.

5.4.3 **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 Medical Laboratory Technology.
- (b) Quota (VO) for Diploma in Operation Theatre Technology (OT): 2% seats available for allotment is reserved for candidates who have passed VHSE with Maintenance and Operation of Bio Medical 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 (5.4.3) the seats will be reverted to general merit.

5.4.4 **Sanitary Inspector Quota (SI) for DHI Course**

10% of the total seats available in Government and Self financing Institutions are set apart for candidates who have passed Sanitary Inspector Course approved by Government of Kerala. Such candidates should also have eligibility as per clause 6. In the absence of these candidates the seats will be reverted to general merit.

5.4.5 **Sports Quota (SP)**

One seat each is reserved for DMLT(ML), DRT(RT), DOA(OA), DOTT(OT), DDT(DT), D Pharm(DP) and DHI(HI) course as per Annexure II

- (a) Candidates who claim reservation under Sports Quota will attach with the 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.
- (b) The candidate should forward a copy of the application form to the Director, LBS Centre for Science and Technology, Nandavanam, Palayam, Thiruvananthapuram, 695033 and a photocopy of the application 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.
- (c) 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 5.4.5 A 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.
- (d) 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 may be.
- (e) 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), DRT(RT), DOA(OA), DOTT(OT), DDT (DT), D Pharm(DP) and DHI(HI) course.

5.4.6 **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.

5.4.7 Reservation for Persons with Disabilities (PD)

- (a) Three percent of the seats (Government seats) available to the state for all courses except DHI 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'.
- (b) Candidates under this category desirous of being considered for the courses will have to attach an attested copy of the Certificate of disability from the District Medical Board certifying the degree of percentage of disability issued not earlier than 12 months prior to the last date of submission of application along with the application form.

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

- (c) The Director, LBS Centre will publish the category list of such candidates. However, the inclusion in this list is strictly provisional.
- (d) A State Level Committee constituted under the Chairmanship of the Director of Medical Education consisting of Professors in General Medicine, ENT, Neurology, Orthopedic Surgery, Ophthalmology, Psychiatry, and Physical & Rehabilitation Medicine will examine and assess the disability of the candidates who are provisionally included under this Category. The State Level Committee will have powers to review the Certificates issued by the District Medical Boards.
- (e) There will be special invitees appointed by representing each course to this Committee in addition to Medical Experts who will subsequently determine the suitability of a candidate, having minimum 40% of any disability, for a particular course.
- (f) Only those candidates who are having a minimum 40% 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 fit 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 and physical suitability, and not on the basis of the degree of disability.

5.5 Claim for Mandatory Reservation

5.5.1 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.

5.5.2 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. The names of the castes and communities under SEBC are given in Annexure III(d). Only the claim of the candidates of those communities that are included in the list as incorporated in the respective annexure of the prospectus 2017 will be considered. Claims by the candidate belonging to

other communities, which are not included in the Annexure, will be rejected even if certificates from the concerned revenue officers have been obtained and furnished along with the printout of the application.

- (b) Candidates belonging to Ezhava, Muslim, Other Backward Hindus, Latin Catholic & Anglo Indians, Dheevara and related communities, Viswakarma and related communities, Kusavan and related communities, Other Backward Christians and Kudumbi communities, **claiming reservation under SEBC Quota should invariably produce the Non-Creamy Layer Certificate obtained from the Village Officer authority concerned. The above certificate should be obtained in the prescribed format along with the printout of the application itself.**
- (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 furnish a Non Creamy Layer Certificate specifying the community of the candidate from the Village Officer in the Prescribed Proforma available in the website. The claim made in the Application will be final and cannot be changed subsequently.
- (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 attached by them with the printout of the application form.
- (e) Claim of OEC candidates against the unavailed seats of SC/ST candidates: Other Eligible Community (OEC) candidates are eligible for the unavailed seats, if any, under SC/ST quota, as per G.O.(P) No.135/87/H.Edn. dated 06.05.1987. They should specify their community status in the application. Such candidates should furnish "Non Creamy Layer" Certificate obtained from Village Officer concerned in the Proforma available in the website itself as per G.O.(P) 1/2015/BCDD dated 01.01.2015. Relaxation in marks in qualifying examination as in the case of SEBC will be applicable to OEC Candidates (as per G.O.(P) No.53/2000/SCSTDD dated 03.07.2000). The list of other eligible community is given in Annexure.III(c)of the prospectus.
- (f) Claim for fee concession to OEC Candidates : Candidates belonging to Other Eligible Communities are exempted from payment of fee at the time of allotment to Professional Degree Course under Government /Community Quota as per G.O.(MS) No.36/07/SCSTDD dated 03.07.2007. Those OEC Candidates who have submitted 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 submit community Certificate obtained from the Village Officer in the format for availing the fee concession available in the website. However as token of acceptance of seat allotment, they have to remit an amount of Rs.100 as Caution Deposit as per clause 9.6.1.
- (g) **Fee Concession and other Scholarships:** Candidates desirous of being considered for any fee concession/scholarship/any other benefits, based on annual family income should produce Income Certificate from concerned Village Officer, along with the Printout of the application itself.

5.5.3 Claim for reservation under Scheduled Castes/Scheduled Tribes Quota

- (a) Candidates claiming reservation under Scheduled Castes/Scheduled Tribes quota should obtain the caste/community Certificate from a Tahsildar, 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 10.08.2005 of the Full Bench of the Hon'ble High Court of Kerala in WP 2483/2005 and connected cases & G.O (MS) No.109/2008/SCSTDD dated 20.11.2008.
 - i) 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.
 - ii) 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 produce 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".

- b. The names of castes and communities are given in Annexure III (a) & III (b). Community Certificate from Tahsildar 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.

WARNING

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

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.

- (i) 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.
- (ii) 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.

5.5.4 Claim of OEC candidates against the un-availed seats of SC/ST candidates

- (A) Other Eligible Community (OEC) candidates who claim allotment to the un-availed seats, if any, under SC/ST quota should apply in the application form meant for general candidates. They should furnish "Community" and "Income" Certificates obtained from the Village Officer concerned in the prescribed format itself. Those OEC candidates whose annual family income is up to Rs.6 lakhs alone are eligible

for such seats. Relaxation in marks in the qualifying examination as in the case of SEBC candidates will be applicable to OEC candidates.

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

- (B) Claim for fee concession to OEC candidates: Candidates belonging to other eligible communities are exempted from payment of fee at the time of allotment to Paramedical Diploma course under government/community quota irrespective of annual family income as per G.O. (MS) No. 36/07/SCSTDD, dated: 03.07.2007. They should provide community Certificate from the Village Officer in the application form. However as token of acceptance of seat allotment they have to remit an amount of Rs.100/- as caution deposit as per clause 10.2.2.
- (C) 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).

5.6 Rules regarding un availed seats of Special/Mandatory/Nomination Categories

- 5.6.1 The seats un-availed by the Scheduled Castes candidates will go to the Scheduled Tribes candidates and vice versa.
- 5.6.2 The seats un-availed by the SC/ST candidates will go to "Other Eligible Community" (OEC) candidates. The seats that still remain un-availed will go to the State Merit Quota.
- 5.6.3 The seats un-availed by the SEBC category candidates will be allotted under State Merit in the final allotment in the stream.
- 5.6.4 If any seat, in any special reservation quota, PD quota is left un-availed by the candidates belonging to that particular category, those seats will go to the State Merit quota unless otherwise stated.
- 5.6.5 The seats unfilled under the nomination categories given under clause 4.1.1, when released to the State will be added to the State Merit quota.
- 5.6.6 Seats reserved for SC/ST candidates over and above mandatory reservations if become vacant shall be filled up in accordance with Government guidelines to be issued separately.

6 CRITERIA FOR ELIGIBILITY FOR ADMISSION

6.1 Nativity

Only Indian citizens are eligible for admission unless otherwise notified. Holders of Persons of Indian Origin (PIO) cards/ OCI (Overseas Citizen of India), will also be treated at par with Indian citizens for the limited purpose of admissions. However, PIO/OCI candidates will not be eligible for any kind of reservation. Candidates seeking admission to the courses will be categorized as Keralite and Non-Keralite.

- (A) 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.
- B) Non-Keralite: A candidate who is not of 'Kerala origin' but who has undergone the qualifying course in Kerala, and who is the son/daughter of the following categories of Non-Keralite parents will be categorized as Non-Keralite:
- i) Employees of the Government of India and defense personnel posted to Kerala.
 - ii) Employees, who are serving the Government of Kerala, subject to the condition that the employees have served in the state of Kerala or for the state of Kerala, for a minimum period of two years.
- (C) Non-Keralite candidates will be considered against 'State Merit' seats only and will not be eligible for Communal/Special/Persons with Disabilities reservation.

6.1.1 Certificates to prove Nativity

(a) For Keralites:

- (i) True copy of relevant page of Secondary School Leaving Certificate showing the place of birth in Kerala, of the candidate.

OR

- (ii) True copy of the relevant page of the Secondary School Leaving Certificate showing place of birth in Kerala, of either of the parents of the candidate with corroborative evidence to establish the relationship between the parent and the candidate.

OR

- (iii) 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 evidence 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 parent's (in which case corroborative evidence to establish the relationship between the parent and the candidate is necessary) place of birth in Kerala, to be issued by a competent officer of the 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. Proforma of this Certificate is given in Annexure IV (a).

OR

- (vi) A Certificate of residence [Proforma of this Certificate is given in Annexure IV (a).] 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.

OR

- (vii) 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. [Proforma of this Certificate is given in Annexure IV (a)].

OR

- (viii) A Certificate from Government/Competent Authority showing that the parent of the candidate is an All India Service Officer allotted to Kerala Cadre.

(b) Non-Keralites

In the case of Non-Keralites, a 'Certificate to be issued by the Employer' is to be obtained in the prescribed format from the Head of the organisation, where the candidate's parent (employee) is serving, 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 (B). Proforma of this Certificate is given in Annexure IV (b).

6.2 Academic

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 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.
- (b) In the absence of candidates as per clause 6.2.2 (a), those who have passed Higher Secondary examination of the Board of Higher Secondary Education, Kerala, or examinations recognized equivalent thereto, with 40% marks in any group of subjects put together, are eligible. Relaxation of 5% marks will

be allowed to SC/ST candidates.

6.2.3 **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 per clause 6.2.3 (b) 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**

Except for service candidates, all other applicants shall have completed 17 years of age on 31.12.2017 and upper age limit is 35 as on 31.12.2017. No relaxation in the age limit shall be made on any account, except for Management quota seats of D Pharm course where maximum age limit is exempted.

7 **HOW TO APPLY**

7.1 Application for admission to Professional Diploma Courses 2017 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.in. Submission of more than one application by a candidate will lead to rejection of the candidature.

7.2 **Application Fee**

(A) The application fee will be as follows:

For General candidates	:	Rs.400/-
For SC / ST candidates	:	Rs.200/-

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

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, using the chalan generated on-line during the process of submission of application form on-line as described in clause 7.5.1 and 7.5.2.

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 7.6.1.

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 7.6.1 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.in. The abbreviated Malayalam version of the Prospectus also be downloaded from the website.

7.5 **Submission of Application Form.**(except for service candidates)

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

Stage 1- Entering candidate details online followed by remittance of application fee at the branch of the scheduled bank(which will be notified later) after taking printout of the challan from the website www.lbscentre.in (see clause 7.5.1)

Stage 2- Confirmation of Registration of Personal Data and forwarding of the printout of the application form with supporting documents.(See clause 7.5.2)

Stage 3- After publishing the provisional rank list the candidate has to register college/course options during the prescribed time.(See clause 7.9) After declaration of results of the qualifying examination.

7.5.1 Stage 1: Entering of Candidate details and remittance of application fee (except for service candidates).

- (i) Candidate shall visit the official website www.lbscentre.in and click the link **“Admission to Professional Diploma Courses 2017 in Pharmacy, Health Inspector and other Paramedical Courses”**.
- (ii) Candidate should then click the button **“NEW CANDIDATE”**. The personal details of the candidate have to be filled in the page thus obtained and saved.
- (iii) A three part challan form (Candidate copy, Office copy and Bank copy) will then appear on the screen. Candidate has to take a printout of the challan and remit the requisite application fee at any branch of the designated bank (which will be notified later).
- (iv) After the remittance of fee in the bank, the candidate will get the student copy and office copy of the chalan from the bank.

7.5.2. Stage 2. Confirmation of Registration and forwarding of Application form.

- i. After the remittance of fee, the candidate has to again visit the official website and click the link **“Admission to Professional Diploma Courses 2017 in Pharmacy, Health Inspector and other Paramedical Courses”**, on the next day or within the prescribed time limit for completion of the online application registration process.
- ii. The candidate has to click the button **“FEE REMITTED CANDIDATE”**.
- iii. In the page displayed, he/she has to enter the Application number, chalan number and date of remittance of fee in the bank.
- iv. Now the candidate will have to create and submit a password which must be made up of numerals or alphabets or a combination of both.
- v. The candidate also has to answer the selected security question and click the button **‘CONFIRM’**.
- vi. After this procedure the candidate has to upload soft copy of the recently taken passport size photo in JPEG format with size not more than 20 Kb.
- vii. On successful uploading of the photo the candidate will get a unique registration id.(This unique registration id along with application number and password will be required for subsequent login to the home page of the candidate.)
- viii. The candidate has then to click the button **‘PROCEED’** and fill the required data in the personal data sheet that will appear and **‘SAVE’** it.
- ix. On completion of this process, the candidate has to click the button **‘PRINT’** and take a printout, which is the application form.
- x. The printout of the application form, along with office copy of the challan receipt, self attested copies of marklist(s), certificates/documents as per clause 7.7 shall be sent to the Director, LBS Centre for Science & Technology, Extra Police Road, Nandavanam, Palayam, Thiruvananthapuram – 695033, Kerala, so as to reach within the scheduled time.
- (XI) Candidates under Sports Quota (Clause 5.4.5) should forward the original application to The Director, LBS Centre for Science and Technology, Extra Police Road, Nandavanam, Palayam, Thiruvananthapuram – 695033, Kerala, and also forward a photocopy of the application to the concerned authorities mentioned in these Clauses. Candidates under Service Quota (Clause 5.4.6) should forward their original applications to the Head of the Department concerned through proper channel and a photocopy of the same to the Director, LBS Centre for Science &

7.6. SUBMISSION OF APPLICATION FORM.(For service candidates)

7.6.1. Service candidates should download the application form from the website www.lbscentre.in from the link provided and remit the application fee as described in clause 7.2. The filled application form along with the challan receipt and attested copies of certificates/documents as per clause 7.5.2 should be submitted to the “The Director of Health Services, Thiruvananthapuram, Kerala” through proper channel to reach on or before the last date prescribed. A copy of the same should be forwarded to the “The Director of Medical Education, Office of the Directorate of Medical Education, Medical college P.O. Thiruvananthapuram- 695 011” also to reach on or before the last date prescribed.

For any assistance, candidate can contact district facilitation centres. Candidates are requested to keep the Password and Registration ID strictly confidential to protect their interest.

7.7 Enclosures to be submitted along with the Application

- (1) Office copy of the challan receipt of application fee/Original Treasury challan for service candidates.
- (2) Self-attested copy of the relevant page of the SSLC or equivalent Certificate to prove date of birth.
- (3) Certificate showing nativity of the candidate.
- (4) Photocopy of the Marklist(s) of qualifying examination. Service candidates have to submit copy of the marklist(s) of their qualifying examination.
- (4) Certificates in original for the proof in support of any claim for special reservation.
- (5) Income certificate in original in the prescribed format, If applicable.
- (6) Community Certificate in original in the prescribed format to be obtained from revenue authority, if claiming seats reserved for SEBC/SC/ST/minority communities.
- (7) Inter-Caste marriage Certificate, if applicable.
- (8) Self-attested copy of Medical Certificate obtained not earlier than 12 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.

Note:

- I. Late or defective applications will not be considered under any circumstances.
 - i. 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.
 - ii. 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 836 and 1999(3) KLT 773).
 - iii. To claim any fee concession/scholarship: Candidates belonging to ‘Keralite’ category as 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 submit the income Certificate from the concerned authorities separately, at the time of submission of application itself, to avail of such concessions. Income Certificates produced after submission of Application will not be considered for granting any such concession.

7.8. The personal and academic details and reservation claims, accepted after scrutiny, and the index marks of the candidates after normalization will be published in website www.lbscentre.in for verification. Candidates must verify these details. In case of any complaint, the candidate shall approach any of the District Facilitation Centre of LBS (which will be notified through the website) within the specified period along with documents in support of claims made. Complaints received will be considered by a committee constituted for the purpose by the DME and the decision of the committee will be final. 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.

7.9 Stage 3: **Registering Options**

- (A) The details of institutions and courses will be made available in the website at the time of registration of options.
- (B) 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. Candidates who do not have access to Internet facility can use the service provided at the District Facilitation Centres arranged by the LBS Centre for Science and Technology, free of cost. The list of District Facilitation Centres will be available in the Website. The facility for online registering 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.
- (C) Candidates can access the web site www.lbscentre.in and follow the instructions given therein to register their options.

The steps involved in registering options are summarized below:

- * Accessing the website.
- * Logging on to the candidate's Home page.
- * Registering of Options using the course and institution codes.
- * Saving the Options registered.
- * Viewing the list of Options registered.
- * Logging off from the Home page.

Applicants who do not give their options online within the time schedule will not be considered for allotment. Options submitted by Fax, e-mail, Post, Courier, Hand delivery, etc. will not be considered for allotment.

7.9.1 Any candidate, who wishes to register his/her options, should have the '**Application number**', '**Registration ID**' and the 'Password' which he/she has created, readily available with him/her.

7.9.2 All options available to a candidate, based on the courses he/she has applied for, can be registered through a single registration. Options to all eligible courses/institutions will have to be registered as per his/her relative order of preference in different streams taken together using the numbers 1,2,3 etc. The most preferred option among all options available in the various streams may be registered using the number 1, the next preferred using the number 2 and so on.

7.9.3 A candidate can register all the available options if he/she desires so. However, it is not compulsory that he/she should exercise all the options. Candidate will be considered only against the options registered by him/her.

7.9.4 **Adding / Deleting / Rearranging options**

On entering the Home page, the candidate should click on the button 'Add/Delete/Rearrange Options'. The facility for Adding /Deleting/Rearranging options will be activated only after this.

(A) To Add a Institution-Course Option

In the Home page, the available Courses-Institutions List can be seen Course-wise, with a blank box against each to the right to enter the preference number of the option. The candidate may register an option by giving the preference number (option no) in the box against the preferred Course-Institution. After entering the preference number of his/her preferred Course- Institution he/she must click the 'SAVE' button to save the registered option. The registered options will be displayed in the order of preference number under the title "Selected Course-Institution Preference List".

(B) To delete an option

Enter '0'(zero) in the preference no. box in the selected list displayed under the title "Selected Course-Institution Preference list" and click the 'Update' button.

(C) To Re-arrange options

To change the preference no of an existing option, enter new preference no in the selected list against the course-institution under the title "Selected Course-Institution Preference List" and click

the 'Update' button.

The candidate can take a printout of registered options by clicking the 'Print Options' button.

7.10 CERTIFICATES/DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION

7.10.1 Nativity

One of the Certificates mentioned in clause 6.1.

7.10.2 Communal Reservation

Only 'Keralites' are eligible for Communal Reservations.

- (A) Community and Income Certificates to be obtained in the prescribed format for claiming reservation under SEBC quota and OEC claim for Government Seats.
- (B) Community Certificate for claiming reservation under SC/ST, for Government seats to be obtained in the prescribed format.
- (C) Inter-Caste marriage Certificate in the prescribed format from the authorities concerned, for reservation under SEBC as per the conditions specified in clause 5.4.3 (a). Candidates referred to in clause 5.4.3(a) also should produce Inter-Caste marriage Certificate from Revenue Officials. Proforma of the Certificate is given in Annexure VI.

7.10.3 To claim Special Reservation: Candidates should produce copies of the Certificates from the authority concerned in support of any special reservation claimed by them (See clause 5.4.1).

7.10.4 To claim reservation under 'Persons with Disabilities': Copy of the Medical Certificate from the District Medical Board as stipulated in clause 5.4.7

7.10.5 To claim reservation against minority seats: Community Certificate obtained from revenue authority as stipulated in clause 2.2.1(b). Those who produce community certificate in the prescribed format for SEBC/OEC claims need not attach another certificate to claim minority reservation, if any.

7.10.6 To claim any fee concession/scholarship: Candidates belonging to 'Keralite' category as 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/ Institution/Admitting authority at any time after the submission of application, should submit the income Certificate from the concerned authorities separately, at the time of submission of application itself, to avail of such concessions. Income Certificates produced after submission of application form will not be considered for granting any such concession.

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.

7.10.7 ENCLOSURES TO BE SUBMITTED ALONG WITH THE APPLICATION FORM (PRINTOUT)

- (1) Self-attested copy of the relevant page of the SSLC or equivalent Certificate to prove date of birth.
- (2) Photocopy of the marklists of +2/Equivalent Examination duly attested by a Gazetted Officer.
- (3) Self attested copies of certificates of any other Examination, passed
- (4) Self-attested copies of Certificates as proof in support of any claim for special reservation.
- (5) Inter-Caste marriage Certificate, if applicable.
- (6) Self-attested copy of Medical Certificate obtained not earlier than 12 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 as per clause 2.2.1(b).

Important

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 836 and 1999(3) KLT 773).

Income Certificate & Community Certificate attached separately, along with applications will not be considered for mandatory reservations.

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

Application Form

- (a) The Application form, along with attested copies of certificates to prove all personal claims and copy of marklist(s) of Higher Secondary/equivalent examination shall be sent to the The Director, LBS Centre for Science & Technology, Extra Police Road, Nandavanam, Palayam, Thiruvananthapuram – 695033, Kerala, so as to reach within the scheduled time. The list of applications received will be published in the web site www.lbscentre.in.
- (b) The candidate under Sports Quota (clause 5.4.5) should forward the original application to The Director, LBS Centre for Science & Technology, Extra Police Road, Nandavanam, Palayam, Thiruvananthapuram – 695033, Kerala, and also forward a photocopy of the application to the concerned authorities mentioned in these clauses. Candidates under Service Quota (clause 5.4.6) should forward their original applications to the Director of Health Services, Thiruvananthapuram, Kerala through proper channel.

LATE OR DEFECTIVE APPLICATIONS WILL NOT BE CONSIDERED UNDER ANY CIRCUMSTANCES.

7.11 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.in for verification. Candidates must verify these details. In case of any complaint, the candidate shall approach any of the District Facilitation Centres of LBS Centre (See Annexure XIII) within the specified period(which will be notified through the website). Complaints received will be considered by a committee constituted for the purpose by the Director of Medical Education and the decision of the committee will be final. 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.

8. PREPARATION OF RANK LIST

There will be Four Rank Lists prepared as stated below.

8.1 **Rank List I**

For allotment to D Pharm (DP) course (refer clause 6.2.1), rank lists will be prepared on the basis of total marks obtained by candidates for Physics, Chemistry and Biology/Mathematics together at the second year of the qualifying examination.

8.2 **Rank List II (for Science groups)**

For allotment to DHI (HI) course as per clause 6.2.2 (a), rank list will be prepared on the basis of the total marks obtained by candidates for Physics, Chemistry and Biology together at the second year of the qualifying examination.

8.3 **Rank List III (for Non-Science groups)**

For allotment to DHI (HI)course as per clause 6.2.2 (b), rank List will be prepared on the basis of the total marks obtained by candidates for the three core subjects together at the second year of the qualifying examination.

8.4 **Rank List IV**

For allotment to paramedical courses (refer clause 6.2.3), rank List will be prepared on the basis of the total marks obtained by candidates for Physics, Chemistry, Biology together at the second year of the qualifying examination.

8.5 **Resolving of tie while ranking**

8.5.1 **For Rank list I (Refer clause 8.1):** 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 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, the alphabetical order of the name of the candidates in English will be taken in to account (Eg. 'A' has a higher priority than 'B' and so on).

8.5.2 **For Rank list II (Refer clause 8.2):** 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. 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 persists again, the alphabetical order of the name of the candidates in English will be taken in to account (Eg. 'A' has a higher priority than 'B' and so on).

8.5.3 **For Rank List III (Refer clause 8.3):** In case of a tie in the total marks computed for ranking, the candidate with higher marks obtained in the total marks for the second year of the qualifying examination will be placed higher in the ranking. If the tie persists further, 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 persists again, the alphabetical order of the name of the candidates in English will be taken in to account (Eg. 'A' has a higher priority than 'B' and so on).

8.5.4 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. 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 persists again, the alphabetical order of the name of the candidates in English will be taken in to account (Eg. 'A' has a higher priority than 'B' and so on).

8.6 **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.

9. **CENTRALISED ALLOTMENT PROCESS**

9.1 **An overview**

9.1.1 The Centralised 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.

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

9.2 **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.

9.3 **Adding/Deleting/Rearranging of options**

Adding/Deleting/Rearranging of options can be carried out as many times as needed till the closing time for registration of options. The options in the 'Home page' of the candidate at the time specified for closing of registration of options will alone be considered for processing. The candidates may keep a printout of this for future reference.

9.3.1 Candidates may collect the full details of institutions such as location, accessibility, facilities available, fee to be remitted at the time of admission (other than the tuition fee as per clause 10) before filing

options. The detailed addresses and telephone numbers of the institutions will be provided in the website while registering the options online.

- 9.3.2 Candidate shall take utmost care in finding out the respective codes of institutions and courses of their choice from the list given in the website while registering their options online.

9.4 **The First Allotment**

Based on the options registered, allotments will be published in the website www.lbscentre.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 institution and course to which the candidate is allotted. The provisional allotment memo can be printed by clicking 'print provisional allotment memo' button. The memo will show the personal details, the institution and the course to which the candidate is allotted to and the fee to be remitted. This memo has to be produced in the bank for remitting the required fee (as per clause 10.2).

10 **FEE**

- 10.1 Fee for D.Pharm course for admission to 2015 batch in Private-self financing colleges (approved as per G.O (Rt) No. 807/13/H&FWD dated 12.03.13) is Rs 35,000/- plus statutory body fee per student for both Government and Management seats.

Fee for all other courses in Government/Government controlled Self-financing Colleges/Private Self-financing Colleges for admission to 2017 batch will be announced before the beginning of the process.

10.2 **Remittance of Fee**

- 10.2.1 The prescribed tuition fee (refer clause 10.1) for the course will have to be remitted in cash by the candidate to the account of the director, lbs centre for science and technology in any one of the notified branches of a scheduled bank (to be notified) in kerala, as per the time schedule prescribed. On remitting the fee, a fee receipt will be issued by the bank to the candidate, which shall be produced in the institution at the time of admission.
- 10.2.2 SC/ST/OEC candidates, who get allotment, in Government seats shall remit a token amount of Rs.100/- (as part of Caution Deposit) by cash, as described under clause 10.2.

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

Note : The list of candidates who remit fees/caution deposit(for SC/ST/OEC) will be updated regularly at the website www.lbscentre.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.

- 10.2.3 Those candidates who fail to remit the fee on or before the date specified and in the manner specified under clause 10.2, will lose their current allotment as well as the eligibility for further allotments except for **spot** allotments, if any, conducted.

10.3 **Deletion/re-arrangement of options after the First Allotment**

Candidates who remit the fee as per the first allotment within the prescribed time limit will have the facility to Delete/re-arrange their higher options(as per clause 9.3) before the second allotment, during a specified period to be notified.

- 10.3.1 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 9.3.

- 10.3.2 **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.

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

10.4 **SECOND/FURTHER ALLOTMENT AND REMITTANCE OF FEE**

10.4.1 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 10.2. The amount to be remitted in this manner will be shown in the Allotment Memo 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.

10.4.2 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.

10.5 **CANCELING OF ALLOTMENT**

If a candidate wishes to cancel his/her allotment after remitting the course fee before the subsequent allotment(s), he/she can do so within the time schedule prescribed. Request for cancellation can be submitted at any of the District Facilitation Centres of LBS Centre for Science and Technology, Kerala in the prescribed format that will be made available in the website www.lbscentre.in. A candidate who cancels his/her Allotment will not be considered for further allotments except spot allotments, if any conducted.

10.6 **SPOT/SPECIAL ALLOTMENT(S)**

To facilitate filling up of maximum number of Government Seats in Government Institutions/ Self Financing Institutions/Government Controlled Self Financing Institutions to which Director of Medical Education makes allotment, if required, spot allotment(s) will be conducted on the date(s), time and venue(s) to be notified. The details regarding the availability of vacant seats, eligibility to attend, method of allotment etc. will also be notified. Candidates who take seats at the spot/special Allotment will have to remit the fees as per clause 10.2. They will not be permitted to cancel the Allotment.

The fee (except the caution deposit) once remitted shall not be refunded under any circumstances after the closing of admission.

11. **POST ALLOTMENT ACTIVITIES**

11.1 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:

- xi. The Allotment Memo received on line.
 1. Receipt of fee remitted in the bank
 2. SSLC/equivalent certificate to prove date of birth.
 3. Mark list(s) of the qualifying examination.
 4. Certificates as proof in support of any claim for special reservation.
 5. Medical Certificate obtained not earlier than 12 months prior to the last date of submission of application from the District Medical Board in the case of 'Persons with Disabilities'.
 6. Community Certificate obtained from revenue authority, if claiming seats reserved for minority communities.
 7. Transfer Certificate (TC) from the Institution last attended and Conduct Certificate.
 8. Relieving Order from the Department concerned, if applicable.
 9. Migration Certificate, if applicable.
 10. Physical Fitness Certificate in the relevant format given in Annexure XII of the Prospectus, 2017.
 11. A Certificate showing that the candidate has got himself/herself vaccinated against Hepatitis.
 12. Any other document required to be produced by the Head of Institution.

11.2 Fees other than the once already paid vide clause 10.2, 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.

- 11.3 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.
- 11.4 Failure to report for Admission: Candidates who do not take admission on the prescribed date in the allotted institution will lose their admission. They will not be considered for further allotments, if any, in the concerned course.
- 11.5 Cancellation of Higher Options after joining an institution: Candidates who join the institution on the date specified can cancel their remaining options fully or partially or change the priority of their remaining options before the date specified as per the procedure specified in clause 9.3. A candidate, not interested in any further allotments, must cancel all his/her options before the specified date, failing which, the options will remain live and will be considered for further allotments, if any.
- 11.6 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.

12 LIQUIDATED DAMAGES

- 12.1 A candidate leaving one institution to join another institution based on his/her higher option, through this centralized allotment process during the validity period of the Rank List shall not be liable to pay the liquidated damages.
- 12.2 A student discontinuing the course after the validity period of the rank list (as announced by DIRECTOR OF MEDICAL EDUCATION) shall pay Rs 10,000/- as Liquidated Damages and also repay the stipend/ Salary already received, if any.
- 12.3 The Liquidated damages will not be levied from candidates belong to SC/ST and low income groups.
- 12.4 Certificates submitted at the time of admission will be returned only after successful completion of the course/issue of TC.

13 PREVENTIVE MEASURES AGAINST RAGGING

- 13.1 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.
- 13.2 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.
- 13.3 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.
- 13.4 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.
- 13.5 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-X which is mandatory for admission.

14 OTHER ITEMS

- 14.1. 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.
- 14.2 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.

- 14.3 All disputes pertaining to the allotment for admission shall fall within the jurisdiction of the Hon'ble High Court of Kerala.
- 14.4 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.

Sd/

Thiruvananthapuram

Director of Medical Education