



Government of Kerala

**Prospectus for Admission to
Certificate Course in Pharmacy (Homoeo) 2015-16**

(Approved by G.O (MS) No.)

2015

**Office of the Principal & Controlling Officer
Govt.Homoeopathic Medical College, Iranimuttom,
Manacaud.P.O, Thiruvananthapuram – 695 009**

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** - Published in the website.

PROSPECTUS

1. INTRODUCTION

- 1.1 Prospectus for Admission to Certificate Course in Pharmacy (Homoeo) for the year 2015-16, which has been approved by the Govt. of Kerala, is published herewith. It contains general information and rules relating to the admission to Certificate Course in Pharmacy (Homoeo) 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 www.lbscentre.in regularly for notification and amendments.
- 1.2 This Prospectus sets out the rules and regulations for selection and admission to Certificate Course in Pharmacy (Homoeo) conducted by the Govt.Homoeopathic Medical Colleges within the State of Kerala.
- 1.3 This Prospectus or any part of it is subject to modification/addition/deletion as may be deemed necessary by the Government.

2. INSTITUTIONS AND SEATS

- 2.1 The list of Institutions in which the course is offered, the number of seats available etc for the Certificate Course in Pharmacy (Homoeo) is given in Annexure I.

3. DURATION OF THE COURSE AND SELECTION OF CANDIDATES

- 3.1 The duration of the course shall be one year (12 months) from the date of commencement of the course.
- 3.2 Admission to the course is regulated on the basis of merit as assessed in the rank lists to be prepared by the Director, LBS Centre for Science and Technology, Thiruvananthapuram.

4. DISTRIBUTION OF SEATS

4.1.1 Seats for Service candidates: Candidates under Department quota will be selected on the basis of their inter-se- seniority. If service quota seats are lying vacant, the vacant seats shall be added to the General merit. Officiating Class III & Class IV employees in the Department of Homoeopathy & Govt.Homoeopathic Medical Colleges are alone eligible to apply under department quota. The candidates admitted under service quota will have to execute a bond in the prescribed form (see **Annexure VIII**) at the time of admission to the effect that he /she shall serve the Government continuously for a period of not less than (See **Annexure VIII**) five years 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 fail to join the course/discontinue the course after joining will not be eligible for applying to the course under service quota, in future. 4% of seats are reserved for Departmental Candidates who have completed probation in the respective cadre with at least three years of service in the Govt.Homoeopathic Medical Colleges & 6% of seats are reserved for candidates from Department of Homoeopathy, who have completed probation in the respective cadre with at least three years service. All the above Candidates should have the prescribed basic qualification. In the absence of candidates from Government Homoeopathic Medical College Department, the seat will go to the candidates under Directorate of Homoeopathy and vice versa. The Director of Homoeopathy shall prepare a list of candidates according to seniority who are working under Directorate of Homoeopathy. The Director of Homoeopathy will forward all applications with the list

prepared according to seniority, to The Principal and Controlling Officer, Government Homoeopathic Medical College, Thiruvananthapuram. The Principal and Controlling Officer shall prepare the seniority list of candidates who are working in Homoeopathic Medical Colleges.

4.1.2 Seats for Persons with Disabilities: Three percent of the seats available in all colleges reserved for the candidates with Disabilities. For details, refer Clause 5.3. Physically disabled candidates must have the capability of performing the duties of a Pharmacist.

4.1.3 Seats for Mandatory Reservation: The remaining Govt. seats will be distributed as per the mandatory reservation principle as contemplated 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 and as modified from time to time.

The percentage break-up of seats as per mandatory reservation is as follows:

(A)		State Merit (SM)		60%
(B)		Socially and Educationally Backward Classes (SEBC)		30%
	a.	Ezhava (EZ)	9%	
	b.	Muslim (MU)	8%	
	c.	Other Backward Hindu (BH)	3%	
	d.	Latin Catholic and Anglo Indian (LA)	3%	
	e.	Dheevera 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%	
(C)		Scheduled Castes & Scheduled Tribes		10%
	a.	Scheduled Castes(SC)	8%	
	b.	Scheduled Tribes (ST)	2%	

5. CLAIMS FOR RESERVATION AND CERTIFICATES TO BE PRODUCED

5.1 Claims for Special/Mandatory reservation 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 any type of reservation once made in the application form cannot be altered by the candidate under any circumstance.

5.2 Only candidates belonging to 'Keralite' category (as defined in Clause 6.1), are eligible for claiming seats under Mandatory quota in Government seats.

5.3 Reservation for Persons with Disabilities (PWD):

(i) Three percentage of the seats available to the state for allotment from the state rank lists are reserved for candidates with disabilities for the course as stipulated in Section 39, Chapter VI of the Persons with Disabilities Act 1995. As per Clause 2 (t), Chapter I of the Act, 'Person with Disability' means a person suffering from not less than 40% of any disability as certified by a medical authority'. Generally, candidates who have a minimum of 40% disability alone will be eligible to apply for

this quota. Candidates seeking admission, will have to satisfy the eligibility criteria prescribed by the concerned regulatory bodies for 'Persons with Disabilities'.

- (ii) Candidates under this category desirous of being considered for the course 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.

- (iii) The Director, LBS Centre will publish the category list of such candidates. However, the inclusion in this list is strictly provisional.
- (iv) A State Level Committee constituted vide G.O.(Rt) No.2804/2010/H&FWD dated 21.07.2010 will examine and assess the disability of the candidates who are provisionally included under this Category. The committee will have powers to review the certificates issued by the District Medical Boards.
- (v) Only those candidates who are having a minimum 40% of any disability and are found to be physically suitable for the course by the Committee will be chosen. 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.

5.4 **Claim for Mandatory Reservation:**

5.4.1 **State Merit:** The seats under the State Merit (SM) will be filled purely on merit in the Qualifying Examination irrespective of the category/community to which the candidates belong.

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

Note 1: Reservation to the Socially and Educationally Backward Classes will be in accordance with the provisions contained in G.O.(P)208/66/Edn.dated 2.5.1966, G.O(MS) No.95/08/SCSTDD dated 06.10.2008 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 (SEBC) should produce a certificate to the extent that the candidate belongs to the community which is designated as a Socially and Educationally Backward Class and does not belong to the category of Creamy Layer, in the proforma given as Annexure V(a) of GO (P) No. 1/2015/BCDD, dated: 01.01.2015. The names of castes and communities under SEBC are given in Annexure II (d) of the Prospectus. Only the claims of the candidates of those communities that are included in the list as incorporated in the respective Annexure II (d) of the Prospectus 2015 will be considered. Claims by candidates belonging to other communities, which are not included in the Annexure II(d), will be rejected even if certificates from the Concerned Revenue Officers have been obtained and furnished along with the printout of the application.
- (b) The guidelines and criteria to be adopted for excluding the Creamy Layer among SEBCs for the purpose of reservation of seats in admission to Certificate Course in Pharmacy (Homoeo) Course shall be as given in the Annexure I of G.O (P) No. 1/2015/BCDD, dated: 01.01.2015. Candidates belonging to Ezhava, 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 from the authority concerned. The above certificate should be obtained in the prescribed format along with the printout of the application itself.

- (c) Children of Inter-caste married couple with either the father or mother belonging to a community included in 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 Non-Creamy Layer Certificate from the authority concerned in the proforma available in the website. The claim made in the Application will be final and cannot be changed subsequently.
- (d) 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 furnish Non-Creamy Layer Certificate from the authority concerned in the proforma available in the website. 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 II(c) of the Prospectus.
- (e) However, all 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.

5.4.3 **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. SC/ST caste status of children whose parents contracted Inter- Caste marriage will be subject to the orders/clarification issued in GO (MS) No.25/2005/SCSTDD dated 20.06.2005 and the judgment dated 10.08.2005 of the Full Bench of the Hon'ble High Court of Kerala in WP 2483/2005 and connected cases & G.O (MS) No.109/2008/SCSTDD dated 20.11.2008.

As per G.O (MS) No.109/2008/SCSTDD dated 20.11.2008, the children born of inter-caste married couple of which one of the parents is SC/ST can claim the status of SC/ST on proof of the conditions of acceptance, customary traits and tenets under which such children are brought up.

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

- i) Each case has been examined individually in the light of the existing facts and circumstances.
- (ii) The claimant has suffered disabilities – socially, economically and educationally.
- (iii) The society has accepted the claimant to their original fold as one among them and is living in the same social tenet.

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

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

- (b) The applications for the reserved seats of Scheduled Castes/Scheduled Tribes candidates which do not contain SC/ST Certificate (community Certificate) from the Tahsildar in the prescribed format provided website will not be considered on any account for claiming community reservation against the seat reserved for SC/ST candidates [vide G.O. (MS) 31/90/SCSTDD dated 25.05.1990]. The community Certificate should clearly specify that the candidate himself/herself (not the father or mother) belong to the Scheduled Castes/Scheduled Tribes. The Community Certificates obtained as per G O. (MS) No.136/07/RD, dated: 27.04.2007 will be accepted. The candidates who are reconverted to Hinduism from Christianity of Scheduled caste origin should produce community Certificate from the Tahsildar concerned along with a copy of Gazette Notification regarding re-conversion.
- (c) The claims for reservation under Scheduled Castes/Scheduled Tribes quota will also be subject to verification and clearance by the Screening Committee constituted for the purpose by the Government vide G.O. (P) No. 19/2002/SCSTDD dated 20.4.2002, and amendments thereafter and as authorised by Section 6 of the Kerala (Scheduled Castes and Scheduled Tribes) Regulation of Issue of Community Certificates Act, 1996 (Act 11 of 1996)
- (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:** 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.
- (i) Whoever not being a person belonging to any of the Scheduled Castes or Scheduled Tribes secures admission in any educational institution against a seat reserved for such castes or tribes or secures any appointment in the Government, Government Undertakings, Local Authority or in any other Company or Corporation owned or Controlled by the Government or in any aided institution against a post reserved for such castes or tribes or enjoys any other benefits intended exclusively for such castes or tribes by producing a false community certificate shall, on cancellation of the false community Certificate, be removed by cancelling the irregular admission in the concerned educational institution, or as the case may be removed from the said service forthwith and any benefit enjoyed by him as aforesaid shall be withdrawn forthwith.

- (ii) Any amount paid to such person by the Government or any other agency by way of scholarship, grant, allowance, stipend or any other financial benefit shall be recovered as if it is arrears of public revenue due on land.
- (iii) Any Degree, Diploma or any other educational qualifications acquired by such person after securing admission in any educational institution on the basis of a false community/Non Creamy layer Certificate shall also stand cancelled on cancellation of the community claim obtained by him."
- (f) Claim of OEC candidates against the un-availed seats of SC/ST candidates: 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"/Non Creamy Layer Certificates obtained from the Village Officer concerned in the prescribed format. 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 II(c).

- (g) Claim for fee concession to OEC candidates: Candidates belonging to other eligible communities are exempted from payment of fee at the time of allotment 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/Non Creamy Layer 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 9.12.3

5.5 Other general rules for PWD/Mandatory Reservation:

- 5.5.1 The seats un-availed by the Scheduled Castes candidates will go to the Scheduled Tribes candidates and vice versa.
- 5.5.2 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.
- 5.5.3 The seats un-availed by the SEBC category candidates will be allotted under State Merit in the final allotment in the stream.
- 5.5.4 If any seat in PwD/special reservation quota, is left un-availed by the candidates belonging to that particular category, those seats will go to the Mandatory reservation quota unless otherwise stated.

6. CRITERIA OF 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 course will be categorised as Keralite and Non-Keralite.

- (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/Persons with Disabilities reservation.

(ii) 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:

(a) Employees of the Government of India and defence personnel posted to Kerala.

(b) 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.

Non-Keralite candidates will be considered against 'State Merit' seats only and will not be eligible for Communal/Persons with Disabilities reservation.

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:

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

OR

(ii) The 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 Certificate to establish the relationship between the parent and the candidate.

OR

(iii) The true copy of the relevant page of the Passport issued by the Government of India of the candidate, showing place of birth in Kerala or of either of the parents of the candidate showing place of birth in Kerala with corroborative Certificate to establish the relationship between the parent and the candidate.

OR

(iv) 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 officer of the registering authority.

OR

(v) 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)

OR

(vi) 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 (to be obtained in the prescribed format)

OR

(vii) Certificate showing school studies in Kerala from std VIII to X 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 standards VIII to X. This Certificate is to be obtained in the prescribed format itself. (for details regarding the Certificate showing school studies in Kerala from standard VIII to X. (See Annexure I11).

OR

(viii) 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: 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 VIII & X' 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).

6.2 Academic Eligibility:

6.2.1 Candidate should have passed SSLC or equivalent Examination

6.2.2 Candidates under service/department quota also should have passed SSLC or equivalent examination.

6.3 Age:

Candidates should have completed 17 years as on 01.01.2015. The upper age limit for General candidates shall be 25 years and for Service candidates 48 years as on the last date for submission of application.

7. HOW TO APPLY

7.1 There is only a single application form for applying for admission to Certificate Course in Pharmacy (Homoeo) in 2 Government Homoeopathic Medical Colleges. If a candidate submits more than one application his/her candidature is liable to be cancelled. Application can be submitted only online at www.lbscentre.in. Prospectus can also be downloaded from here. Application forms & Prospectus will not be available by post or from the Office of the Principal & Controlling Officer, Govt. Homoeopathic Medical College or from any other office.

7.2 APPLICATION FEE:

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.

7.2.1. Remittance of Application Fee & Submission of Application form

7.2.1.1. Remittance of Application Fee

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 online

during the process of submission of application form online as described in clause 7.2.1.2.

In the case of Service candidates, application fee should be remitted in any Govt. Treasury under the head of Account "0210-03-102-99". They should then produce a copy of the chalan receipt to any one of the District Facilitation Centres to obtain the application number.

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 Govt. Treasury) by following the procedure applicable for open candidates as specified in clause 7.2.1.2. and file college options in time.

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

7.2.1.2. Submission of Application form.

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

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

- ❖ The candidate shall visit the official website www.lbscentre.in and click the link "**Admission to Certificate Course in Pharmacy (Homoeo) -2015-16**".
- ❖ Then click the button "**NEW CANDIDATE**". The personal details of the candidate have to be filled in the page thus obtained and saved.
- ❖ A three part chalan form (Candidate copy, Office copy and Bank copy) will then appear on the screen. Candidate has to take a printout of the chalan and remit the requisite application fee at any branch of the designated bank (which will be notified later).
- ❖ After the remittance of fee in the bank, the candidate will get back the candidate copy and office copy of the chalan from the bank (The candidate has to send this office copy to the Director, LBS Trivandrum along with the application form. The candidate copy of the chalan is to be retained by the candidate.)

(b) Service candidates can download the application form from the website www.lbscentre.in.

Stage 2. – Confirmation of Registration.

1. After the remittance of fee, the candidate has to visit the official website www.lbscentre.in again and click the link "**Admission to Certificate Course in Pharmacy -2015**", on the next day or within the prescribed time limit for completion of the online application registration process.
2. The candidate now has to click the button "**LOGIN/FEE REMITTED CANDIDATE**".
3. In the page thus obtained he/she has to enter the Application number, Sole ID of the branch of the bank (available from the Bank), Date of remittance and chalan number regarding the fee remittance.

4. Now the candidate will have to create and submit a password which must be made up of numerals or alphabets or a combination of both.
5. The candidate also has to answer the selected security question and click the button '**CONFIRM**'.
6. After this procedure the candidate has to upload soft copy of the recently taken passport size photo in JPEG format with size not more than 20 kb.
7. On successful uploading of the photo the candidate will get a unique registration id. (The candidate should enter his/her Application number, Registration id and Password for subsequent "**login**" to the home page)
8. Then the candidate has to click the button '**PROCEED**' for taking him/her to the personal data sheet where he/she has to fill all the required data.
9. On completion of this process the candidate has to take a printout, which is the application form.

For any assistance, candidate can contact District Facilitation Centres (see Annexure X)

Candidates are requested to keep the Password and Registration ID strictly confidential, to protect their interest. They may also be requested to retain a copy of the printout for future reference.

7.3 Forwarding of Application Form

7.3.1 For candidates other than Service candidates.

The printout of the online application form, along with necessary certificates (as applicable) in support of various claims in the format given at the website, attested copies of certificates to prove all personal claims and relevant academic details shall be sent to the **Director, LBS Centre for Science & Technology, Nandavanam, Palayam, Thiruvananthapuram – 695033, Kerala**, so as to reach within the scheduled time.

7.3.2. For Service candidates

Service candidates should forward the printout of the application along with attested copies of certificates to prove all personal claims and relevant academic details through proper channel to the **Principal & Controlling Officer, Govt. Homoeopathic Medical College, Thiruvananthapuram 695 009**, so as to reach within the scheduled time. A photocopy of the same should reach "**Director, LBS Centre for Science and Technology, Nandavanam, Palayam, Thiruvananthapuram 695 033**", within the scheduled time

7.4. CERTIFICATES/DOCUMENTS TO BE SUBMITTED ALONG WITH THE FILLED IN APPLICATION

- (i) Attested copy of the S.S.L.C or its equivalent.
- (ii) Any one of the certificates to prove Nativity, in the Application Form. (See clause 6.1.1)

- (iii) Certificates in support of claim for Communal Reservation, in the Application form.
- (iv) Inter-Caste marriage certificate with Non Creamy Layer Certificate, if applicable.
- (v) Attested copy of Certificate of the District Medical Board for Persons with Disabilities, if applicable.
- (vi) Certificate in support of service, details of PSC advice memo and other documents.(for service candidates).
- (vii) Any other document mentioned in the Notification or those called for later.

Note: Incomplete applications will be rejected. Defective or incomplete certificates will not be considered. Belated applications also will not be accepted. Documents or certificates furnished after the last date fixed for receipt of applications will not be considered on any account. No candidate will be permitted to incorporate any additional details in the application form or to submit any additional documents after the last date for submission of Application*.

*Refer to the ruling of the Honourable High Court of Kerala in 1995(2) KLT 629, 1999(2) KLJ 836 and 1999(3) KLT 773.

- 7.5 The personal & academic details and reservation claims, accepted after scrutiny, 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 within the specified period. Complaints received will be considered by a committee constituted for the purpose by the Principal & Controlling Officer , Govt.Homoeopathic Medical College, Thiruvananthapuram 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 will not be accepted under any circumstance, after the stipulated time.

8. Preparation of Rank list

Rank lists of candidates except service category will be prepared according to the marks scored by the candidates in the qualifying examination. In case of service candidates the rank list will be prepared based on the seniority in service of candidates.

8.1 Resolution of Tie

8.1.1 In case of ranking based on marks in qualifying examination, if more than one candidate obtains equal marks in the qualifying examination. The marks obtained in Biology will be taken into account. If the tie still exists, the marks in Chemistry will be taken into account. If the tie persists, then the age of the candidate will be taken into account and the elder candidate will be given higher rank than the younger. 5 marks will be deducted from the candidates for every subsequent appearance in SSLC or equivalent examination in the case of applicants who have taken more than one chance.

8.1.2. In case of tie, while preparing rank list under service quota based on seniority, it will be resolved by considering the PSC seniority. Unauthorised absence or absence due to leave without allowance or leave on medical ground will not be counted for the purpose of calculating the service for the seniority.

9. CENTRALISED ALLOTMENT PROCESS

- 9.1 The Allotment Process for Government Seats in Government Colleges will be through a Single Window System (SWS). The allotment to various colleges will be done by the Director, LBS Centre, under the supervision of the Principal & Controlling Officer. 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.

- 9.2 Rank List will be published in the website www.lbscentre.in on the date notified. A Trial Allotment will be conducted to give an idea about the chances of getting allotment.

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.

9.3 Registering Options

- 9.3.1 The registration of college options can be done only after publication of the Rank list. The time schedule for registering options will be notified separately. The details of colleges and no. of seats will be made available in the website at the time of registration of options.
- 9.3.2 Candidates included in the rank list can register their college options within the time schedule specified, from any computer having Internet facility. The candidate should have the 'Application number', 'registration id' and the 'Password' which he/she has created, readily available with him/her.
- 9.3.3 The facility for online registering of college 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 under any circumstance will be granted for registering options.
- 9.3.4 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 include accessing the website, logging on to the candidate's home page, registering of options using the college codes, saving the options registered, viewing the list of options registered, taking a printout of the options registered and logging off from the home page.

Candidates who do not give their options online within the time schedule will not be considered for allotment. Options submitted by fax, email, courier, hand delivery, etc. will not be considered for allotment.

- 9.3.5 Options to colleges will have to be registered as per his/her relative order of preference for the colleges using the numbers 1&2. The most preferred option among all options available may be registered using the number 1, the next preferred using the number 2.
- 9.3.6 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.
- 9.3.7. Penalty for Filing/Retaining unnecessary options: Candidates who file/retain unnecessary options, but do not take admission on allotment to the Course/College during the final phase of allotment to a course as notified resulting in Government seats to lapse, will be penalized. They will be liable to pay penalty of Rs.50,000/- (Rupees Fifty thousand only irrespective of annual family income/nativity/reservation status. Their candidature is also liable to be cancelled and also will be debarred from appearing for the allotment/admission conducted by the Principal & Controlling Officer for a

period not exceeding two years. In case of failure to remit the penalty, the same is liable to be recovered under the Revenue Recovery Act.

9.4 Adding / Deleting / Rearranging options

On entering the Home page, the candidate should click on the button 'Add/Delete/Rearrange Options' to activate this facility

9.4.1. To Add a College Option

In the Home page, the available **College List** can be seen 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 **College**. After entering the preference number of his/her preferred **College** 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 College Preference List**".

9.4.2. To Delete an option

Enter '0'(zero) in the preference number box in the selected list displayed under the title "**Selected College Preference list**" and click the '**Update**' button.

9.4.3. To Re-arrange options.

To change the preference number of an existing option, enter new preference number in the selected list against the college under the title "**Selected College Preference List**" and click the '**Update**' button.

9.5 Trial Allotment

Based on the options registered up to a specified time (point to be notified), a Trial Allotment will be published. The results of the trial allotment only indicating and **There is no guarantee that the results of the Trial Allotment will be retained in the actual Allotment. However** candidates may add/delete/rearrange their options based on the results of the Trial Allotment within the stipulated time.

9.6. 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 the final submitted options for future reference.

- (1) **Candidates may gather the full details of colleges such as location, accessibility, facilities available, fee to be remitted at the time of admission before filing options.**
- 2) **Candidate shall take utmost care in finding out the colleges of their choice from the list given in the website while registering their options online.**

9.7 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 viewed in the Home page of the candidate. The Provisional Allotment memo can be printed by clicking '**Print Provisional Allotment memo**' button. The memo will show the personal details, the college and the course to which the candidate is allotted to and the fee to be remitted.

9.8 FEE & FEE REMITTANCE

9.8.1.

FEE	Government colleges
Tuition Fee	5,000/-

9.8.2 The prescribed tuition fee (Refer **Clause 9.8.1**) 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. The allotment memo has to be produced in the bank for remitting the required fee. On remitting the fee, a fee receipt will be issued by the bank to the candidate, which shall be produced in the college at the time of admission.

9.8.3 SC/ST/OEC candidates who get allotment are exempted from remitting tuition fees shall remit a token amount of Rs.100/- (as part of Caution Deposit) on or before the date specified in the manner, specified under clause 9.8.2

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

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.

9.8.4 Those candidates who fail to remit the fee on or before the date specified and in the manner specified under **Clause 9.8.2** will lose their current allotment as well as the eligibility for further allotments except for spot allotments, if any conducted.

9.8.5 Service candidates should remit the Tuition fee at the college at the time of admission.

9.8.6 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 college options before the second allotment, during a specified period to be notified.

9.8.7 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 20 options in all, and if he/she is allotted his/her 10th option, all options from 11 to 20 will be automatically removed from the option list. Options from 1 to 9 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 9.8**.

9.8.8 **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 circumstance.

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

9.9 **SECOND/FURTHER ALLOTMENT AND REMITTANCE OF FEE:**

9.9.1 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 9.8.2**. 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 except for spot allotments, if any, conducted.

9.9.2 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.

9.9.3 Transfer of fee to colleges: The fee remitted the candidate will be transferred by the Director, LBS Centre directly to the colleges where the candidate stands allotted at the time of closing of admissions, after the entire allotment process for the year is completed 2015-16.

9.9.4 Refund of excess fee remitted: Excess fee remitted by the candidate, if any, will be refunded to the candidate by the Director, LBS Centre for Science and Technology after the completion of the entire Allotment process.

9.10 **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, 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.

9.10.1 **SPOT ALLOTMENT(S):-**

To facilitate filling up of maximum number of Seats to which Director, LBS Centre/ Principal & Controlling Officer 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 Allotment will have to remit the fees as per **Clause 9.8.2**. They will not be permitted to cancel the Allotment.

10. **POST ALLOTMENT ACTIVITIES**

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

- (i) The Allotment Memo received online.
- (ii) Receipt of fee remitted in the bank
- (iii) Certificate to prove date of birth.
- (iv) Transfer Certificate (TC) and conduct certificate from the Institution last attended.
- (v) SSLC Mark list

(vi) Relieving order and certificate of declaration of probation from the department concerned (candidates under service quota only).

(viii) Non Creamy Layer certificate in original in case the candidate decides to apply for scholarships or other similar benefits.

(viii) Physical fitness Certificate as shown in Annexure VII (b).

(ix) Any other documents required to be produced by the Head of Institution.

10.2 Fees other than the one already paid vide clause 9.12 will be applicable to the institution will have to be remitted by the candidate at the time of taking admission in the college.

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

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

10.5 **Cancellation of Higher Options after joining a college:** Candidates who join the college 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 9.8. 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 Liquidated damages

11.1 General Terms

The candidates selected for the Certificate Course in Pharmacy (Homoeo) shall have to submit an undertaking in Kerala Stamp Paper worth Rs. 100/- at the time of joining the course to the effect that,

a) A candidate if admitted shall not discontinue the course after the cut off date declared by the Principal & Controlling Officer.

b) In the case of Service Candidates he/she shall serve the Government for a period not less than 5 years after the completion of the course.

11.2 Liquidated damages

a) A student who discontinues the course after the last date for closing of admission declared by Principal & Controlling Officer to the course is liable to pay a liquidated damage equal to the annual tuition fee payable by him/her for year & Caution deposit will not be refunded. In all such cases the Transfer Certificate will be issued only after the remittance of liquidated damage to the authority concerned.

b) A candidate leaving one college to join another college, before the closing of admission, shall not be liable to pay the liquidated damages.

c) No Admission shall be valid without getting the bond as detailed above executed at the time of joining or within a period of 7 days at the discretion of the Principal concerned.

d) Certificates submitted at the time of admission will be returned only after successful completion of the course.

12 Preventive measures against ragging:

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

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

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

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

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

13. Other Items

- 13.1. The whole process of allotment to the Certificate Course in Pharmacy (Homoeo) for the Academic year 2015 will be done by the Director, LBS Centre for Science & Technology, Thiruvananthapuram under the supervision of the Principal & Controlling Officer, Govt. Homoeopathic Medical College, Thiruvananthapuram.
- 13.2 The Principal & Controlling Officer/Director, LBS Centre will not entertain any request for change of any date fixed in the Centralised Allotment Process/Admission from time to time.
- 13.3 The candidates, who are admitted to course in college will not be granted permission for transfer to other institution within the State during the course of study.
- 13.4 All disputes pertaining to the allotment for admission shall fall within the jurisdiction of the Hon'ble High Court of Kerala.
- 13.5 Any other items not specifically covered in this Prospectus will be decided by the Principal & Controlling Officer and his/her decision shall be final.

13.6 Stipend

None of the Candidates undergoing training will be given any stipend.

13.7 Residence

Selected Candidates will have to arrange accommodation.

13.8 Uniform

Males should wear white trousers with white collared shirt with formal footwear. Females should wear white saree with white blouse or white churidar with formal footwear and put up their hair.

There will not be any special claim for the Candidates who pass the course successfully for being appointed to the Government Service.

13.9 Candidates selected should remit fees as follows in the respective college to which he or She is admitted.

Caution Deposit - Rs.500/-
PTA Fund - At the rate prescribed by the authority.

There will not be any special claim for the candidates who passed the course successfully for being appointed to the Government Service.

Principal & Controlling Officer

Annexure I

Sl.No	College Code	Name of Institution	Course Code	Total Seats	Tuition Fee	Special Fee	Contact No.
List of Government Colleges for Certificate Course in Pharmacy(Homoeo)							
1	01	Govt.Homoeopathic Medical College, Thiruvananthapuram	CCP(H)	50	5000/-	Nil	0471-2459459
2	02	Govt.Homoeopathic Medical College, Kozhikode	CCP(H)	50			0495-2370883