



GOVERNMENT OF KERALA
ABSTRACT

Medical Education Department-Post Graduate Diploma in Clinical Child Development Course (PGDCCD) - Prospectus for Admission 2017-18 - Approved - Orders Issued

HEALTH AND FAMILY WELFARE (K) DEPARTMENT

GO(Rt)No. 1692/17/H&FWD

Dated, Thiruvananthapuram:16/06/2017

Read: (1) Letter No.B3/10422/17/DME dated: 11/04/2017 from the Director of Medical Education, Thiruvananthapuram.
(2) G.O.(Rt)No.432/2017/H&FWD dated: 17/02/2017.

ORDER

The Director of Medical Education along with letter read above submitted the draft prospectus for Post Graduate Diploma in Clinical Child Development Course (PGDCCD) for the academic year 2017-18. As per the Government Order, read above, Government have entrusted the Commissioner for Entrance Examinations, Kerala, Thiruvananthapuram to hold counselling for admission to the Para-medical Courses in all medical Colleges/institutions including self-Financing Colleges from the academic year 2017-18 onwards.

2. Government have examined the matter in detail and are pleased to approve the draft prospectus of Post Graduate Diploma in Clinical Child Development (PGDCCD) Course for the academic year 2017-18 by entrusting the Commissioner for Entrance Examinations, Kerala, Thiruvananthapuram to hold counselling for admission to the course and with modifications as given in the approved prospectus appended to this order.

(By Order of the Governor)

RAJEEV SADANANDAN
ADDITIONAL CHIEF SECRETARY

To

The Director of Medical Education, Thiruvananthapuram
The Commissioner for Entrance Examinations, Kerala, Thiruvananthapuram
The Director, Child Development Centre Society, Government Medical College,
Thiruvananthapuram
Stock File/Office Copy.

Forwarded/By Order

Section Officer



GOVERNMENT OF KERALA

**Prospectus for Admission to
Post Graduate Diploma in Clinical Child
Development (PGDCCD)**

2017-2018

(Approved by Government as per G.O.(Rt) No.1692/17/H&FWD. dtd. 16/06/2017)

**Office of the
Directorate of Medical Education, Thiruvananthapuram**

CONTENTS

Clause	ITEM	Page No.	Clause	ITEM	Page No.
1	Introduction		9	Remittance of fee	
2	Courses, Institutions and Seats		10	Post Allotment Activities	
3	Reservation of seats		11	Liquidated damages	
4	Claims for Reservation and Certificates to be produced		12	Transfer of fee to Colleges/refund of course fee	
5	Criteria of eligibility for admission		13	General conditions regarding examination	
6	How to apply		14	Disputes	
7	Preparation of rank list		15	Preventive measures against ragging	
8	Centralized Allotment Process		16	Powers to make additions/modifications	

No.	Annexure	Page No.
	List of Socially & Educationally Backward Classes (SEBC)	
	List of Scheduled Castes (SC)	
	List of Scheduled Tribes (ST)	
	Community Certificate Sebc & O.E.C. Candidates	
	Annual Family Income: Income certificate is to be produced by : (i) Candidates who claim communal reservation under SEBC/OEC category (except children of inter-caste married couples)	
	Community Certificate (For Scheduled Caste & Scheduled Tribe Candidates)	
	Certificate to Prove Nativity for Keralite	
	Inter-caste Marriage Certificate	
	Authorization Letter	
	Undertaking from the students as per the provisions of anti-ragging verdict by the hon'ble Supreme Court of India	

Prospectus for Admission to Post Graduate Diploma in Clinical Child Development (PGDCCD), 2017-18

(Approved by Government as per G.O.(Rt) No.1692/17/H&FWD. dtd. 16/06/2017)

1. INTRODUCTION

- 1.1 Prospectus for admission to Post Graduate Diploma in Clinical Child Development (PGDCCD) 2017-18 has been approved by the Government of Kerala is published herewith. The prospectus issued in previous year is not valid for the year 2017.
- 1.2 As per the Government Order (MS)76/94/H& FWD Dated 30.03.1994, a new course named Diploma in Clinical Child Development (DCCD) under the Director of Medical Education was started at the Child Development Centre to create a cadre of community trainers in Clinical Child Development for Prevention of Childhood Disability. Later on, in 2001, this course was renamed as Post Graduate Diploma in Clinical Child Development (PGDCCD) course.

2. COURSES, INSTITUTIONS AND SEATS

- 2.1 This is a course leading to Post Graduate Diploma in Clinical Child Development (PGDCCD). The course extends for a period of two years. Total number of seats is 12 (Twelve). The course of study shall be by regular attendance for the requisite number of lectures and practical training. The course of training will be conducted at Child Development Centre, Medical College Campus, Thiruvananthapuram. The course consists of 2 parts viz. Part- I and Part –II

Part I (First Year)

Paper I: Human Biology, Social & Behavioral Sciences, Community Health & Biostatistics.

Paper II : Nutrition, Growth & Development of children and adolescent, Women and child development.

Part II(Second Year)

Paper I: Maternal Health, Normal & At risk new born, Neonatal follow- up programs.

Paper II: Early childcare & education, Physical therapy, Montessori preschool for children needing special care.

Part I examination will be conducted after one year of the course (theory only) and part II examination will be conducted on completion of two years of the course with written, practical and project viva. A minimum 50% mark separately for theory (Paper I and II together) and practical including project viva is required for a pass in the examination. Those who do not pass Part I are not eligible to appear for Part II examination.

3. RESERVATION OF SEATS

- 3.1 **Reservation for Persons with disability:** Three percentage of the seats available for allotment from the rank lists are reserved for candidates with disability (refer clause 4.2.1).
- 3.2 **Mandatory Reservation:** Leaving the seats set apart for persons with disability the remaining seats for the course will be distributed as per the mandatory reservation principle as follows:

State Merit (SM)	81
Scheduled Caste and Scheduled Tribes	10

(This year the seat is reserved for ST candidate. In the absence of ST candidate the seat will be allotted for SC candidate.)

Socially and Educationally Backward Classes	9
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(This year this seat is reserved for Muslim candidate. In the absence of Muslim candidate the seat will be allotted to the candidate with highest mark among other SEBC communities.)

4. CLAIMS FOR RESERVATION AND CERTIFICATES TO BE PRODUCED

- Note:** (i) Claims for Mandatory as well as Special Reservations must be made by a candidate at the time of submission of application, with supporting documents as required and as specified. Candidates should also mention the item of reservation claimed in the **relevant columns** in the personal and academic data sheet and should satisfy the eligibility conditions as per Clause 5 of the Prospectus.
- (ii) Candidates should attach along with their application form, attested copies of the relevant Certificates as mentioned for each item below, in support of the claim. Claims made after the submission of Application will not be entertained even if supporting evidences are produced. The Claims for mandatory/special reservation once made in the Application form cannot be altered by the candidate under any circumstances.

- (iii) Only candidates belonging to “Keralite” category, (as defined in Clause 5.1.1.a) are eligible for claiming seats under Mandatory and Special reservation quota.

4.1. Claims for Mandatory Reservation

4.1.1 **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.

4.1.2 Claim for Communal reservation under ‘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 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.

4.1.3 Claim for Reservation under Scheduled Castes/Scheduled Tribes Quota

Candidates claiming reservation under Scheduled Castes/Scheduled Tribes quota should obtain the caste/community Certificate from the Tahsildar concerned, in the proforma given in the application 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, the judgment dated 10.08.2005 of the Full Bench of the Hon'ble High Court of Kerala in WP(C) 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 shall be 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 prescribed proforma. 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.

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

- (b) The applications for the reserved seats of Scheduled Castes/Scheduled Tribes candidates which do not contain SC/ST Certificate (Community Certificate) from the Tahsildar in the prescribed format will not be considered on any account for claiming community reservation against the seat reserved for SC/ST candidates [vide G.O. (MS) 31/90/SCSTDD dated 25.05.1990]. The community Certificate should clearly specify that the candidate himself/herself (not the father or mother) belong to the Scheduled Castes/Scheduled Tribes. The Community Certificates obtained as per G.O. (MS) No.136/07/RD, dated: 27.04.2007 will be accepted. The candidates who are reconverted to Hinduism from Christianity of Scheduled caste origin should produce community Certificate from the Tahsildar concerned along with a copy of Gazette Notification regarding re-conversion.
- (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 parents 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/her as aforesaid shall be withdrawn forthwith.
 - (ii) Any amount paid to such person by the Government or any other agency by way of scholarship, grant, allowance, stipend or any other financial benefit shall be recovered as if it is arrears of public revenue due on land.
 - (iii) Any Degree, Diploma or any other educational qualifications acquired by such person after securing admission in any educational institution on the basis of a false community Certificate shall also stand cancelled on cancellation of the community Certificate obtained by him/her.
- (f) Claim for fee concession to candidates belonging to Communities listed in Annexure III (c)–List of communities eligible for educational concessions as is given to OEC: Candidates belonging to Communities listed in Annexure III(c), whose

annual family income is up to Rs.6 lakh are exempted from payment of fee at the allotment to the Professional Degree Courses under Government/Community quota as per G.O(MS)No.10/2014/BCDD dated 23.05.2014. They should provide community and income certificate from the Village Officer in the prescribed format.

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

4.2. Claim for Special reservation

Note: (i) Candidates should mention the item of reservation claimed in the relevant columns in the application form and should satisfy the eligibility conditions as per **Clause 5**.

(ii) Candidates should attach along with their application form, attested copies of the relevant certificates as mentioned for each item below, in support of the claim.

4.2.1. Persons with disability

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

(i) 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, 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. CRITERIA OF ELIGIBILITY FOR ADMISSION

5.1 **Nativity:** Only Indian citizens of Kerala origin are eligible for admission to Post Graduate Diploma in Clinical Child Development (PGDCCD).

5.1.1 Certificate to be produced to prove nativity

In order to prove that a candidate is an Indian Citizen of Kerala origin for the limited purpose of eligibility for admission, he/she has to produce 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 of the candidate, issued by the Government of India, showing place of birth in Kerala or of either of the parents of the candidate showing place of birth in Kerala with corroborative Certificate to establish the relationship between the parent and the candidate.

OR

(iv) A Certificate of birth from the authority competent to register birth (Panchayat/Municipality /Corporation) showing the candidate's or either of the parents (in which case corroborative Certificate to establish the relationship between the parent and the candidate is necessary) place of birth in Kerala., to be issued by a competent 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.

OR

(vi) A Certificate of residence from the Village Officer/Tahsildar to the effect that the candidate has been a resident of Kerala state for a period of five years within a period of twelve years.

OR

(viii) A Certificate from the competent authority showing that the parent of the candidate is an All India Service Officer allotted to Kerala cadre.

5.2 Academic Eligibility:

- 5.2.1 Female Candidates who have passed B.Sc. degree in any Science Subject or B.Sc./BA Psychology or BSc. Home Science of the universities in Kerala or equivalent Degree from other Universities, recognized by the Universities of Kerala are eligible for admission, provided that they have secured an aggregate of not less than 50% marks. Relaxation of 10% marks will be allowed to candidates of Scheduled caste/Scheduled tribe.
- 5.2.2 Candidates belonging into socially and educationally backward classes (SEBC) (as per G.O.(P) No.208/66/Edn. Dated 2.5.1966, G.O.(MS) No.95/08/SCSTDD dated 6.10.2008 and amendments thereof), with a total annual family income not exceeding Rs.6 lakhs, will have a relaxation of 5% marks in the qualifying examination. The Scheduled Castes and Scheduled Tribes candidates need only a pass in the qualifying examination.
- 5.2.3 The relaxation of marks in the qualifying examination extended to SEBC candidates only will be applicable to OEC candidates even if they are allotted against the unavailed seats of SC/ST quota.
- 5.2.4 No rounding off the percentage of marks to the nearest whole number is permitted
- 5.3. **Age:** The lower age limit will be 19 years and upper age limit will be 28 years as on 31.12.2017. The upper age limit is relaxed by six years in the case of Scheduled Caste/Scheduled Tribe candidates. No relaxation of the minimum age limit shall be made in any account.

6 HOW TO APPLY

Application can be submitted only on-line through the website at www.lbscentre.in Prospectus can be downloaded from the websites. Application forms and Prospectus will not be available by post or from the Office of the Director of Medical Education or from any other office.

- 6.1 **Application Fee:** There will be separate application form for General and SC/ST candidates. The application fee will be Rs.600/- for General candidates and Rs.300/- for SC/ST candidates. Application fee can be remitted 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 11

Candidates referred to in Clause 4.1.3 (b), 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 on line application form.

- 6.2 **Prospectus:** Prospectus can be downloaded from the web site www.lbscentre.in
- 6.3 **Application Forms:** Application form can be registered only online. 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.
- 6.4 **Remittance of Application Fee And Submission of Application Form**
- 6.4.1 **Submission of Application Form:** There will be two stages for the submission of Application form and all stages are mandatory. Candidates shall complete all the stages of submission as per the time schedule which will be notified through the website/media.
- 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 6.4.5)
- Stage 2-** Confirmation of Registration of Personal Data and forwarding of the printout of the application form with supporting documents.(See clause 6.4.6)
- 6.4.2 **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 PGDCCD Course -2017"

- (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.

6.4.3 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 PGDCCD Course -2017”, 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 mark list(s), certificates/documents as per clause 12 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.

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

6.5 Certificates/ documents to be submitted along with the application.

- (i) True copy of the S.S.L.C book or any relevant school records to prove date of birth.
- (ii) True copy of the mark lists of the first and second and third year examinations.
- (iii) Copy of Degree/Provisional certificate
- (iv) Any one of the certificates to prove nativity, in the Application Form.
- (v) Certificates in support of claim for Communal Reservation, if any, in the Application Form.
- (vi) Inter-Caste marriage certificate, if applicable.
- (vii) Copy of the Equivalency Certificate and Eligibility certificate in the case of candidate who passed the qualifying examination from universities outside Kerala State.
- (viii) One recent conduct certificate obtained within last six month from a Gazetted Officer or from the Head of the institution last studied.
- (ix) Any other documents mentioned in the Notification of the Director of Medical Education.

Warning: - Incomplete applications with defective or incomplete certificates will be rejected. 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 submission of the Application.

7. PREPARATION OF RANK LIST:

The rank list will be prepared on the basis of the Part III of the qualifying examination computed out of 1000.

- 7.1 **Resolving tie:** In case of tie in the index mark computed for ranking, the candidate who secure more marks in Part 1/Part II English will be placed higher in ranking. If tie still persist age of the candidate will be taken into account, the older being placed higher in ranking. If the tie still persists again the name of the candidate will be taken into account. (Eg. 'A' has a higher priority than 'B' so on)
- 7.2 **Validity of Rank List:** The rank list published by the Director, LBS Centre for Science and Technology will be valid for 3 months from the date of publication of rank list. Seats if any remaining vacant after this date will be considered as lapsed.
- 7.3 **Publication of category list:** Separate category wise list will be published for SEBC/SC/ST reservation. Candidates are advised to verify the category list published by the Director, LBS Centre for Science and Technology and satisfy themselves regarding their position in the list. If candidates have any complaint in this regard he/she may approach the Office of the Director, LBS Centre for Science and Technology within five days after publication of the category list, for necessary action. Complaint received thereafter will not be entertained.

8 CENTRALISED ALLOTMENT PROCESS

- 8.1 Allotments will be made based on the rank list prepared by the Director, LBS Centre for Science and Technology, eligible reservations of the candidate subject to availability of seats.
- 8.2 The actual date, time and the venue of the allotment will be notified and also made to available at the website. No individual intimation will be sent to the candidates in this regard. Candidates or an authorised representative of the candidate along with the authorisation letter in the prescribed format (AnnexureVI) of the prospectus should report at the allotment venue as per schedule announced.
- 8.3 In case, candidates are directed to appear for a personal counseling at any stage of allotment process and a candidate is not able to attend the allotment process on genuine grounds, the parent/guardian or any authorized person can act as a proxy at the risk of the candidate, on production of authorization letter in the form given in AnnexureVI. Authorization letter once received will be considered valid for the entire allotment process, unless the candidate revokes it in writing.
- 8.4 More rounds of allotments will be held if founds necessary. The details of such allotments will be notified through media and also through the website. 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.
- 8.5 **Changes In Date of Centralised Allotment:** The Director of Medical Education/Director of, LBS Centre will not entertain any request for change of any date fixed in the Centralized Allotment Process/Admission from time to time.

9 REMITTANCE OF FEE

The course fee for Post Graduate Diploma in Clinical Child Development (PGDCCA) will be as follows

Tuition fee	: Rs.7,000/-
Miscellaneous fee	: Rs. 500/-
Stationary fee	: Rs. 500/-
Laboratory fee	: Rs. 750/-
Caution deposit	: Rs. 750/-

Total	: Rs.9,500

Course fee to be remitted in the second year is ₹8750/-. The students have to pay the second year fee on the first working day of the second year course of study.

- 9.1 Those getting allotment will have to pay the prescribed fee for the course in cash at the allotment venue itself failing which that allotment will be cancelled. On remitting the fee, a fee receipt will be issued to the candidate, which shall be produced in the institution at the time of admission.
- 9.2 SC/ST/OEC candidates, who get an allotment shall remit a token amount of Rs.100/-(as part of Caution Deposit) at the allotment venue.
- 9.3 Candidates who are children of Inter-Caste married couple of which one is SC/ST, will be eligible for educational and monetary benefits admissible to SC/ST as per GO (MS)No.25/2005/SCSTDD dated 20.6.2005 if they have submitted the 'Inter-Caste Marriage Certificate" issued by Revenue officials (Refer Clause 7.8) along with the application and if the claim accepted.

10 **POST ALLOTMENT ACTIVITIES**

10.1 **Reporting at the College:** The selected candidates should report before the Director, Child Development Centre (CDC), Medical College Campus, Thiruvananthapuram – 695 011 on the date and time as directed by the Director of Medical Education. No extension of time for joining the course will be granted under any circumstances. The attendance will be calculated from the date of commencement of the course and not from the date of joining of the candidates. He/she should report with the originals of the following documents:

- i. Allotment Memo
- ii. Receipt of the course fee remitted.
- iii. Certificate to prove date of birth.
- iv. Transfer Certificate (TC) and conduct certificate from the Institution last attended.
- v. Mark lists of all parts of qualifying examination
- vi. Copy of Degree/Provisional Certificate
- vii Migration Certificate, if applicable.

Fees other than the one already paid vide Clause 9 as applicable to the course/institution, will have to be remitted by the candidate at the time of taking admission in the college.

10.2 **Verification of Documents:** The Principal/Head of the College or 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 college/institution.

10.3 **Failure to report for Admission:** Candidates who do not take admission on the prescribed date will lose their admission. Those candidates, who fail to take admission, resulting in the non filling of such seats, will be proceeded against by the Government as per rules.

10.4 **Medical Checkup:** Candidates provisionally selected for admission to the course shall have been produce a medical certificate from a medical practitioner in Government service not below the rank of Assistant Surgeon regarding his/her fitness to undergo the course. The decision of the Director of Medical Education in the matter of disqualification of candidates on medical grounds shall be final.

10.5 **Discipline:** Before admission, the selected candidates shall submit the declaration in the form duly signed by him / her and attested by his/her parent/guardian as the case may be. Admission shall be refused if this declaration is not produced.

10.6 **Boarding and Lodging:** Selected candidates shall have to find their own Boarding and Lodging facilities.

10.7 **Execution of Bond:** The applicants selected to the course shall have to execute a bond in Rs.100/- Kerala stamp paper at the time of admission to the effect that he /she shall pay to the Government, in the event of his/ her interrupting or discontinuing the course at any time after one month from the date of admission to the course a sum of Rs. 20,000/- (Rupees Twenty Thousand only) towards liquidated damages.

11 **LIQUIDATED DAMAGES**

If any candidate admitted discontinues the studies in the first year, after the cutoff date for closing of admissions fixed by the Govt., to join other courses/colleges or for other purposes, he/she is liable to pay a liquidated damage as per the submitted bond. Candidates belonging to SC/ST/OEC are exempted from this rule. Candidates belonging to 'Keralite' category, and whose annual family income is below Rs. 75,000/- and who have submitted Income Certificate along with the application for admission to PGDCCD 2017 will also be exempted from payment of Liquidated Damages.

12 **TRANSFER OF FEE TO COLLEGES/REFUND OF COURSE FEE**

12.1 **Transfer of fee to Colleges:** The fee remitted by the candidates will be transferred by the Director, LBS Centre for Science and Technology directly to the Child Development Centre. This will be done only after closing of admission for the year 2017.

12.2 **Refund of Fee:** The amount of fee/excess fee collected will be refunded to the candidates only after the closing of admissions for the year. The candidates need not submit any individual request in this regard. No interest will be paid to the candidate on the balance amount due to him/her.

12.3 No refund of fee will be made to candidates who apply for Transfer Certificate/Cancellation of admission under any circumstances, after the last date for taking admission by candidate consequent to the last allotment including spot allotment if conducted. They will have to pay Liquidated damages as stipulated in Clause 11.

12.4 A candidate who has remitted fee but does not take admission in the college will not be eligible for refund of fee.

13 **GENERAL CONDITIONS REGARDING EXAMINATION**

- a. There will be two examinations in a year, normally in April/May and September /October.

- b. The application for registration to the examination with requisite fee should be submitted to the Principal, Medical College, through Director, Child Development Centre Society.
- c. Fee once remitted will not be refund under any circumstances.
- d. A minimum of 80% attendance is necessary for appearing for the examinations.
- e. A pass in Part I /Primary is necessary for appearing for Part II/Final wherever it is applicable.
- f. Those who are found eligible will be allowed to write the examination.
- g. A Minimum 50% marks separately for theory (Paper I and II together) and practical including project viva is required for a pass in the examination and 70% marks separately for theory (Paper I & II together) and Practical including project viva is required for a pass in the examination in first class and 80% marks separately for theory (Paper I & II together) and practical including project viva is required for a pass in examination in first class with distinction.
- h. Mark lists and pass certificate will be issued within one month after publishing the result.
- i. In the case of additional students their pass certificate will be issued only after necessary verification.
- j. The chairman, Board of Examiners and the board have power to change the criteria regarding the examination as and when found necessary.

14 **DISPUTES**

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

15 **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 and Ors [with SLP (c) No.24296-99/2004 and W.P (Cr) No. 173/2006 and 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 VII which is mandatory for registration/admission.

16 **POWERS TO MAKE ADDITIONS/MODIFICATIONS**

This prospectus is subject to further modification/addition as may be considered necessary by the Government and shall be issued as executive orders, not notification. Notwithstanding anything contained in this prospectus, Government may at any time on their own or otherwise, after calling for the records of the case, amend or revise any order passed by a subordinate authority.

Thiruvananthapuram
...../...../2017

Director of Medical Education

ANNEXURE – I (a)
 LIST OF SOCIALLY AND EDUCATIONALLY BACKWARD CLASSES (SEBC)
 [Vide G.O. (P) 208/66/Edn. dated 02.05.1966] & G.O. (Ms) No. 95/08/SCSTDD dated 06.10.2008]
 [see clause 7.3]

- | | |
|--|---|
| I. Ezhavas including Ezhavas, Thiyyas, Ishuvan, Izhuvan, Illuvan and Billava | Kollan, Thattan, Pandithattan, Thachan, Asari, Villasan, Vilkurup, Viswabrahmins, Kitara, Chaptegaru. |
| II. Muslims (all sections following Islam) | 36. Kannadiyans |
| III. Latin Catholics other than Anglo-Indians | 37. Kavuthiyar |
| IV. Other Backward Christians | 38. Kavudiyaru |
| (a) SIUC | 39. Kelasi or Kalasi Panicker |
| (b) Converts from Scheduled Castes to Christianity | 40. Koppala Velamas |
| V. Kudumbi | 41. Krishnanvaka |
| | 42. Kuruba |
| VI. Other Backward Hindus, i.e. | 43. Kurumba |
| 1. Agasa | 44. Maravan (Maravar) |
| 2. Arayas including Valan, Mukkuvan, Mukaya, Mogayan, Arayan, Bovies, Kharvi, Nulayan, and Arayavathi | 45. Madivala |
| 3. Aremahrati | 46. Maruthuvar |
| 4. Arya including Dheevara/Dheevaran Atagara, Devanga, Kaikolan, (Sengunthar) Pattarya, Saliyas (Padmasali, Pattusali, Thogatta, Karanibhakatula, Senapathula, Sali, Sale, Karikalabhakulu, Chaliya) Sourashtra, Khatri, Patnukaran, Illathu pillai, Illa Vellalar, Illathar | 47. Mahratta (Non-Brahman) |
| 5. Bestha | 48. Melakudi (Kudiyan) |
| 6. Bhandari or Bhondari | 49. Mogaveera |
| 7. Boya | 50. Moili |
| 8. Boyan | 51. Mukhari |
| 9. Chavalakkaran | 52. Modibanda |
| 10. Chakkala (Chakkala Nair) | 53. Moovari |
| 11. Devadiga | 54. Moniagar |
| 12. Ezhavathi (Vathi) | 55. Naicken including Tholuva Naicker and Vettillakkara Naicker |
| 13. Ezhuthachan, Kadupattan | 56. Padyachi (Villayankuppam) |
| 14. Gudigara | 57. Palli |
| 15. Galada Konkani | 58. Panniyar or Pannayar |
| 16. Ganjam Reddies | 59. Parkavakulam (Surithiman, Malayaman, Nathaman, Moopanar and Nainar) |
| 17. Gatti | 60. Rajapuri |
| 18. Gowda | 61. Sakravar (Kavathi) |
| 19. Ganika including Nagavamsom | 62. Senaithalaivar, Elavania, Senaikudayam |
| 20. Hegde | 63. Sadhu Chetty including Telugu Chetty or 24 Manai Telugu Chetty and Wynadan Chetty |
| 21. Hindu Nadar | 64. Tholkolan |
| 22. Idiga including Settibalija | 65. Thottiyar |
| 23. Jangam | 66. Uppara (Sagara) |
| 24. Jogi | 67. Ural Goundan |
| 25. Jhetty | 68. Valaiyan |
| 26. Kanisu or Kaniyar-Panicker, Kaniyan, Kanisan, Kannian or Kani, Ganaka | 69. Vada Balija |
| 27. xxx | 70. Vakkaliga |
| 28. Kalarikurup or Kalari Panicker | 71. Vaduvan (Vadugan) |
| 29. Kerala Muthali | 72. Veera Saivas (Pandaram, Vairavi, Vairagi, Yogeaswar, Matapathi and Yogi) |
| 30. Kusavan including Kulala, Kumbaran, Odan, Oudan (Donga) Odda (Vodde or Vadde or Veddai) Velaan, Velaan, Velar, Andhra Nair, Anthuru Nair. | 73. Veluthedathu Nair including Vannathan, Veluthedan and Rajaka |
| 31. Kalavanthula | 74. Vilakkithala Nair including Vilakkathalavan, Ambattan Pranopakari, Pandithar and Nusuvan |
| 32. Kallan including Isanattu Kallar | 75. Vaniya including Vanika, Vanika Vaisya, Vaisya Chetty, Vanibha Chetty, Ayiravar Nagarathar, Vaniyan |
| 33. Kabera | 76. Yadava including Kolaya, Ayar, Mayar, Maniyani, Eruman, Golla and Kolaries |
| 34. Korachas | 77. Chakkamar |
| 35. Kammalas including Viswakarmala, Karuvan, Kamsalas, Viswakarmas, Pandikammala, Malayal- Kammala, Kannan, Moosari, Kalthachan, Kallasari, Perumkollen, | 78. Mogers of Kasaragod Taluk |
| | 79. Maratis of Hosdurg Taluk |
| | 80. Paravans of Malabar area excluding Kasaragod Taluk |
| | 81. Peruvannan (Varnavar) |

ANNEXURE I (b)
LIST OF SCHEDULED CASTES (SC)

[As Amended by The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002 [Act 61 of 2002] Vide Part VIII –
Kerala - Schedule 1 Notified in the Gazette of India dated 18.12.2002,
The Constitution (Scheduled Castes) Order (Amendment) Act 2007]
[See Clause 7.2]

1	Adi Andhra	37	Mannan (a@m ³), Pathiyan, Perumannan, Vannan, Velan
2	Adi Dravida		
3	Adi Karnataka	38	Xxx
4	Ajila	39	Moger (other than Mogeyar)
5	Arunthathiyar	40	Mundala
6	Ayyanavar	41	Nalakeyava
7	Baira	42	Nalkadaya
8	Bakuda	43	Nayadi
9	Xxx	44	Xxx
10	Bathada	45	Pallan
11	Xxx	46	Palluvan
12	Bharathar (Other than Parathar), Paravan	47	Pambada
13	Xxx	48	Panan
14	Chakkiliyan	49	Xxx
15	Chamar, Muchi	50	Paraiyan, Parayan, Sambavar, Sambavan, Sambava, Paraya, Paraiya, Parayar
16	Chandala		
17	Cheruman	51	Xxx
18	Domban	52	Xxx
19	Xxx	53	Xxx
20	Xxx	54	Pulayan, Cheramar, Pulaya, Pulayar, Cherama, Cheraman, Wayanad Pulayan, Wayanadan Pulayan, Matha, Matha Pulayan
21	Xxx		
22	Gosangi		
23	Hasla	55	Xxx
24	Holeya	56	Puthirai Vannan
25	Kadaiyan	57	Raneyar
26	Kakkalan, Kakkan	58	Samagara
27	Kalladi	59	Samban
28	Kanakkan, Padanna, Padannan	60	Semman, Chemman, Chemmar
29	Xxx	61	Thandan (excluding Ezhuvas and Thiyyas who are known as Thandan, in the erstwhile Cochin and Malabar areas) and (Carpenters who are known as Thachan, in the erstwhile Cochin and Travancore State)
30	Kavara (other than Telugu speaking or Tamil speaking Balija Kavarai, Gavara, Gavarai, Gavarai Naidu, Balija Naidu, Gajalu Balija or Valai Chetty)		
31	Koosa	62	Thoti
32	Kootan, Koodan	63	Vallon
33	Kudumban	64	Valluvan
34	Kuravan, Sidhanar, Kuravar, Kurava, Sidhana	65	Xxx
35	Maila	66	Xxx
36	Malayan [In the areas comprising the Malabar District as specified by Sub-section (2) of Section 5 of the State Re-organization Act. 1956 (37 of 1956)].	67	Vetan
		68	Vettuvan, Pulaya Vettuvan (in the areas of erstwhile Cochin State only).
		69	Nerian

ANNEXURE – I (c)
LIST OF SCHEDULED TRIBES (ST)

[As Amended by The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 2002 (Act 10 of 2003) Vide Part-VII -
Kerala - Second Schedule Notified in the Gazette of India dated 8.1.2003]
[See Clause 7.2]

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

ANNEXURE – I (d)
LIST OF OTHER ELIGIBLE COMMUNITIES (OEC)

1 Chemman/Chemmar	12 Malayan, (Konga-Malayan, Pani Malayan (in the erstwhile Malabar area alone)
2 Madiga	13 Pathiyan (other than Dhobies)
3 Pulluvan	14 Allar (Alan)
4 Thachar (other than Carpenter throughout State excluding the erstwhile Malabar area)	15 Malavettuvan
5 Chakkamar	16 Malamuthan
6 Varnavar	17 KunduVadiyan
7 Kudumbi	18 Thachanadan Moopan
8 Dheevara/Dheevaran, Arayan, Valan, Nulayan, Mukkuvan, Arayavathi, Valinjir, Paniakkal,	19 Wayanad Kadar
9 Mokaya, Bovi, Mogayar and Megavirar	20 Kalanadi
Peruvannan	21 Chingathan
10 Scheduled Castes converts.	22 Malayalar
11 Kusavan including Kusavar, Kulalan, Kumbaran, Velaan, Velaans, Velaar, Odan, Andhra Nair, Anthu Nair	23 Malapanicker
	24 Urindavan
	25 Marati
	26 Pulaya Vettuvan (except in the areas of erstwhile Cochin State)

Annexure II(a)

COMMUNITY CERTIFICATE SEBC & O.E.C. Candidates

(These Certificates are required only if the candidate claims reservation under the Socially and Educationally Backward Classes/Other Eligible Communities/Anglo Indian.)

CERTIFIED that Shri/Smt./Kum. son/daughter of
 Shri/Smt..... House
Village Taluk
District of Kerala State, belongs to
 caste..... religion, which is
 included as O.E.C. / Socially and Educationally Backward Class as per G.O(P) 208/66 dated 02-05-1966, G.O(MS)
 No.95/08/SCSTDD dated 06-10-2008 and subsequent amendments, thereof.

Place : Signature of the Village Officer:
 Date Name:
 (Office Seal) Designation & Address :

Annexure II (b)

ANNUAL FAMILY INCOME: Income certificate is to be produced by : (i) Candidates who claim communal reservation under SEBC/OEC category (except children of inter-caste married couples)

(ii) All 'Keralite' candidates
വരുമാന സർട്ടിഫിക്കറ്റ് *

നമ്പർ: വില്ലേജ് ഓഫീസ്:
 തീയതി:
 ജില്ലയിൽ താലൂക്കിൽ വില്ലേജിൽ വിട്ടിൽ ശ്രീ / ശ്രീമതി
 തീയതി സമർപ്പിച്ച അപേക്ഷയിൽ ** ന് വേണ്ടി ഒരു വരുമാന
 സർട്ടിഫിക്കറ്റ് ആവശ്യപ്പെട്ടിരുന്നു. ടിയാന്റെ വാർഷിക കുടുംബ വരുമാനം രൂപയാണെന്ന് പ്രസ്താവിച്ചിട്ടുണ്ട്. എന്റെ അന്വേഷണത്തിൽ
 ബോധ്യപ്പെടുന്ന സർട്ടിഫിക്കറ്റ് ടിയാന്റെ വാർഷിക കുടുംബ വരുമാനം താഴെ കാണിച്ചിരിക്കുന്ന പ്രകാരമാണെന്ന് ഞാൻ ഇതിനാൽ സാക്ഷ്യപ്പെടുത്തുന്നു.
 കുടുംബത്തിലെ അംഗസംഖ്യ ആണ്. അതിൽ ജോലിയുള്ളവർഉം പഠിക്കുന്നവർഉം
 ജോലി ഇല്ലാത്തവർഉം ആണ്.

ആദായ മാർഗ്ഗങ്ങൾ	ഭൂമിയിൽ നിന്നുള്ള ആദായം	ശമ്പളം/പെൻഷൻ (കുടുംബ പെൻഷൻ ഒഴികെ) ***	കച്ചവടം	കുലിവേല	വിദേശത്ത് ജോലിയുള്ളവരുടെ വരുമാനം	വാടക	മറ്റിനം	ആകെ
അംഗങ്ങൾ അച്ഛൻ അമ്മ മക്കൾ								

മൊത്തത്തിലുള്ള തുക അക്കത്തിൽ :
 അക്ഷരത്തിൽ :
 മൂന്നു കുട്ടികളിൽ കൂടുതലുള്ളവരുടെ
 കാര്യത്തിൽ കൂടുതലുള്ള കുട്ടികൾക്ക് :
 കുറവു ചെയ്യേണ്ട തുക :
 ബാക്കി തുക അക്കത്തിൽ :
 അക്ഷരത്തിൽ :

ഒപ്പ് :
 ആഫീസ് മുദ്ര പേരും ഉദ്യോഗപ്പേരും :

* അപേക്ഷിക്കുന്ന തീയതിക്കു തൊട്ടുമുമ്പുള്ള സാമ്പത്തിക വർഷത്തെ വരുമാനമായിരിക്കണം കണക്കാക്കേണ്ടത്.
 ** ആരുടെ ആവശ്യത്തിനെന്ന് വ്യക്തമാക്കണം.
 *** സ്ഥിര ശമ്പളക്കാരായ ഉദ്യോഗസ്ഥരുടെ കാര്യത്തിൽ അടിസ്ഥാന ശമ്പളത്തോടൊപ്പം നിലവിലുള്ള ഡി.എ. കൂടി കണക്കിലെടുത്താകണം വാർഷിക കുടുംബവരുമാനം കണക്കാക്കേണ്ടത്

Annexure III
A. COMMUNITY CERTIFICATE
(For Scheduled Caste & Scheduled Tribe Candidates)

1. This is to certify that Shri/Smt./Kumari, son/daughter of
..... ofHouse
..... Village/Town
..... Taluk
..... District of Kerala State, an applicant for Admission to Post Graduate Diploma in
Clinical Child Development course, belongs to the Caste/*Tribe which is
recognized as a Scheduled Caste/Scheduled Tribe under:- The Constitution Ammendment (Scheduled Castes) Order,
1950; The Constitution Ammendment (Scheduled Tribes) Order, 1950 [As amended by The Scheduled Castes and
Scheduled Tribes Orders (Amendment) Act, 2002 / The Constitution (Scheduled Castes) Orders (Second Ammendment)
Act, 2002].
- Certified that Shri/Smt./Kumari (name of person) Son/daughter of
..... of House
..... Village/Town
Taluk District is a member of Malai Araya Christian family converted to
Christianity from Hindu Malai Arayan Community, which is included in the list of Scheduled Tribes.
2. Shri/Smt./Kumari and his/her* family
ordinarily reside(s) in
..... Village/Town of District of
Kerala State.

Signature of Tahsildar :

Place :

Name :

Date :

(Office Seal)

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

Note:

- i. Candidate claiming reservation under SC/ST, should furnish the Community Certificate given below in support of the claim.
- ii. SC / ST Caste status of children of parents contracted inter caste marriage will be subject to the orders / clarifications issued in G.O. (M.S.) No.11 / 05 / SCSTDD Dated 22-03-2005, G.O. (MS.) No. 25 / 05 / SCSTDD Dated 20-06-2005, G.O. (MS.) No. 109 / 2008 / SCSTDD Dated 20-11-2008, and judgement dated 10-08-2005 of the full bench of the Hon'ble High Court of Kerala in WP 2483 / 2005 and connected cases.
- iii. As per prospectus clause 8.2.1(e) son/daughter of inter-caste married couple, claiming communal reservation under SEBC, should produce the 'Inter-caste Marriage Certificate' in the proforma given in Annexure V of the Prospectus.
- iv. The term ordinarily resides used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.
- v. In case of X'ian converts from SC who have subsequently embraced Hinduism should get the following certificate recorded by the 'Tahsildar' below the community Certificate. "The certificate is issued after observing the guidelines issued in Government Circular no. 18421/E2/SC/ST/DD. Dated 15-12-1987"
- vi. Issue of Community Certificate to Scheduled Caste / Scheduled Tribe will be regulated by Act II of the Kerala (Scheduled Caste & Scheduled Tribe) Regulation of Issue of Community Certificate Act 1996.
- vii. Certificate to persons belonging to Malai Arayan Community (ST) converted to Christianity should be in this form.

Annexure IV

CERTIFICATE TO PROVE NATIVITY FOR KERALITES

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

Certificate of Birth/Residence*

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

CERTIFIED that Shri/Smt./Kum.....is an applicant for admission to Post Graduate Diploma in Clinical Child Development course 2017 and that he/she, his/her father/mother Shri/Smt..... residing at Village.....District..... was born in Kerala.

Signature of the Village Officer/

Tahsildar/Birth Registering Authority :

Place :

Name and Designation:

Date :

Taluk :

District :

(Office Seal)

1. * Strike out whichever is not applicable.

ANNEXURE – V
INTER-CASTE MARRIAGE CERTIFICATE
FOR SON / DAUGHTER OF INTER-CASTE MARRIED COUPLES

Certified that Master/Kum an applicant for admission to PGDCCD-2017, is the son/daughter of an Inter-caste married couple, and his/her father Shri belongs to Community and his/her mother Smt. belongs to Community.

Place:

Signature of Village Officer/Tahasildar :

Date:

Name of Village Officer :

(Office Seal)

Name of Village & District :

ANNEXURE- VI

CENTRALIZED ALLOTMENT PROCESS – SPOT ALLOTMENT – 2017
AUTHORISATION LETTER
SUBMITTED BY AN AUTHORISED REPRESENTATIVE / PROXY OF CANDIDATE
[See Clause 9.5]

I, (name of candidate) son/daughter of
Shri./Smt. with application number and Rank No.
in.....Rank list(s) do hereby authorise Shri/Smt
..... (name & address of
the person being authorized) to represent me to report at the allotment venue for admission to PGDCCD-2017. The
signature of the person authorized is attested below by a Gazetted Officer.

Photograph of
candidate attested
by a Gazetted
Officer

(Gazetted Officer to attest the Photograph)

Signature of Candidate:

Name :

Designation :

(Office Seal

Name :

Address :

.....

Photograph of
authorised
representative
attested by
candidate

(Candidate to sign over the
Photograph)

.....
(Signature of authorised representative)

(ATTESTED)

i. UNDERTAKING

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

Place :

Date :

Signature of candidate

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

ANNEXURE – VII

UNDERTAKING FROM THE STUDENTS AS PER THE PROVISIONS OF ANTI-RAGGING VERDICT BY THE HON'BLE SUPREME COURT OF INDIA

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

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

.....
Signature of Student

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

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

Witness :