REGIONAL CANCER CENTRE
THIRUVANANTHAPURAM

PROSPECTUS FOR ADMISSION TO
POST BASIC DIPLOMA IN ONCOLOGY NURSING 2014-2015
(Recognized By Indian Nursing Council and Kerala Nurses and Midwives Council)

REGIONAL CANCER CENTRE- AN OVERVIEW

The Regional Cancer Centre, Thiruvananthapuram, (RCC) now in its 33rd year of its service to the nation, is an autonomous institution sponsored jointly by Government of Kerala and Government of India. It is an internationally acclaimed centre for cancer treatment and research and caters to the population of the State of Kerala and the adjoining parts of Tamil Nadu, Karnataka and Maldives. Handling over two lakhs patients including over 15,000 new cancer cases annually (30 lakhs patients visited in the last 15 years), RCC stands tall in the health map of Kerala carrying out innovative and pioneering work in cancer control, treatment, research and training. RCC is the first cancer hospital in Government sector to get the National Accreditation Board For Hospitals and Health Care providers from Quality Council of India in July 2014.

RCC is a comprehensive cancer centre with full-fledged departments of Radiation Oncology Surgical Oncology, Medical Oncology and Pediatric Oncology supported by allied services such as Pathology, Imageology, Nuclear Medicine, Anaesthesiology, Microbiology, Transfusion Medicine, Laboratory services and Nursing services. The center also has separate divisions for Community Oncology, Medical Records, Cancer Epidemiology, Cancer Research, Palliative Medicine, Dental Care, and Computerized Hospital Information system management. The information support for all these activities is provided by a well-organized Library & Information services division.

The Nursing Division plays a pivotal role in rendering comprehensive care to patients undergoing specialized oncology services, bone marrow transplantation, safe handling and administration of chemotherapeutic drugs and management of side effects of chemotherapy both in adults and children. In addition to this, the division conducts special clinics on Central Venous Access Device insertion and care, stoma care, voice rehabilitation and lymph edema prevention. Educational activities are an integral part of the division. We conduct regular in-service educational sessions for the nursing staff and also impart training to cancer carers on various aspects of homecare. The division conducts DGHS aided state level training to equip the nursing work force of our state in cancer care. The division offers clinical experience and orientation updates to under graduate and post graduate nursing students from government as well as private nursing colleges.

Trained oncology nurses are in great demand in national and international cancer centers and hospitals. Post Basic Diploma in Oncology Nursing (PBDON) is meant for fulfilling this ever increasing demand. The duration of the course is one academic year and is meant for qualified nurses (GNM/ B.Sc Nursing). The aim of this course is to upgrade the knowledge and skills of trained nurses and to create a cadre of specialty trained oncology nurses capable of providing comprehensive and individualized care to patients undergoing various cancer treatment modalities such as chemotherapy, radiation therapy, surgery and palliation.

GUIDELINES FOR ADMISSION TO POST BASIC DIPLOMA IN ONCOLOGY NURSING COURSE

1. Applications are invited for admission to the Post Basic Diploma in Oncology Nursing course for the academic year 2014-15 at RCC Thiruvananthapuram, approved by Government of Kerala, Indian Nursing Council and Kerala Nurses & Midwives Council (KNMC).

2. Admission to the course is on the basis of merit as assessed in the Entrance Examination and interview conducted by RCC. The candidates under Service Quota should also appear for the selection process (Entrance Examination + Interview) and selection will be based on the merit in the respective category.

3. **Duration of the course**
   The duration of the course shall be one academic year (12 months) from the date of commencement of the course.

4. **Tuition Fee**
The following fees (in rupees) are payable for Post Basic Diploma in Oncology Nursing Course

Sl.No	Item	Amount per annum
1	Caution deposit (Refundable)	1000/-
2.	Tuition Fee	20,000/-
3.	Examination fee	As prescribed by KNMC

5. **Allotment of seats**
   a. The total available seats for PBDON course are categorized under general merit, service quota (10% for Nursing staff from DME and 10% for Nursing staff from RCC) and mandatory reservation seats based on the community reservation protocols.
   b. In case, there is no service quota candidate from either DME/RCC, the seat would be filled from general merit list.

Total Number of Seats	20 (Twenty only)
Distribution of the seats	
General Merit	12
SEBC	2
SC/ST	2
Service quota for RCC Staff	2
Service quota for DME candidates	2

6. **Eligibility for admission**

   Applicants should satisfy the following conditions:
   a. Should be an Indian citizen.
   b. Should possess RN/RM registration from Kerala Nurses & Midwives Council.
   c. **Academic qualification**: Pass in B.Sc. Nursing **OR** General Nursing and Midwifery
   d. **Age limit**: Upper age limit is 35 yrs as on 1st September 2014 for general merit candidates. Relaxation of five years in upper age limit will be given to all SC/ST candidates and 10 years to service quota candidates.
   e. The candidate should possess all the qualifications (Degree/Diploma Certificate, KNMC Certificate) dated on or before 1st September 2014.

CLAIM FOR RESERVATION AND CERTIFICATES TO BE PRODUCED

1. Claims for reservation under SC/ST, SEBC and under Service Quota must be made by the candidate at the time of submission of application form with supporting documents as required. The claim has to be specified in the online application form. Such claims, if not made in the application form, cannot be altered by the candidate under any circumstances.
2. Candidate seeking admission under Service quota from RCC should be a Staff Nurse with minimum 5 years of regular service in the Centre. Candidate seeking admission under service quota from RCC should enclose certificate as in **Annexure II** which is certified and recommended by the Director, RCC.
3. Candidates seeking admission under service quota from DME should enclose certificate as in **Annexure I** which is certified and recommended by Director of Medical Education
4. Community and income certificate should be produced from Village Officer in case of Socially and Educationally Backward Community
5. Candidates claiming reservation under Scheduled Caste/Scheduled Tribes quota shall obtain the caste/community certificate from a Tahsildar.

How to apply

Very important Note:

Applicant must read all details of the course available on the website www.rcctvm.org, before start filling up the form. In case information furnished on the online form is found to be false then the applicant's candidature / registration/ admission will be cancelled / terminated.

IMPORTANT INSTRUCTION FOR APPLICANTS (For Filling Online application form)

- Application procedure is common for all candidates seeking admission to the course.
- Candidate seeking admission to the course should download the prospectus, instructions and annexures from the website www.rcctvm.org
- Application should be submitted online and a print of the same should be sent to RCC along with supporting documents.

- Before filling the online application a Demand Draft of **Rs.500/- (Rs.250/- for SC/ST candidates)should be drawn in favour of The Director, Regional Cancer Centre, Thiruvananthapuram, payable at State Bank of Travancore, Medical College Branch, Thiruvananthapuram** or any of its service branches.

IMPORTANT INSTRUCTION FOR APPLICANTS
(For filling Online Application Form)

<u>**NOTE:**</u> This is a one-time process. Partial submission is not allowed for this registration. Please keep the Demand Draft ready, so that details can be entered in the application. Ensure that you have completed all the steps mentioned below for the final submission of online registration form. No claim for registration in respect of incomplete forms/ steps will be entertained. All the details once submitted cannot be changed later on. **Please ensure that you have filled up the correct and complete information.**

The Applicant must remember the Application ID generated at the end of submission and note it down for accessing the filled online application form later.

Last date for completing application online is **5.00 pm 12th September 2014**. Completed print out of the application with supporting documents should reach RCC not later than **4.00 pm on 17th September 2014.**

Step A: <u>**Filling the application form**</u>
1. The application form must be filled by the applicant
2. Enter the **'Name of the Candidate'** in BLOCK LETTERS as given in your school records
3. Enter your **'Date of Birth'**
4. Enter the **'Name of the Guardian'**
5. Mention the **'Relationship'** of the Guardian with the Applicant
6. Select the **'Nationality'** ('Are you an Indian Citizen?')
7. Select the **'Category' (Gen Merit / SC/ST / SEBC / RCC Ser / DME Ser)**
8. Enter the **'Religion'** and **'Caste'**
9. Select the **'Community Reservation Eligibility'**
10. If Yes (Eligible for Community Reservation), select **'whether proof is attached'**
11. Enter the **'Permanent Address'**
12. Enter the **'Address for Communication'** (if the Communication Address is same as the Permanent Address, Click the button, 'Same as above')
13. Select the **'Educational Qualification'**
14. Mention the **'College at which the student has appeared for Nursing Course'**
15. Write the **'Month and Year of Passing the Examination'**
16. Enter your **'Kerala Nursing and Midwives Council Registration Number'** and the **'Date of Registration'**

17. Select **'Whether applying under Service Quota'**. If Yes, then indicate **'Whether RCC Quota or DME Quota'**
18. Select **'Whether Employer Certificate is submitted'**
19. Enter the **"Demand Draft"** details (DD number, Bank, Date and amount)
20. Photograph of the Candidate need to be uploaded. Follow Step B

Step B: <u>Uploading the Passport Size Photograph</u>

<u>NOTE</u>: The Candidate must upload the photograph to correct specified fields. Do not make any mistake in uploading the photo. The photo should be in '.jpg' format.

1. The Candidate must have the soft copy of passport size photograph with the name 'CandidatePhotograph.jpg'. Keep size of photograph minimum, as the maximum size limit is 50Kb
2. To upload 'CandidatePhotograph.jpg', click 'Browse' button on the right to the photograph filed. Select the scanned file from the saved location and click the 'Open' Button
3. The photo must be clearly visible. If the photo is too small or not visible in the printout (hard copy) of the application form, your application will be rejected. So, be careful while uploading the photo.
4. After uploading the photo click 'Confirm' button to check the entered details. Once uploaded you cannot change the photograph.

Step C: <u>Final Submission of Online Application Form</u>

<u>NOTE</u>: All the details need to be entered before final submission of the Application Form

1. Click the 'Confirm' Button after uploading the passport size photograph.
2. Verify the data entered and if any field need to be edited, Click 'Edit' Button. Else click 'Submit All' for final submission of the document.
3. Note that the details once submitted cannot be changed.
4. Application ID would be generated, which is needed for future reference.
5. The Candidate can take the printout of the Application Form which will be opened in the PDF Format, with the generated Application ID.

Steps to be followed after completion of Online Submission of the Application Form

1. Affix passport size photograph firmly to the print out of the application in the space provided by gum/ fevicol. The photograph should not be pinned or stapled.
2. Use the same photograph as the one uploaded.
3. The photograph thus affixed in the application form should be **attested by a Gazetted Officer.**
4. Sign and date the application form below the declaration. The declaration is meant to state that all details entered by the candidate are true and no corrections will be requested for in future.

5. Please do not alter the application form in any way.
6. The candidate is advised to keep a photocopy of the application (Complete with photo and signature) and keep it with him/her for future reference.
7. Enclose **self-attested copies of all required supporting documents mentioned below.**
8. Duly completed application must be accompanied by the demand draft. Application fee **is not refundable** under any circumstances.
9. The completed and signed application form with all the necessary enclosures should be sent to **'The Additional Director (Academic), Regional Cancer Centre, Medical College Campus, Thiruvananthapuram -695011'** by registered/speed post only and should reach The Additional Director (Academic), RCC, latest by 4pm on 17th September 2014. The envelope containing the application should be super scribed "Application for PBDON 2014".

Documents to be attached along with the application form.
1. Filled in application form
2. Demand Draft
3. Employer's Certificate as in Annexure I (Only in the case of service candidates seeking admission under DME quota) and Annexure II (for service candidates seeking admission under RCC quota).
4. Self attested copies of the following
   a. Mark list of the qualifying examination
   b. GNM Diploma / BSc Nursing Degree certificate
   c. Kerala Nurses and Midwives Council Registration Certificate
   d. Certificate proving nationality (Passport/Voter's ID/PAN card / Certificate from Tahasildar)
   e. Proof of date of birth.
   f. Community Reservation Eligibility
      i. Certificate proving caste issued by Tahasildar in case of SC/ST
      ii. Community and income certificate from Village Officer in case of SEBC

Entrance Examination

All candidates seeking admission for PBDON course must appear for the Entrance Examination. The entrance examination will be conducted on **28th September 2014**.

Instructions for the candidates appearing for the Entrance Examination
1. Admit cards have to be downloaded from the website '**www.rcctvm.org**.' They will be available online **from 4.00 pm on 24th September 2014.**
2. Admit card should be **printed in color** using ink-jet/laser printer on A4 size paper.
3. If an eligible candidate is unable to download the admit card by **25th September 2014**, he/she may contact the Administrative Office, RCC, Trivandrum; contact **Ms.Lalitha B / 0471-2522278 / 9895546790**

4. The admit card is being issued provisionally subject to scrutiny of the eligibility. It is only after verification of the eligibility that the candidate would be considered for admission. Mere appearing or qualifying in the Entrance Examination does not entitle a candidate for selection/admission.
5. Candidate must bring admit card with him/her to secure admission to the examination hall.
6. Only those with original admit card will be allowed inside the examination hall
7. Please bring your own **blue or black ball point pen**
8. Candidate will be required to sign his/her attendance at designated places in the presence of the Invigilator when directed to do so.
9. Any paper/resource materials/calculator/mobile phone/pager/lap top etc are not allowed inside the examination hall.
10. Candidates should enter the examination hall 30 minutes before the commencement of examination.
11. No candidate will be admitted to the examination hall after 15 minutes of commencement of the examination.
12. Mark your correct answers on the OMR answer sheet by darkening the circles using BLUE/BLACK BALL POINT PEN only.
13. No candidates will be allowed to leave the examination hall till the examination is over.
14. Any malpractice or attempt to commit any kind of malpractice in the examination will result in the disqualification of the candidate and withdrawal of candidature.
15. Candidates who fail to observe these regulations will be disqualified and debarred from the subsequent tests held by RCC.
16. No TA/DA will be paid for attending the examination/interview.

Scheme of entrance examination
1. Entrance examination consists of 80 multiple choice questions. Time allotted is 75 minutes.
2. One mark will be awarded for each correct answer.
3. No negative marks will be deducted for wrong answers.
4. For each question, four suggested responses will be given as choices A, B, C and D, of which only one will be the most appropriate answer. The candidate has to select and darken the circle corresponding to the most appropriate response in the OMR answer sheet provided. All entries in the answer sheet including the darkening of the circles should be done using BLUE OR BLACK POINT PEN only. Candidates are to darken only one circle for each question. In the event of darkening more than one circle/ erasing already darkened circles, the candidate shall not be awarded any marks for that answer.
5. The examination is based on GNM/ BSc Nursing syllabus.
6. There is no provision for revaluation of the answer sheet.

Appeal

The answer keys of the entrance examination will be published on the LBS website www.lbskerala.com on **28th September 2014**. Complaints, if any, from the candidates regarding the answer keys, may be sent to the Director, LBS Centre for Science and Technology, Palayam, Thiruvananthapuram in the prescribed format, so that it may reach his office **before 2.30 pm on 1st October 2014.** Complaints not substantiated with supporting documents will not be considered. The envelope containing the complaint should be super-scribed with **'RCC-Complaints regarding PBDON answer keys'**. Complaints through email will be entertained only if it is supported with written documents by post, and such complaints with documents should also be received in this office within the prescribed time limit.

An expert committee will look in to the appeal and if the appeal is found to be valid, such questions/answers will not be considered for calculation of marks at all. Only those candidates who have appeared for the entrance examination will be eligible to appeal. Written appeals should be submitted in the prescribed format available along with the prospectus (**Annexure II**I). Any appeal which does not comply with the above rules will be rejected.

Procedure for Selection

1. Candidates equal to three times the number of seats will be shortlisted for interview. The Interview carries a maximum of 20 marks.
2. The list of candidates called for interview and date and venue for the interview will be published on 9th **October 2014** on the RCC website.

Documents to be produced at the time of interview

Those who do not produce the original certificate at the time of interview will not be permitted to attend the same.

1. Admit card of the entrance examination
2. Originals of all the documents attached in the application form
   a. Original proof of date of birth
   b. Proof of Nativity
   c. Caste and / or Income certificate, if applicable
   d. Original mark lists of the BSc (N) Degree / GNM Diploma examination
   e. BSc (N) Degree / GNM Diploma certificate
   f. Kerala Nurses and Midwives Council Registration Certificate. **Cash receipt of the payment for obtaining registration from KMNC will not be accepted on any grounds.**
3. The rank list will be made strictly in the order of merit on the basis of marks for each category obtained in the entrance examination and interview conducted by the Institution.

Resolution of tie

If more than one candidate obtains same mark, it will be solved as follows:
a. The student who obtains highest mark in the written MCQ test will be ranked first.

b. If the tie persists, elder candidate will be ranked first.
c. If the tie still persists, candidate with high percentage of mark in the qualifying examination will be ranked first.
d. *Decision of selection committee shall be final*.

4. The final select list and the wait list will be published on the RCC website.
5. The final select list of service quota candidate will be prepared on the basis of merit.
6. The rank list will be valid for one month from the commencement of the course.
7. The selected candidates must report **on the prescribed date for admission**. He / She will have to produce the following documents and will have to remit the fees at the time of reporting.
   a. Admission memo
   b. Originals of all documents sent along with the application form.
   c. Fitness certificate from a registered Doctor not less than the rank of a Government Civil Surgeon.
   d. Hepatitis B vaccination certificate.
   e. Relieving order from concerned institution for service candidates from DME.
   f. Five passport size photographs.
   g. Transfer certificate from the institution last studied
   h. Original BSc Nursing Degree / GNM Diploma Certificate
   i. Kerala Nurses and Midwives Council registration certificate
8. Admission will be confirmed only after the submission of all the documents as mentioned above.
9. **Any candidate who does not report on the date of admission will forfeit their chance for admission and the seat will be offered to the next candidates in the wait list.**

BSc Nursing Degree / GNM Diploma Certificate and Kerala Nurses and Midwives Council registration certificate submitted at the time of admission will be returned only after successful completion of the course.

Execution of Bond
1. The candidates selected for the Post Basic Diploma in Oncology Nursing Course have to execute a bond in Kerala Stamp paper worth Rs.100/-(all pages of the bond should be in stamped paper) at the time of joining, to the effect that he/she shall not discontinue the course after the validity period of the rank list, else he/she has to pay an amount of One lakh as liquidated damages and forfeit the tuition fees already remitted and refund the stipend received, if any.
2. Student who discontinue after one week from the commencement of the course and before completing one month (validity period of rank list) shall forfeit the fees remitted except caution deposit. Any stipend received will have to be returned.

3. Service candidate from RCC shall execute a service bond as specified by the Centre in addition to the bond as per the clause 1 above, agreeing to serve RCC for five years after successful completion of the course.
4. Specimen of the bond will be available in the Administrative Office.
5. No admission shall be valid without getting the bond as detailed above, executed at the time of joining.

Hostel Facility

As per availability, hostel facility can be provided as shared accommodation for female candidates only. Local candidates can join as Day Scholars. Boarding charges will be Rs 6000/- per annum. Food is available from the RCC canteen at subsidized rates.

Leave rules

Twenty days of Casual Leave will be permitted during the course. Any excess leave taken will invite course extension**.**

Stipend

A stipend of Rs.5000/- per month will be given to candidates during the course period. No stipend will be given for extension of the course on any account.

IMPORTANT DATES

Event	Date
Last date for completing online application	**5.00 pm on 12th September 2014**
Last date for receiving application by post	**4.00 pm on 17th September 2014**
Downloading Admit cards	**24th September 2014**
Date of entrance examination	**28th September 2014**
Publishing Answer Key	**28th September 2014**
Challenging questions	**Till 2:30 pm on 1st October 2014**
Result of Entrance Examination	**9th October 2014**
Date of interview	**Will be published along with result of Entrance Examination**
Publishing final selection list	**One day after interview**
Date of Admission	**27th October 2014**
Date of Commencement of classes	**29th October 2014**

Preserve your admit card of the entrance examination which has to be produced before admission committee, in case of your selection

General

1. No PBDON student shall leave the country without prior sanction of the Director, RCC. Any violation will be viewed seriously warranting termination from the course

2. All students admitted to RCC will be bound by the rules and regulations as decided by the Director, RCC from time to time. The Director may take appropriate action against the offender including suspension or expulsion from the course.

3. Notwithstanding anything contained in the prospectus, the Director may at any time revise or amend any clause in the prospectus

4. The jurisdiction for court cases / dispute shall be within the exclusive jurisdiction of competent courts at Thiruvananthapuram.

Thiruvananthapuram
21st August -2014   **Sd-**
                                                                    Additional Director

ANNEXURE I
EMPLOYER CERTIFICATE

Mr/Ms……………………………………………………………………..is working as ……………………………………….w.e.f………………………...He /She is a permanent employee of the………………………….He/ She is eligible for seeking admission to Post Basic Diploma in Oncology Nursing Course in Regional Cancer Centre ,Thiruvananthapuram. He/She will be relieved for the period of one year for undergoing the course if selected and admitted to the course at Regional cancer Centre. His/ Her salary/stipend will be paid by the Employer during the one year period of the course.

Certified & Recommended by

Name of the Employer…………………………..

Name of the Institution………………………

Date   seal

ANNEXURE II
EMPLOYER CERTIFICATE (RCC)

Mr/Ms……………………………………………………………………..is working as ………………………………on regular service w.e.f…………………………... She/he is eligible for seeking admission to Post Basic Diploma in Oncology Nursing Course in Regional Cancer Centre Thiruvananthapuram. She/he will be relieved for the period of one year for undergoing the course if selected and admitted to the course at Regional cancer Centre. Her/ His salary will be paid by the Regional Cancer Centre during the one year period of the course.

Certified & Recommended by

Director

Regional Cancer Centre
Thiruvananthapuram

Date   seal

Annexure III

Format for challenging questions/ answers
Post Basic Diploma on Oncology Nursing Entrance Examination October 2014

- Use separate sheets for each questions / answer appeal
- Incomplete appeals will be rejected

Name of the candidate	
Admit card number	
Question Number	
Error as noticed by the candidate	
Correction as suggested by candidate	
Reference for the correction suggested (Name of the text, edition, volume, chapter, page, line)	