

**REGIONAL CANCER CENTRE
THIRUVANANTHAPURAM**



**PROSPECTUS FOR ADMISSION TO
POST BASIC DIPLOMA IN ONCOLOGY NURSING 2017-2018
(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 36th 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 2,23,105 patients including over 15,939 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 and Information services division.

The Nursing Division plays a pivotal role in rendering comprehensive care to patients undergoing specialized oncology treatment, bone marrow transplantation, safe handling and administration of chemotherapeutic drugs and management of side effects of chemotherapy in adults and children. In addition to this, the division conducts special clinics on central venous access device insertion and care, stoma care, head and neck 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 centres 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 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 2017-18 at RCC Thiruvananthapuram, approved by Government of Kerala, Indian Nursing Council and Kerala Nurses and Midwives Council (KNMC).
2. Admission to the course is on the basis of marks scored by the candidates in their qualifying examination (BSc Nursing / GNM), based on a common index system.
3. Admission of the candidates under Service Quota will also be on the basis of marks scored by the candidates in their qualifying examination (BSc Nursing / GNM), based on a common index system, in the respective category.

4. Duration of the Course

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

5. Fees

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

6. 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), 3% of the seat for those with locomotor disability in tune with 40% to 50% of lower extremity disability and mandatory reservation seats based on the community reservation protocols.
- b. Seats remaining vacant in any service quota or locomotor disability quota will revert to General Merit category.

Total Number of Seats	20 (Twenty only)
Distribution of the seats	
General Merit	11
SEBC	2
SC/ST	2
Service quota for RCC Staff	2
Service quota for DME candidates	2
Locomotor disability (40 to 50 %) quota	1

7. Eligibility for Admission

Applicants should satisfy the following eligibility conditions:

- a. Should be an Indian citizen.
- b. Should possess RN/RM registration from Kerala Nurses and 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 the last date for submission of application 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 candidates should possess all the qualifications (Degree/Diploma, KNMC Registration) as on the last date of submission of application as prescribed by RCC.

CLAIM FOR RESERVATION AND CERTIFICATES TO BE PRODUCED

1. Claims for reservation under SC/ST, SEBC, Locomotor disability and under Service Quota must be made by the candidate at the time of submission of application 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. 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.
3. Candidate seeking admission under Service quota from RCC should be a Staff Nurse with minimum 5 years of regular service in the Centre. Such candidates should enclose certificate as in **Annexure II** which is certified and recommended by the Director, RCC.
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.
6. Disability certificate: Certificate of disability from the District Medical Board, certifying the degree of percentage of disability issued not earlier than 3 months prior to submission of application. No document/certificate other than above will be accepted.

How to Apply

Very important Note:

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

- 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 India, Medical College Branch, Thiruvananthapuram** or any of its service branches.

IMPORTANT INSTRUCTION FOR APPLICANTS (For filling Online Application Form)

NOTE: 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 30th September 2017**. Completed print out of the application with supporting documents should reach RCC not later than **4.00 pm on 5th October 2017**.

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. 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. Put Signature and date in 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 Director, Regional Cancer Centre, Medical College Campus, Thiruvananthapuram -695011**' by registered/speed post only and should reach the office of the Director, RCC, latest by 4.00 pm on 5th October 2017. The envelope containing the application should be super scribed "Application for PBDON 2017".

Documents to be attached along with the application form.

1. Demand Draft
2. 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).
3. Self attested copies of the following
 - a. Mark lists of all years of qualifying examination
 - b. GNM Diploma / BSc Nursing Degree certificate
 - c. Kerala Nurses and Midwives Council Registration Certificate
 - d. Proof of nationality (Passport/Voter's ID/PAN card / Certificate from Tahasildar)
 - e. Proof of date of birth (Passport/Voter's ID/ Birth Certificate/ Class X Pass certificate / Secondary School Leaving Certificate)
 - f. Disability certificate
 - g. 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

PROCEDURE FOR SELECTION

Preparation of Rank lists

1. Provisional rank list of candidates other than service candidates

Rank list for candidates other than service candidates shall be prepared according to the marks scored by the candidates in their qualifying examination, based on a common index system.

Resolution of Tie: If more than one candidate obtains equal marks in the qualifying examination, tie breaking will be carried out in the following pattern.

- a. In case of a tie in the total marks computed for ranking, the candidate with higher marks obtained for the subject Medical Surgical Nursing put together will be placed higher in the ranking.

- b. If the tie again persists, the candidate with higher marks obtained for the subject Child Health Nursing will be placed higher in the ranking.
- c. If the tie still persists, the age of the candidate will be taken into account and the older will be placed higher in the ranking than the younger.
- d. ***Decision of selection committee shall be final***

2. Provisional rank list of Service Candidates

Provisional Rank list for service candidates shall be prepared according to the marks scored by the candidates in their qualifying examination, based on a common index system.

Resolution of Tie for service candidates:

- a. If a tie exist, service seniority will be considered based on the Service Certificate issued by the DME / Director RCC as the case may be. Seniority of service will be taken after excluding Leave Without Allowance/ Extra Ordinary Leave.
 - b. If the tie still persists, the age of the candidate will be taken into account and the older will be placed higher in the ranking than the younger.
 - c. ***Decision of selection committee shall be final.***
3. The final select list and the wait list will be published in the RCC website.
 4. The rank list will be valid for one month from the commencement of the course.
 5. The selected candidates must report **on the prescribed date for admission**. He / She will have to produce the documents mentioned below and will have to remit the fees at the time of reporting.

Documents to be produced at the time of Counseling

1. Originals of all the documents attached in the application form
 - a. Proof of date of birth
 - b. Proof of Nativity
 - c. Caste and / or Income certificate, if applicable.
 - d. Disability certificate, if applicable.
 - e. Original mark lists of all years of the BSc (N) Degree / GNM Diploma examination

- f. BSc (N) Degree / GNM Diploma certificate
- g. Kerala Nurses and Midwives Council Registration Certificate. **Cash receipt of the payment for obtaining registration from KNMC will not be accepted on any grounds.**

Any candidate who does not report on the date of Counseling with all the necessary documents will forfeit their chance for admission.

Documents to be produced at the time of Admission

The selected Candidate must report on the prescribed date for admission at Administrative Office, RCC. 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. Bond in the prescribed format.
 - i. Original BSc Nursing Degree / GNM Diploma Certificate
 - j. Original Kerala Nurses and Midwives Council registration certificate
 - k. Anti-ragging undertaking by both Student and Parent
2. Admission will be confirmed only after the submission of all the documents as mentioned above.
3. **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 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 total Rs.500/-(all pages of the bond should be in stamped paper) at the time of admission, 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 admission.

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.7000/- 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 30th September 2017
Last date for receiving application by post	4.00 pm on 5th October 2017
Publishing final Rank list	13th October 2017
Counselling date	20th October 2017
Date of Admission	23th October 2017
Date of Commencement of classes	26th October 2017

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.

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.

All students and their parents or guardians are required to submit a combined undertaking at the time of registration/admission in prescribed format available in the Administrative Office, RCC, which is mandatory for registration/admission.

General Conditions:

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. Any other items not specifically covered in this Prospectus will be decided by the Director of Regional Cancer Centre. Thiruvananthapuram and his/her decision shall be final.
5. The jurisdiction for court cases / dispute shall be within the exclusive jurisdiction of competent courts at Thiruvananthapuram.

Thiruvananthapuram
13/09/2017

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.

Total length of service excluding LWA (in YY/MM/DD):
(As on Last date of submission of Application)

Certified and 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.

Total length of service excluding EOL (in YY/MM/DD):
(As on Last date of submission of Application)

Certified and Recommended by

Director
Regional Cancer Centre
Thiruvananthapuram

Date

Seal