

MALABAR CANCER CENTRE

(An autonomous centre under the government of Kerala)

Thalassery, Moozhikkara, Kannur, Kerala 670103

Web:www.mcc.kerala.gov.in



PROSPECTUS

POST BASIC DIPLOMA IN ONCOLOGY NURSING ADMISSION 2017-2018

(Recognized By Indian Nursing Council and Kerala Nurses and Midwives Council)

MALABAR CANCER CENTRE- AN OVERVIEW

Malabar Cancer Centre, Thalassery is an autonomous institution under Department of Health and Family Welfare, Government of Kerala, established in the year 2000 for providing a comprehensive cancer care with a global perspective. Since its inception Malabar Cancer Centre grown tremendously in terms of treatment and prevention of cancer. A collaborative and compassionate team effort is needed to alleviate the sufferings of cancer; however the increasing incidence of cancer demands sufficient man power in order to deliver a quality cancer care. So Malabar Cancer Centre realized the need for mobilizing a task force for delivering quality cancer care, and this can be accomplished through conducting various academic programs in cancer care. As a part of this agenda we took a step towards better care for patients and molding professionally competent nurses through an intensive training program in oncology nursing.

Malabar cancer centre has technologically advanced departments of Radiation Oncology, Surgical Oncology, Medical Oncology and Pediatric Oncology supported by allied services such as Pathology, Laboratory services and Translational research, Imageology, Nuclear Medicine, Anesthesiology, Microbiology, Nutrition and Dietetics, Transfusion Medicine, Laboratory services and Nursing services. The center also has separate divisions for Community Oncology, Medical Records, Cancer Registry and Epidemiology, Clinical Research and biostatistics, Palliative Medicine, Dentistry and Rehabilitation, 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 Department plays a crucial role in delivering ample care to clients undergoing specialized oncology services, 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 stoma care and lymph edema prevention. Educational activities are an integral part of the Department. We conduct regular in-service educational sessions for the nursing staff and also 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 squad 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 2017 – 18 at Malabar Cancer Centre, Thalassery, approved by Government of Kerala, Indian Nursing Council and Kerala Nurses & Midwives Council (KNMC).
2. Candidates seeking admission for the course should undergo a Nursing Skill test and those who qualify the above will alone be considered for ranking. 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. ***The candidates will not be given any separate/additional weightage for the skill test. Those who do not qualify the skill test and/or who do not attend the skill test will not be considered for ranking.*** The seats are reserved for the candidates (other than service quota) in the ratio of 1:1:1 (B.Sc., Post B.Sc., GNM,) if any vacant seats are reported in the respective category it will be equally distributed to other categories.
3. Admission of the candidates under Service Quota:
For MCC candidates: The Nursing service department can recommend the candidates those who are satisfying the eligibility criteria.
For DME/Health Service candidates: The director of the concerned departments can recommend the candidates those who are satisfying the eligibility criteria.
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. **Tuition Fee**
The following fees (in rupees) are payable for Post Basic Diploma in Oncology Nursing Course
 - **Caution deposit (Refundable):Rs. 1000/-**
 - **Tuition Fee: Rs. 20,000/-**
 - **Registration and 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 State Service and 10% for nursing staff from MCC), 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 falling vacant under Service Quota in Medical Education shall be added to Service Quota of Health Services and vice versa. If seats still remain vacant they will be added to the mandatory quota.
- c. The seats un-availed by the Scheduled Castes candidates will go to the Scheduled Tribes candidates and vice versa.
- d. The seats un-availed by the SC/ST candidates will go to "Other Eligible Community" (OEC) candidates. The seats that still remain un-availed will go to the State Merit Quota.
- e. The seats un-availed by the SEBC category candidates will be allotted under State Merit in the final allotment in the stream

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

*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.

Eligibility for Admission

Applicants should satisfy the following criteria:

- 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, Post basic B.Sc. Nursing, General Nursing and Midwifery
- d. Age limit: Upper age limit is 35 years 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 candidate should possess all the qualifications (Degree/Diploma Certificate, KNMC Certificate) dated on or before the last date for submission of application as prescribed by MCC.

CLAIM FOR RESERVATION AND CERTIFICATES TO BE PRODUCED

- a. 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.
- b. Candidate seeking admission under Service quota from MCC should be a Staff Nurse those who have completed probation period. Candidate seeking admission under service quota from MCC should enclose certificate of recommendation as in Annexure – II which is signed by nursing superintendent, a relieving order as in Annexure – III, issued by the Director, MCC should submit at the time of admission.
- c. Candidates seeking admission under service quota from DME/Health Services should enclose certificate as in Annexure – I which is certified and recommended by Director of Medical Education/Health Services. The allotment of seats will be made strictly on the basis of rank, service seniority, availability of seats at the time of counseling and based on the options exercised by the candidate at the time of counseling.
- d. Community and income certificate should be produced from Village Officer in case of socially and Educationally Backward Community.
- e. Candidates claiming reservation under Scheduled Caste/Scheduled Tribes quota shall obtain the caste/community certificate from a Tahsildar.

- f. 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

1. Applicant must read all details of the course available on the website: www.mcc.kerala.gov.in before filling up the form. If information furnished is found to be false then the applicant's candidature / registration/ admission will be cancelled / terminated without intimation. Read the prospectus carefully before filling the application.
 - a. Application procedure is common for all candidates seeking admission to the course.
 - b. The applications should be submitted ONLINE through our website www.mcc.kerala.gov.in. Please use the link www.mcc.kerala.gov.in/pbdon/mccapp.php for online application submission.**
 - c. The applications that are not complete in all respect **will not be considered.**
 - d. The marks scored by the candidates in their qualifying examination, after bringing to a common index system.
 - e. Claims in respect of Qualifications, registration, reservation, nationality etc. should be supported by copies of relevant documents; candidates may be required to produce the originals at the time of counseling.
 - f. No TA/DA will be paid for the Skill test/counseling.
 - g. Please assure that you have the following before proceeding to Online Registration.**
 - a) Your photograph in digital form with the following specifications;**
Maximum Image Size: 30Kb,
Image Dimension: 150W X 200H px,
Image Type: .jpg format. (Passport size photograph preferably in light background without wearing cap and goggles)
 - b) The details of Remittance of Application Fee Rs. 500/- (for general), Rs.250/- for SC/ST). The amount may be transferred to the following account by RTGS/NEFT and the reference number should be specified in the online application.**
Account Number: **1154104000063258**
Bank:-**IDBI**
Branch: **Thalassery**
IFSC Code: **IBKL0001154**
(Application fee is not refundable under any circumstances)
- h. The last date of submission of ONLINE application is **04.30 PM, 31-08-2017**

- i. Late applications will not be considered after the Last date of submission.
- j. Please do not alter the application form in any way.
- k. 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.
- l. Enclose self-attested copies of all required supporting documents mentioned below.
All Candidates should take printout of completed **online application** form and **put the signature on the specified area** with all the necessary documents should be sent to **‘The Director, Malabar Cancer Centre, P.O Moozhikkara, Thalassery, Kannur – 670103’** by registered/speed post only and should reach the office of the Director, MCC, latest by **20/09/2017**. The envelope containing the application should be super scribed **“Application for PBDON 2017-18”**.
- m. **The Director, MCC** will hold the right to reject any application without any information.
- n. All communications regarding selection process from MCC will be through e-mail/SMS only. Candidates are advised to visit our website **www.mcc.kerala.gov.in**. regularly for updates/ notices and announcements.

Documents to be attached along with the application form.

- Employer’s Certificate as in Annexure I (Only in the case of service candidates seeking admission under DME and Health Service quota) and Annexure II and III (for service candidates seeking admission under MCC quota).
- Self attested copies of the following
 - Mark lists of all years of qualifying examination
 - B.Sc. Nursing/Post Basic Nursing/GNM Diploma/Degree certificate
 - Kerala Nurses and Midwives Council Registration Certificate
 - Proof of nationality (Passport/Voter’s ID/PAN card / Certificate from Tahasildar)
 - Proof of date of birth (Passport/Voter’s ID/ Birth Certificate/ Class X Pass certificate / Secondary School Leaving Certificate)
 - Disability certificate **(If applicable)**
 - Community Reservation Eligibility
 - Certificate proving caste issued by Tahasildar in case of SC/ST
 - Community and income certificate from Village Officer in case of SEBC

PROCEDURE FOR SELECTION

1. All candidates (except service candidates) seeking admission for the course should undergo a Nursing Skill test and those who qualify the above will alone be considered for ranking. 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. ***The candidates will not be given any separate/additional weightage for the skill test. Those who do not qualify the skill test and/or who do not attend the skill test will not be considered for ranking.***

2. Service candidates will be selected and recommended by the concerned department heads based on the respective department's eligibility criteria.
3. The final rank list of all category candidates will be published in MCC website

Documents to be produced at the time of Admission

The selected Candidate must report on the prescribed date for admission at Administrative Office, MCC. He / She will have to produce the following documents and will have to remit the fees at the time of reporting.

- Admission memo
- Originals of all documents sent along with the application form.
- Fitness certificate from a registered Doctor not less than the rank of a Government Civil Surgeon.
- Hepatitis B vaccination certificate.
- Relieving order from concerned institution for service candidates from DME/DHS/MCC.
- Five passport size photographs.
- Transfer certificate from the institution last studied
- Bond in the prescribed format.
- Original B.Sc. Nursing Degree / GNM Diploma Certificate
- Original Kerala Nurses and Midwives Council registration certificate. Cash receipt of the payment for obtaining registration from KMNC will not be accepted on any grounds.
- Anti-ragging and substance abuse policy undertaking by both Student and Parent. The policy and format will be available in our website

1. Admission will be confirmed only after the submission of all the documents as mentioned above. The admission will be cancelled, if the candidate has produced any fake certificate
2. 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.

B.Sc. Nursing Degree/ Post Basic B.Sc. Nursing/ 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.100/- 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. Specimen of the bond will be available in the Administrative Office.
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 MCC shall execute a service bond as specified by the Centre in addition to the bond as per the clause 1 above, agreeing to serve MCC for five years after successful completion of the course. Specimen of the bond will be available in the Administrative Office.
4. Service candidate from DME/DHS shall execute a service bond as specified by the concerned department heads
5. No admission shall be valid without getting the bond as detailed above, executed at the time of admission.

Hostel Facility

Hostel facility should be provided as per the availability.

Leave rules

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

Students will be eligible for public holidays as per MCC rules.

Stipend

A stipend of rupees 10,000/- per month will be given to candidates during the course period. No stipend will be given for extension of the course on any account.

For service candidates His/ Her salary/stipend will be paid by the Employer during the one year period of the course.

IMPORTANT DATES

Last date for submitting online application 4.30 PM, 31/08/2017

Last date for receiving printout of online application by post 4.30 PM, 20/09/2017

Date of skill test/counseling: 10 AM, 10/10/2017

Publishing final Rank list: To be informed later

Date of counseling: 23/10/2017

Date of Commencement of classes: 30/10/2017

General Conditions:

- A Student discontinue the course after the last date of closing of admission, he/she will not be eligible to get the refund of the remitted fee except caution deposit.
- No PBDON student shall leave the country without prior sanction of the Director, MCC. Any violation will be viewed seriously warranting termination from the course
- All students admitted to MCC will be bound by the rules and regulations as decided by the Director, MCC from time to time. The Director may take appropriate action against the offender including suspension or expulsion from the course.
- Notwithstanding anything contained in the prospectus, the Director may at any time revise or amend any clause in the prospectus
- Any other items not specifically covered in this Prospectus will be decided by the Director of Malabar Cancer Centre, Thalassery and his/her decision shall be final.
- The jurisdiction for court cases / dispute shall be within the exclusive jurisdiction of competent courts at Thalassery.

Place: Thalassery

DIRECTOR

Date:

PROSPECTUS PBDON

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 Malabar Cancer Centre ,Thalassery. He/She will be relieved for the
period of one year for undergoing the course if selected and admitted to the course at Malabar
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 DD/MM/YY):
(As on Last date of submission of Application)

Certified & Recommended by

Name of the Employer.....

Name of the Institution.....

Date

Seal

ANNEXURE II
RECOMMENDATION LETTER
(For MCC Candidates)

I am pleased to recommend Mr/Msis working as
for Post Basic Diploma in Oncology Nursing Course in Malabar Cancer Centre, Thalassery. He/she
has regular service w.e.f..... and he/she is having GOOD CHARACTER.

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

Certified & Recommended by

Nursing Superintendent

Malabar Cancer Centre

Thalassery

Date

Seal

ANNEXURE III
RELIEVING ORDER
(For MCC Candidates)

Mr/Ms.....is working as
.....on regular service w.e.f..... She/he is
recommended by Nursing Service Department for admission to Post Basic Diploma in Oncology
Nursing Course in Malabar Cancer Centre, Thalassery. She/he will be relieved for the period of one
year (from to) for undergoing the course if selected and admitted to the
course at Malabar Cancer Centre. His/Her salary will be paid by the Malabar Cancer Centre during
the one year period of the course.

Director
Malabar Cancer Centre
Thalassery

Date

Seal