



GOVERNMENT OF KERALA

**PROSPECTUS FOR ADMISSION TO
MASTER OF PHYSIOTHERAPY (MPT)
2025-26**

(Approved by G.O.(Rt) No. 1954/2025/H&FWD Dated 15.7.2025 Thiruvananthapuram,)

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PROSPECTUS FOR POST GRADUATE DEGREE IN
Master of Physiotherapy(MPT)
2025-26

1 INTRODUCTION

Prospectus for Admission to the Master of Physiotherapy(MPT) course in the academic year 2025-26 which have been approved by the Government of Kerala, is published herewith. It contains general information and rules relating to the admission of MPT course for the academic year 2025-26, and other related information. Candidates are required to go through the Prospectus carefully and acquaint themselves with all the relevant information. Candidates are also requested to visit the official website of the LBS Centre for Science and Technology www.lbscentre.kerala.gov.in regularly for notifications, updates and announcements.

The Prospectus issued in earlier years for the course is not valid for the year 2025-26. This Prospectus sets out the rules and regulations for selection and admission to the MPT course conducted by various institutions within the State of Kerala.

2 COURSES, DURATION AND ELIGIBILITY FOR ADMISSION

2.1 Nativity: Only Indian citizens are eligible for admission unless otherwise notified. Persons of Indian Origin (PIO)/Overseas Citizen of India (OCI) will also be treated at par with Indian citizens for the limited purpose of admissions. However, PIO/OCI candidates will not be eligible for any kind of reservation.

2.2 COURSES

2.2.1 Masters Degree in Physiotherapy(MPT)

A. MPT course offers 6 specialisations (5 seats each).

- 1. Master of Physiotherapy in Cardio Respiratory**
- 2. Master of Physiotherapy in Musculo Skeletal and Sports**
- 3. Master of Physiotherapy in Neurology**
- 4. Master of Physiotherapy in Pediatrics**
- 5. Master of Physiotherapy in Community Health and Geriatrics**
- 6. Master of Physiotherapy in Obstetrics and Gynecology**

B. ACADEMIC ELIGIBILITY

Candidates, who have passed the BPT examination Degree from any of the Universities in Kerala or from any other University recognized by Kerala University of Health Sciences (hereafter KUHS), with 50% marks (aggregate of all the years of University examinations of the course) through full time regular mode of study. The candidate shall have obtained permanent registration in the respective state council wherever applicable.

2.3 SC/ST and SEBC candidates will be granted a relaxation of 5% in the required academic eligibility marks, in cases where the minimum pass percentage is not 50%.

2.4 In case of Grade system, Grade to percentage of marks conversion scheme obtained from the University shall be uploaded along with the application.

2.5 The applicants should satisfy the minimum requirements for admission before the last date fixed for submission of application.

2.6 Duration: The duration of the courses is 2 years. The maximum permitted period for completion of the courses shall be 4 years.

2.7 No upper age limit.

3. MODE OF SELECTION TO THE COURSE

The selection of students for the courses shall be made strictly based on merit . The Director, LBS Centre for Science and Technology will prepare the rank list of candidates. Cut-off date of admission is as prescribed by Government of Kerala/KUHS.

4. INSTITUTIONS AND SEATS

The list of institutions offering the courses will be published on the website www.lbscentre.kerala.gov.in prior to the Centralized Allotment Process.

4.1 Categorization of Seats

- **Government seats:** Merit Seats against which the **Director, LBS Centre** makes allotment are called ‘Government Seats’.
- **Management seats:** Seats other than ‘Government seats’ will be filled by the Management. Changes can be made only with Government approval.
- 50% of the seats in all institutions are Government seats. The remaining 50% seats are management seats.
- The total number of seats available for the course will be finalized prior to the commencement of the Centralized Allotment Process -2025. The number of seats earmarked for various categories for the course will also be finalized and notified before Centralized Allotment Process – 2025, for the course.
- The allotment of seats from among the candidates in the rank list will be made by the Director, LBS Centre for Science & Technology, Thiruvananthapuram, as per merit and on the basis of options received from the candidates. Details will be available in the website of Director, LBS Centre for Science & Technology, Thiruvananthapuram <https://lbscentre.kerala.gov.in> regarding counseling and other details.

4.2 RESERVATION OF SEATS:-

4.2.1 Reservation for Persons with Disabilities: 5% percent of the seats available for the state for allotment from the state rank lists, for all the courses in all the Government/Aided/Govt. Cost Sharing Colleges are reserved for the candidates with disabilities.(for details refer clause 5.1.4)

4.2.2 Total seats available under Government seats are categorized under State Merit Quota, SEBC Quota, and SC/ST Quota.

Merit seats	– 63%
SEBC	- 27%
SC/ST	– 10%

4.2.3 Claim for reservation under socially and educationally backward classes (SEBC) : Out of the total seats under State Quota, 27% seats shall be reserved for candidates belonging to Socially and Educationally Backward Classes. The percentage breakup of seats as per the SEBC reservation is as follows (vide Letter No.S3/325/2021-Health,Dated 12/11/2021).

Ezhava (EZ)	8%
Muslim (MU)	7%
Other Backward Hindu (BH)	7%
Latin catholic & Anglo Indians (LA)	3%

Other Backward Christian (BX) 1%

Kudumbi (KU) 1%

(As per GO (Ms).195/2021/H&FWD Dated; 30/10/2021 the reservation to SEBC Candidates was made at the rate of 27% for PG Medical Courses.)

5. CLAIMS FOR RESERVATION AND FEE CONCESSION AND CERTIFICATES TO BE UPLOADED

Claims for Special/Mandatory reservation must be made by a candidate at the time of submission of application form by uploading supporting documents as required. The claim has to be specified in the application form. Claims made after the last date of submission of application form will not be entertained even if supporting evidences are produced. The claims for any type of reservation once made in the application form cannot be altered by the candidate after final submission under any circumstances.

5.1 Claims for Mandatory Reservation:

5.1.1 State Merit: The seats under the State Merit (SM) will be filled purely on merit in the qualifying examination irrespective of the category/community to which the candidates belong.

5.1.2 Reservation to socially and Educationally Backward Classes (SEBC):-

- a. Reservation to the socially and Educationally Backward Classes will be in accordance with the provisions in G.O. (P) 208/66/Edn. Dated 02.05.1966, G.O(MS) No95/08/SCSTDD dt 6/10/2008, G.O. (Rt) No.3742/09/H&FWD dated 24.12.2009 , G.O(P) No.1/2015/BCDD dt 1/1/2015 and GO(Ms)No.05/2020/BCDD,dated16.03.2020 and also As per G.O (Rt) No: 08/2021/H&FWD Dated: 21/06/2021, G.O (Rt) No. 01/2022/BCDD. Dated: 9 25.02.2022 and as amended from time to time.
- b. Candidates belonging to socially and Educationally Backward Classes as per G.O. (P) 208/66/Edn. Dated 02.05.1966 and G.O (P) No.1/2015/BCDD dt 1/1/2015 should upload a certificate to the extent that the candidates belongs to the community which is designated as a Socially and Educationally Backward Class and does not belong to the category of Creamy layer. Only the claims of the candidates of those communities that are included in the SEBC list as Annexure II(e) will be considered.
- c. Claims by candidates belonging to other communities, which are not included in the list, will be rejected even if certificates from the Village Officer have been obtained and uploaded along with the online application form.
- d. Candidates claiming reservation under SEBC Quota should invariably upload Non-Creamy layer Certificate for the State Government Education purpose obtained from the Village Officer concerned. The candidature/allotment/admission of the candidates who upload fake Non-Creamy layer certificate is liable to be cancelled. Such candidates are also liable to be debarred from appearing for the allotment/admission process for a period extending up to two years.
- e. Reservation under SEBC for children of inter-caste married couples: Children of Inter caste married couple with either the father or mother or both belonging to a community included in SEBC list, are eligible for reservation under SEBC. Such candidates should upload a **Non-Creamy layer certificate for State Education Purpose** specifying the community of the candidate from the Village Officer in the Proforma available along with the online application. Candidates with father and mother belonging to different communities, both of which are included in the SEBC list, can avail communal reservation under any one of the communities of their parents, to be mentioned by the candidate in the relevant column of the online application. (For example a candidate born out of inter-caste marriage between an Ezhava and a Muslim can claim the reservation benefit applicable either to Ezhava or Muslim only and not against both). The claim made in the online Application will be final and cannot be changed subsequently.

- f. 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 GO (Ms) No.25/2005/SCSTDD dated 20.6.2005, and if eligible for reservation under SEBC, will be granted the same, based on the Non-Creamy layer certificate for the State Government Education purpose and the inter-caste marriage certificate issued by Tahsildar and to be uploaded along with the online application.
- g. The reservation benefits under SEBC are given to the castes and communities listed in Annexure Any candidate whose community is not included in any of the categories belonging to SEBC list will not be considered for reservation benefits. He/She will not be eligible for relaxation of qualifying marks also. Candidates claiming reservation under SEBC Quota shall upload the certificates in proof of the same along with the online application. Late submissions will not be accepted.
- h. The seats un-availed by the SEBC category candidates will be transferred to State Merit.

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

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

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

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

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

- (a) The applications for the reserved seats of Scheduled Castes/Scheduled Tribes candidates, which do not contain SC/ST Certificate (community Certificate) from the Tahsildar, 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 upload community Certificate from the Tahsildar concerned along with a copy of Gazette Notification regarding re-conversion.
- (b) 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.

WARNING: Those who produce false SC/ST Certificate for claiming reservation under SC/ST quota shall be liable for the penalties stipulated in section 15 of the Act referred to in Clause(c) above. Candidates and their guardians who make such applications are warned that in addition to prosecution they will have to suffer the following consequences, in case the SC/ST Certificate produced is found to be false and the candidate does not belong to any SC/ST communities, under section 16 of the Act "Benefits secured" on the basis of false community Certificates will be withdrawn.

- (c) Whoever not being a person belonging to any of the Scheduled Castes or Scheduled Tribes secures admission in any educational institution against a seat reserved for such castes or tribes or secures any appointment in the Government, Government Undertakings, Local Authority or in any other Company or Corporation owned or Controlled by the Government or in any aided institution against a post reserved for such castes or tribes or enjoys any other benefits intended exclusively for such castes or tribes by producing a false community Certificate shall, on cancellation of the false community Certificate, be removed by cancelling the irregular admission in the concerned educational institution, or as the case may be removed from the said service forthwith and any benefit enjoyed by him as aforesaid shall be withdrawn forthwith.
- i) 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.
- ii) 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.

5.1.4 Claim for Persons with Disabilities (PwD) Quota: For claiming reservation, candidate must indicate PD status on the application and an attested copy of the certificate of disability from District Medical Board, certifying the percentage of disability, has to be uploaded during the online application process. No document / certificate other than those mentioned above will be considered for determining disability. If sufficient candidates are not available, the seats will be merged to State merit.

5.2 Claim for fee concession:

- 1. Claim for fee concession to OEC candidates as listed in Annexure II(c):** Candidates belonging to Other Eligible Communities as listed in Annexure II(c) are exempted from payment of fee at the time of allotment to Professional Degree Courses under Government/Community quota as per G.O. (MS) No. 36/07/SCSTDD dated 03.07.2007. Those OEC candidates who have uploaded 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 upload the Community Certificate obtained from the village officer along with the online application for availing the fee concession.
- 2. Claim for fee concession to the candidates belonging to communities listed in Annexure-II(d):** Candidates belonging to the communities listed in Annexure II(d) whose annual family income is up to Rs.6 lakhs are exempted from payment of fee at the time of allotment to Professional Degree Courses under Government/Community Quota as per GO (MS) No. 10/2014/BCDD dated: 23.05.2014. They should upload Community and Income Certificates from the Village Officer along with the online application.
- 3. Claim for fee concession to the children of Fisherman:** Candidates who are the children of Registered Fishermen allotted against merit seats are exempted from payment of fees to Professional PG/Degree Courses as per GO (MS) No.47/14/FPD, Dated 09.06.2014 if they upload a certificate from Fisheries Officer concerned of Kerala Fishermen Welfare Fund Board along with the application.
- 4. 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 Revenue Authority for claiming of "STATE EDUCATION PURPOSE" at the time of admission.

The candidature/allotment/admission of the candidates who furnish false income certificate is liable to be

cancelled. Such candidates are also liable to be debarred from appearing for the allotments for a period extending up to two year).

Note:- Income from salary:- In the case of candidates whose parents are employed, the Basic Pay and Dearness Allowance of the employee(s) are to be taken into account for the purpose of calculating total annual family income. Inclusion of interim relief in the annual income will be as per the orders of Revenue Department. HRA, Special Pay, Deputation pay, TA, PTA, honorarium etc. need not be counted for calculating the annual family income.

5.3 Other general rules for Special /Mandatory Reservation:

- The seats un-availed by the Scheduled Castes candidates will go to the Scheduled Tribes candidates and vice versa.
- 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 in the final allotment in the stream.
- The seats un-availed by the SEBC category candidates will be allotted under State Merit in the final allotment in the stream.

6. CLAIM FOR NATIVITY

Candidates seeking admission to the course will be categorized as **Keralite** and **Non- Keralite**.

(i) **Keralite:** A candidate of Kerala origin will be categorized as a Keralite.

(ii) **Non-Keralite candidates will be considered only for 'State Merit' seats and will not be eligible for any reservations or fee concessions.**

6.1.1 Certificates to prove Nativity as Keralite:

In order to prove that a candidate is an Indian Citizen of Kerala origin , he/she has to produce one of the following Certificates:

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

OR

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 candidates with corroborative Certificate to establish the relationship between the parent and the candidate.

OR

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

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

Certificate from the Village Officer / Tahsildar to show that the candidate or his / her father/mother was born in Kerala.

7 HOW TO APPLY

Applications for admission to the PG courses must be submitted online through a single application. The online application facility is available at **www.lbscentre.kerala.gov.in**. Prospectus can also be downloaded from here. Application forms & Prospectus will not be available by post or from any other office. Submission of more than one application by a candidate will result in the rejection of their candidature.

7.1 APPLICATION FEE:

The application fee will be as follows:

For General candidates	:	Rs 1200/-
For SC/ST candidates	:	Rs 600/-

7.1.1 Remittance of Application Fee:-

Application fee can be remitted by all applicants at any one of the notified branches of a Scheduled Bank in Kerala, using the Challan generated online during the process of submission of application form online or through online payment facility as described in clause 7.2.

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

7.2 Submission of Application Form:- Candidate has to visit the website **www.lbscentre.kerala.gov.in** and click the tab 'Various Allotments' and proceed by clicking 'Admission to MPT Course - 2025' under Centralised Allotments.

Step 1: Registration:

Candidate should click the button "NEW CANDIDATE". The personal details of the candidates have to be filled in the page thus obtained. All the basic information, required in the application is to be filled in at this step. Before filling the details, read the Prospectus carefully. The data provided here will be used for processing the application. Any mistake in filling this sheet or providing false/incomplete/wrong information will affect the candidate's eligibility for admission or claim for reservation under any category. It is obligatory that the candidate should fill all the items in the registration stage. If the data is filled completely, after confirming that all the information given are correct and true, click the Save and Continue button to complete the registration process.

Step 2: Fee payment

At this step, the candidate has to make the payment of application fee by way of Online Payment or by way of challan. **Select the Mode of Payment**

A. Online Payment

The fee may be paid by credit card/debit card/Internet Banking. On successful payment of fee, a Payment Confirmation page will appear displaying the message „Transaction Successful „. This page will display the Application number, Transaction Id, Challan number, Date and Amount. . **Candidate should note this application number and challan number which will be required for future LOGIN OF FEE REMITTED CANDIDATES.** If the payment is unsuccessful, the message „Transaction Unsuccessful“ will be displayed. Due to communication failure, if the outcome of the payment attempt is not displayed, the „Payment“ tab in the candidate's home page should be checked to see if it has turned green. If not, the transaction was unsuccessful and the payment needs to be made again and ensure that its successful. If the amount was debited from the account of the candidate for an unsuccessful transaction, the debited amount will be reverted to that account within 5-7 working days.

B. Challan Payment

When mode of payment by challan is selected, a three part challan form (Candidate copy, office copy and Bank Copy) will appear on the screen. Candidate has to take a print out of the challan, produce the same in the bank and remit the requisite application fee at any branch of the designated bank (which will be notified later). The Challan will contain the system generated application number which the candidate should note for future login purpose.

After the remittance of fee in the bank, he /she will get back the candidate copy of the challan from the bank. The candidate has to upload the office copy of the challan. The candidate copy of the challan is to be retained by the candidate.

A candidate who remitted the fee by way of challan can continue with step 3 on the next day or within the prescribed time limit for completion of the online application submission process. The candidate has to

click the button LOGIN(FEE REMITTED CANDIDATE) button In the page thus enter the Application Number, Date of remittance and challan number regarding the obtained he/she has to fee remittance if logging in for the first time. Now facility will be provided for creating password. Also a Registration Id will be provided to the candidate. **Candidate should note this Registration Id and password which are required for future login .Candidate should keep them confidential.**

Step 3: Application Entry

The candidate should fill all the remaining items in the application entry stage

Step 4: Upload Images & Certificates

A recent passport size photograph of the candidate and Signature of the candidate, all in jpeg format of given specifications are to be uploaded (Refer Annexure IX for guidelines). In addition all the certificates and documents in support of the various claims made in the application should be uploaded. Nativity proof as stipulated in Clause 6.1.1 and proof for date of birth are mandatory.

Step 5: Final Confirmation and Print Application

After completing step 4, the candidates can “Preview” the application before confirmation and submission. After Preview the candidate has to accept the declaration and make final submission. The facility to accept the declaration (Tick box) will be enabled only if all the mandatory fields are filled and uploading of supporting documents and images are completed. Candidate should then take a printout of the Application Form page from the online application for future references.

Applications should be complete in all respects. A candidate will be considered eligible for positioning in the Rank list, only if he/she has uploaded the relevant certificates prescribed in the Prospectus, in proof of eligibility, or in support of any claim for reservation, under any category. Candidates are directed to keep a copy of the printout of Application Form page of the online application for future reference. **Do not send the printout of the page and supporting documents to the Office of Director, LBS Centre by post /e-mail/ in person.** Candidates are liable to produce all the original documents at the time of admission at the concerned allotted institution.

Applications of candidates who have not made final confirmation will be considered incomplete and will not be considered under any circumstances.

8. DOCUMENTS TO BE UPLOADED ALONG WITH THE APPLICATION:-

In all cases, duly attested true copies/Photostats, of the following documents must be submitted along with the application.

- a. Scanned copy of the S.S.L.C or any relevant school records to prove date of birth.
- b. Scanned copy of any one of the certificates to prove Nativity.
- c. Scanned copy of the statement of marks in all the subjects of the qualifying examinations of all years or consolidated marklist.
- d. Scanned copy of the Degree Certificate of qualifying Examination.
- e. Scanned copy of Certificates in support of claim for Communal Reservation, fee concession, if applicable
- f. Scanned copy of Equivalency Certificate from KUHS for candidates who have obtained Degree from University outside Kerala.
- g. Scanned copy of any other documents mentioned in the Notification or those called for later.

Note: Incomplete applications will be rejected. Defective or incomplete certificates will not be considered. Belated applications also will not be accepted. Documents or certificates furnished after the last date fixed for receipt of applications will not be considered on any account. No candidate will be permitted

to incorporate any additional details in the application or to submit any additional documents after the last date for submission of Application*.

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

9 PUBLICATION OF PERSONAL AND ACADEMIC DETAILS

The personal and academic details and reservation claims, accepted after scrutiny, and the index marks of the candidates will be published on the website www.lbscentre.kerala.gov.in for verification. Candidates must verify these details. In case of any complaint, the candidate portal will be opened for a specified period for rectification of defects and for uploading of valid documents where required. Candidates alone will be responsible for consequences of non verification of their accepted data/details and rejection of application for want of valid documents. No chance will be given to the candidates after the stipulated time. Complaints will not be accepted under any circumstances, after a stipulated time.

10. PREPARATION OF RANK LIST

10.1 Rank list will be prepared based on the total marks scored (aggregate of all the years of University examinations of the course) by the candidates in the qualifying examination BPT.

10.2 Resolution of Tie:-

In case of a tie in the total marks in the qualifying examination computed for ranking, the age of the candidate will be taken into account and the older candidate will be given higher rank than the younger. If the tie still persists, it will be resolved on the basis of the total marks obtained in the Plus Two examination (Senior Higher Secondary-final year).

Rank List will be published in the website www.lbscentre.kerala.gov.in on the date notified.

11. CENTRALISED ALLOTMENT PROCESS (CAP)

The Centralized Allotment Process for all seats will be through a Single Window System (SWS). The allotment to various colleges will be done by the Director, LBS Centre. The Allotments will be strictly based on the options exercised by the candidate, the rank lists prepared by the Director, LBS Centre for Science and Technology, eligible reservation(s) of the candidate and availability of seats.

11.1 Procedure for Registering Options:

11.1.1 Any candidate, who wishes to register his/her options, should have the 'Application number', 'Registration Id and 'Password' readily available with him/her. The candidate should follow the procedure given below for registering options:

- (i) Log on to the Candidate's Home Page through the website www.lbscentre.kerala.gov.in using Application Number, Registration Id and Password.
- (ii) Select 'Option Registration' link from the menu.
- (iii) Register Options.
- (iv) Save the Options registered.
- (v) View and Print the List of Options registered.
- (vi) Log off from the 'Candidate Portal'.

Application number, Registration Number, Password are candidate specific and hence are usable for the concerned candidate only. Disclosure of the Registration Number and/or the Password to others who may misuse them may result in tampering of the options made by the candidate. The Director LBS/Government will not be responsible for any such eventuality.

11.1.2 Courses and Colleges available for registering options: A list of Courses (Course List) and Colleges (College List) for allotments through the LBS will be available in the Option

registration page based on the stream(s) the candidate is eligible for. The 'Course List' link when clicked will show all the courses in the stream concerned with their two letter codes. An overall idea of the Courses and Colleges and their Codes will help the candidate to register his/her options without any difficulty.

11.1.3 Procedure for registering options in his/her Option Registration Page: By entering the option number [eg: 1 – First Preference, 2 – Second Preference and so on.] for a course-college combination the candidate can fix his/her preference numbers for the course-college combinations displayed in the Option Registration Page. Here all the eligible options of the candidate will be displayed course-wise and the candidate is expected to enter his/her preference number for a particular combination.

11.1.4 Registering of the Options and saving/revising the Options registered:

All eligible options of the candidate will be displayed on the Option Registration Page. The candidate may follow the directions given therein to register the options. The data entered may be saved regularly by clicking the 'Save' button, so that the data already entered is not lost due to unexpected reasons. The candidate should enter only those options, in order of priority, for which he/she genuinely intends to seek admission. Candidates should also note that he/she will be considered for allotment only to those courses and colleges opted by him/her. So, a candidate who has not opted for a course-college combination will not be considered for allotment for that combination. Existing options, registered by the candidate and available in the Option Registration Page, can be cancelled by entering the number '0' or by clicking 'Remove' button against that particular option to be cancelled and by clicking the 'Save' button again to update the change made. All options registered by the candidate will be processed. If a candidate gets allotted to a particular seat, based on his/her option, he/she is bound to accept it, failing which, he/she will lose that allotment and he/she will not be considered for further regular allotments and all the existing options in the stream to which the allotment belongs will be cancelled. The options once lost will not be available in the subsequent phases.

11.1.5 Viewing and Printing of the Option List based on the options registered: Once the candidate completes the option entry, he/she can view his/her options by clicking on the link provided. An option list will be generated and the candidate can take a printout of the same and keep it for future reference. If the candidate wants to change his/her options already registered, he/she may revise the options as desired and ensure that the option list has come as per his/her preferences.

11.1.6 Logging off from the Option Registration Page: Once the candidate is satisfied with the options registered, he/she may 'Log off' the system by clicking on "logout" link. The process of 'Registration of Options' is complete when the candidate logs off. This action is compulsory for preventing the misuse of his/her Option Registration Page by strangers.

11.1.7 Rearranging option priority: A candidate may change his/her option priority any number of times within the time schedule permitted. The priority of options registered at the time of closing of the facility for registering options alone will be considered for processing. No candidate will be allowed to register options afresh to any stream at any stage after the stipulated time as notified by the Director, Lbs Centre. The option list once finalized cannot be augmented after the stipulated time for registering options. But the modification of the option list will be allowed only for cancellation/deletion and for re- arrangement of priority of options at the time specified in the notification by the Director, Lbs Centre.

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

11.2 Trial Allotment

Based on the options registered up to a specified time point a Trial Allotment will be published. Candidates may Add/Delete/Rearrange their options based on the results of the Trial Allotment. There is no guarantee that the results of the Trial Allotment will be retained in the actual Allotment.

11.3 REGULAR ALLOTMENTS.

Note1: There will be **two regular online allotments**. After each allotment the candidate can pay the required token fee / additional token fee as indicated in the **Fee Payment Slip**, which will be available for download from the student home page. The fee can be paid using the fee payment slip or by online.

Note2: Those candidates who fail to remit the token fee on or before the date specified and in the manner specified under Clause 11.3.1(a), will lose their current allotment as well as their chance to participate in remaining regular allotments.

Note3: The provisional Allotment Memo will be available after the second allotment only in the candidate's home page. Candidate can take a printout of this memo to be presented at the time of admission in the college. The candidates are to join the college only after the second allotment as per the prescribed schedule, which will be shown in the allotment memo.

11.3.1 First Allotment and remittance of fee

Based on the options registered, the first allotment will be published in the website www.lbscentre.kerala.gov.in on the date to be notified. The allotment of a candidate can be seen in the Home page of the candidate. It will show the College & Course to which the candidate is allotted along with the fee to be remitted.

- (a) The prescribed token fee for the course will have to be remitted by the candidate to the account of the Director LBS Centre in any one of the branches of a prescribed scheduled bank which will be notified later or by way of online payment as per the time schedule prescribed. On remitting the token fee by online, a fee receipt will be issued by the bank to the candidate/can be printed from the Online Payment page, which shall be produced in the college at the time of admission.

For Challan Payment, the student can click on the link 'Tuition Fee Slip' in the allotment page, which will show a Slip showing the token fee to be paid towards part payment of tuition fee. The candidate will have to take a printout of this slip and pay the fee at any one of the branches of the prescribed scheduled bank which will be notified later. The candidate shall get the fee payment slip endorsed by the bank. This shall be produced at the time of admission in the college.

- (b) SC/ST and others who are eligible for fee concession and who get allotment, in Government merit seats shall remit a token amount of Rs. 1000/- (as part of Caution Deposit) .
- (c) Those candidates who fail to remit the token fee on or before the date specified and in the manner specified under Clause 11.3.1(a), will lose their current allotment as well as their chance to participate in remaining regular allotments. However they can participate in spot allotments if any, conducted.

Note:

The list of candidates who remit token fee/caution deposit (for SC/ST/OEC) will be updated regularly at the website www.lbscentre.kerala.gov.in. Candidates who remit fees should verify the list and ensure that their name has been included in the list. If any discrepancy is noted the candidates should immediately bring it to the notice of any one of the District Facilitation Centres of LBS Centre for Science & Technology.

11.4 Deletion/re-arrangement of options after the First Allotment:

Candidates who remit the token fee as per the first allotment within the prescribed time limit will have the facility to Delete/re-arrange their higher college options before the second allotment, during a specified

period to be notified.

After the first allotment, the options below the “allotted one” of the candidate will automatically be removed from the option list of the candidate. For example, if a candidate had registered 20 options in all, and if he/she is allotted his/her 10th option, all options from 11 to 20 will be automatically removed from the option list. Options from 1 to 9 will remain valid and will be considered for future allotments. These options will be his/her “Higher Options” for the next allotment. He/she may delete/rearrange any options among the remaining options as per his/her desire. But the candidate will not be permitted to register any fresh options that were available for registration initially, to the existing ones. Deletion/re-arrangement of options can be done as per the procedure explained in clause 11.1.7.

If a candidate is satisfied with an allotment and does not want to be considered for further allotment(s), he/she must delete all the remaining higher options. The facility for deletion/rearrangement of options will be available during the notified period only.

11.5 SECOND ALLOTMENT AND REMITTANCE OF FEE:

The second allotment list will be published on the date to be notified. If a candidate has a different allotment than the one accepted in the previous allotment, the fee for which is higher than that remitted as per the previous allotment, he/she will have to remit the difference in fee through the same method as prescribed in Clause 11.3.1(a). The amount to be remitted in this manner will be shown in the Fee payment Slip of the candidate. If the required fee or fee difference is not remitted within the stipulated time, the new allotment may be forfeited. He/she will not be considered for any further allotments in except for spot allotments, if any, conducted.

If the fee for the course allotted in the current allotment is less than or same as the fee remitted as per the previous allotment, no further remittance is to be made by the candidate.

- 11.6 A token fee of ₹25,000** must be paid by candidates who have received an allotment, as confirmation of acceptance of the allotted seat. Payment of this fee is mandatory to secure the allotment and to proceed with the admission process. The token fee, once paid, will be carried forward to subsequent allotments, if any.

11.7 PROVISIONAL ALLOTMENT MEMO

After the Second Allotment is published, candidates can take a print of the Provisional Allotment Memo by logging in, which will be available then. The allotment memo will contain all details of the candidate along with the college and course to which the candidate stands allotted finally [as on the second allotment]. The candidate can take a printout of this memo to be produced at the time of admission.

The allotment memo and Receipt of Fee must be produced at the time of admission along with other documents.

11.8 FURTHER ALLOTMENT(S):-

To ensure maximum seat occupancy in colleges, online special/spot allotments will be conducted as required. The dates, times, and venues for these allotments will be announced separately. The details regarding the availability of vacant seats, eligibility to attend, method of allotment etc. will also be notified. Candidates who take seats at the spot Allotment will have to remit the fees. They will not be permitted to cancel the Allotment. Unconditional NOC and Possession Certificate is compulsory for attending special online/spot allotments.

12. POST ALLOTMENT ACTIVITIES

- 13.1 Reporting at the College:** Candidates need to report for admission before the Principal/Head of the institution concerned only when the announcement regarding the same is made by the Director LBS Centre. Principal/Head of the Institution will be personally responsible for verification of eligibility condition as prescribed in the Prospectus, when the candidate reports for admission. **Only those candidates who are found to be qualified as prescribed shall be admitted to the college/institution irrespective of the fact that he/she has an allotment through the CAP.**

The following documents are to be submitted at the time of admission.

- a) Mark lists of the qualifying examination (all semesters/years).
- b) Original degree certificate
- c) Transfer certificate and Conduct Certificate from the Institution last attended.
- d) Allotment Memo.
- e) Eligibility certificate and Migration certificate (if applicable)
- f) Original certificate(s) to verify name and date of birth (SSLC/equivalent certificate).
- g) For students under SEBC, valid Non-creamy layer certificate from Village Officer.
- h) For candidates under SC/ST, valid community certificate from Tahsildar.
- i) Income certificate from the concerned Revenue Authority, if required.
- j) Receipt of fee remitted.
- k) Physical Fitness Certificate in the relevant format obtained from a Medical Practitioner not below the Rank of Assistant. Surgeon.
- l) Internship completion Certificate.
- m) Any other documents as prescribed by Government or competent authority from time to time.

Fees other than the one already paid vide Clause 11.3.1(a), applicable to the institution will have to be remitted by the candidate at the time of taking admission in the college.

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

In case, it is detected at any time that the documents submitted by the candidates are fake or the candidate has intentionally suppressed any information, then his/her admission shall be terminated immediately, and appropriate action initiated as deemed fit.

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

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

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

14 COMMENCEMENT OF THE COURSE, ATTENDANCE, DURATION OF LEAVE, DUTY ETC.

The course will commence from the officially published start date. For the purpose of calculating the duration of the course, a candidate will be considered to have joined on the actual date they begin the academic program, as certified by the concerned Principal. This certified date will be recorded as the official date of joining the course. Candidates must complete the full duration of the course to be eligible for the issuance of the course certificate.

15. LIQUIDATED DAMAGES

15.1 General Terms

The candidates selected for the Course shall have to submit an undertaking in Kerala Stamp Paper worth Rs. 200/- at the time of joining the course to the effect that once admitted, a candidate shall not discontinue the course after the cutoff date declared by KUHS.

15.2 Liquidated damages:

- a) A student who discontinues the course after the last date for closing of admission declared by the KUHS is liable to pay a liquidated damage equal to total annual tuition fee for the remaining years of study so as to complete the total tuition fee for the course (less the fee paid by him/her). In all such cases the Transfer Certificate will be issued only after the remittance of liquidated damages to the authority concerned.
- b) Exemption from Liquidated Damage: Candidates belonging to SC/ST/OEC are exempted from payment of Liquidated Damages. Candidates belonging to 'Keralite' category, as per Clause 8, whose annual family income is below Rs.75,000/- and who have submitted Income Certificate at the time of admission to will also be exempted from payment of Liquidated Damages.

16 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 Honorable Supreme Court of India, Dated May 16, 2007 in SLP No. (S) 24295 of 2006 University of Kerala Vs Council, Principals, Colleges, Kerala & Ors [with SLP (C) No.24296-99/2004 & W.P (Crl) No. 173/2006 & SLP (C) No.14356/2005] and the recommendations approved by the Honorable 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.

17 OTHER ITEMS

- a. The whole process of allotment to the Course for the Academic year 2025-26 will be done by the Director, LBS Centre for Science & Technology, Thiruvananthapuram.
- b. All disputes pertaining to the allotment for admission shall fall within the jurisdiction of the Hon'ble High Court of Kerala.
- c. Any other matters not specifically addressed in this prospectus will be decided by the Director, LBS Centre, with the approval of the Government.
- d. Candidates are advised to visit the website www.lbscentre.kerala.gov.in regularly and monitor the leading newspapers and electronic media regularly for notifications/instructions regarding allotment.

DIRECTOR

ANNEXURE- I

List of Institutions and seats for course-College Option registration will be published prior to the Centralized Allotment Process

ANNEXURE – II(a)

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, The Constitution (Scheduled Castes) Order (Amendment) Act 2016, No.24 of 2016]

1	Adi Andhra
2	Adi Dravida
3	Adi Karnataka
4	Ajila
5	Arunthathiyar
6	Ayyanavar
7	Baira
8	Bakuda
9	xxx
10	Bathada
11	xxx
12	Bharathar (Other than Parathar), Paravan
13	xxx
14	Chakkiliyan
15	Chamar, Muchi
16	Chandala
17	Cheruman
18	Domban
19	xxx
20	xxx
21	xxx
22	Gosangi
23	Hasla
24	Holeya
25	Kadaiyan
26	Kakkalan, Kakkan
27	Kalladi
28	Kanakkan, Padanna, Padannan
29	xxx
30	Kavara (other than Telugu speaking or Tamil speaking Balija Kavarai, Gavara, Gavarai, Gavarai Naidu, Balija Naidu, Gajalu Balija or Valai Chetty)
31	Koosa
32	Kootan, Koodan
33	Kudumban
34	Kuravan, Sidhanar, Kuravar, Kurava, Sidhana
35	Maila
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)]
37	Mannan (എമ്മൻ), Pathiyan, Perumannan, Peruvannan, Vannan, Velan
38	xxx

39	Moger (other than Mogeyar)
40	Mundala
41	Nalakeyava
42	Nalkadaya
43	Nayadi
44	Xxx
45	Pallan
46	Palluvan, Pulluvan
47	Pambada
48	Panan
49	Xxx
50	Paraiyan, Parayan, Sambavar, Sambavan, Sambava, Paraya, Paraiya, Parayar
51	Xxx
52	Xxx
53	Xxx
54	Pulayan, Cheramar, Pulaya, Pulayar, Cherama, Cheraman, Wayanad Pulayan, Wayanadan Pulayan, Matha, Matha Pulayan
55	Xxx
56	Puthirai Vannan
57	Raneyar
58	Samagara
59	Samban
60	Semman, Chemman, Chemmar
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) Thachar (Other than Carpenters).
62	Thoti
63	Vallon
64	Valluvan
65	Xxx
66	Xxx
67	Vetan
68	Vettuvan, Pulaya Vettuvan (in the areas of erstwhile Cochin State only).
69	Nerian

ANNEXURE – II(b)
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, G.O(Ms)No.06/2014/SCSTDD dated, 29/01/2014]

- 1 Adiyar
- 2 Arandan [Arandan]
- 3 Eravallan
- 4 Hill Pulaya, Mala Pulayan, Kurumba Pulayan, Kuravazhi Pulayan, Pamba Pulayan
- 5 Irular, Irulan
- 6 Kadar [Wayanad Kadar]
- 7 xxx
- 8 Kanikkaran, Kanikkar
- 9 Kattunayakan
- 10 [Kochuvelan]
- 11 xxx
- 12 xxx
- 13 Koraga14xxx
- 15 Kudiya, Melakudi
- 16 Kurichchan [Kurichiyan]
- 17 Kurumans, Mulla Kuruman, Mulla Kuruman, Mala Kuruman
- 18 Kurumbas, [Kurumbar, Kurumban]
- 19 Maha Malasar
- 20 Malai Arayan [Mala Arayan]
- 21 Malai Pandaram
- 22 Malai Vedan [Malavedan]
- 23 Malakkuravan
- 24 Malasar
- 25 [Malayan, Nattu Malayan, Konga Malayan (excluding the areas comprising the Kasaragod, Kannur, Wayanad and Kozhikode Districts)]
- 26 Malayarayar
- 27 Mannan (എറണാകുളം)
- 28 xxx
- 29 Muthuvan, Mudugar, Muduvan
- 30 Palleyan, Palliyan, Palliyar, Paliyan
- 31 xxx
- 32 xxx
- 33 Paniyan
- 34 Ulladan, [Ullatan]
- 35 Uraly
- 36 Mala Vettuvan (in Kasaragod & Kannur districts)
- 37 Ten Kurumban, Jenu Kurumban
- 38 Thachanadan, Thachanadan Moopan
- 39 Cholanaikkan
- 40 Mavilan
- 41 Karimpalan
- 42 Vetta Kuruman
- 43 Mala Panikkar
- 44 Marathis of Kasargod and Hosdurg Taluk

ANNEXURE – II (c)
LIST OF OTHER ELIGIBLE COMMUNITIES (OEC)

[See Clause 5.4.3(e) and (f) of Prospectus]

[GO (Ms) No.14/2017/BCDD dated: 02.08.2017, GO (Ms)No.7/2013/BCDD dated 19.07.2013, and GO (Ms) No.9/2021/BCDD dated: 18.09.2021]

<u>OEC (ST)</u>	<u>OEC (SC)</u>
1 Allar (Alan)	1 Chakkamar
2 Chingathan	2 Madiga
3 Irivavan	3 xxx
4 Kalanadi	4 Kudumbi
5 Malayan, Konga-Malayan(Kasargod, Kannur, Wayanad and Kozhikode Districts)	5 Dheevara/Dheevaran (Arayan, Valan, Nulayan, Mukkuvan, Arayavathi, Valanchiyar, Paniyakal, Mokaya, Bovi, Mogayar, Mogaveerar)
6 Kundu-Vadiyan	6 Scheduled Caste converted to Christianity
7 Kunnuvarmannadi	
8 Malamuthan	7 Kusavan, Kulalan, Kumbharan, Velaan, Velaar, Odan, Andhra Nair, Andhuru Nair,
9 Malavettuvar (Except Kasargod and Kannur Districts)	8 Pulaya Vettuvan (Except Kochi State)
10 Malayalar	
11 Panimalayan	
12 Pathiyan (other than Dhobies)	
13 Hindu-Malayali	

ANNEXURE – II (d)

**List of Communities which are eligible for Educational concessions
as is given to OEC**

[G.O (MS) No. 10/2014/BCDD Dated 23.05.2014]

- 1 Vaniya (Vanika, Vanika Vaisya, Vanibha Chetty, Vaniya Chetty, Ayiravar, Nagarathar and Vaniyan
- 2 Veluthedathu Nair (Veluthedan and Vannathan)
- 3 Chetty/Chetties (Kottar Chetties, Parakka Chetties, Elur Chetties, Attingal Chetties, Pudukkada Chetties, Iraniel Chetties, Sri Pandara Cetties, Telugu Chetties, Udiyankulangara Chetties, Peroorkada Chetties, Sadhu Chetties, 24 Mana Chetties, Wayanadan Chetties, Kalavara Chetties and 24 Mana Telugu Chetties
- 4 Ezhavathi (Vathy)
- 5 Ganika
- 6 Kanisu or Kaniyar Panicker, Kani or Kaniyan (Ganaka) or Kanisan or Kamnan, Kalari Kurup/Kalari Panicker
- 7 Vilkurup, Perumkollan
- 8 Yadavas (Kolaya, Ayar, Mayar, Maniyani and Iruman), Erumakkar
- 9 Devanga
- 10 Pattariyas
- 11 Saliyas (Chaliya, Chaliyan)
- 12 Pandithar
- 13 Vaniar
- 14 Ezhuthachan
- 15 Chakkala/Chakkala Nair
- 16 Reddiars (throughout the State except in Malabar Area)
- 17 Kavuthiya
- 18 Veerasaiva (Yogi, Yogeeswara, Poopandram, Malapandaram, Jangam, Matapathi, Pandaram, Pandaran, Vairavi, Vairagi)
- 19 Vilakkithala Nair – Vilakkithalavan
- 20 Vaduka – Vadukan, Vadugar, Vaduka, Vaduvan
- 21 Chavalakkaran
- 22 Agasa
- 23 Kaikolan
- 24 Kannadiyans
- 25 Kerala Mudalis
- 26 Madivala
- 27 Naikkans
- 28 Tholkolans
- 29 Thottian
- 30 Mooppar or Kallan Moopan or Kallan Moopar

ANNEXURE II (e)

LIST OF SOCIALLY AND EDUCATIONALLY BACKWARD CLASSES (SEBC) FOR WHOM CREAMY LAYER CRITERIA IS APPLICABLE

[Vide G.O. (P) 208/66/Edn. dated 02.05.1966, G.O. (Ms) No. 95/08/SCSTDD dated 06.10.2008 & G.O. (Ms) No. 58/2012/SCSTDD dated 16.04.2012, G.O. (Ms) No. 10/2014/BCDD dated: 23.05.2014, Lr No. 1538/A2/2014/BCDD dated 02.07.2014, G.O. (Ms) No.03/2018/BCDD dated: 09.04.2018, G.O. (Ms) No.05/2020/BCDD dated: 16.03.2020, G.O (Rt) No: 08/2021/H&FWD Dated: 21/06/2021, G.O (Rt) No. 01/2022/BCDD. Dated: 9 25.02.2022]

- I. Ezhavas** including Ezhavas, Thiyyas, Ishuvan, Izhuvar, Illuvan and Billava
- II. Muslims** (all sections following Islam)
- III. Latin Catholics and Anglo Indians**
- IV. Dheevara** including Dheevaran, Araya, Arayas, Arayan, Valan, Nulayan, Mukkuvan, Arayavathi, Valinjiar, Paniakkal, Paniakel, Mukaya, Bovis- Mukayar, Mukaveeran, Mogaveera, Mogavirar, Mogayan
- V. Viswakarmas** including Viswakarma, Asari, Chaptetra, Kallassari, Kalthachan, Kammala, Kamsala, Kannan, Karuvan, Kitaran, Kollan, Malayala Kammala, Moosari, Pandikammala, Pandithattan, Perumkollan, Thachan, Thattan, Vilkurup, Villasan, Viswabrahmanan or Viswabrahmanar, Viswakarmala and Palisa Perumkollan
- VI. Kusavan** including Kulalan, Kulala Nair, Kumbaran, Velaan, Velaans, Velaar, Odan, Kulala, Andhra Nair, Anthuru Nair
- VII. Other Backward Christians**
 - (a) SIUC
 - (b) Converts from Scheduled Castes to Christianity
 - (c) Nadar belonging to Christian religious denominations other than SIUC
- VIII. Kudumbi**
- IX. Other Backward Hindus, i.e.**
 1. Agasa
 2. Kharvi
 3. Aremahrati
 4. Arya, Atagara, Devanga, Kaikolan, (Sengunthar) Pattarya, Pattariyas, Saliyas (Padmasali, Pattusali, Thogatta, Karanibhakatula, Senapathula, Sali, Sale, Karikalabhakulu, Chaliya, Chaliyan) Sourashtra, Khatri, Patnukaran, Illathu Pillai, Illa Vellalar, Illathar
 5. Bestha
 6. Bhandari or Bhondari
 7. Boya
 8. Boyan
 9. Chavalakkaran
 10. Chakkala (Chakkala Nair)
 11. Devadiga
 12. Ezhavathi (Vathi)
 13. Ezhuthachan, Kadupattan
 14. Gudigara
 15. Galada Konkani
 16. Ganjam Reddies
 17. Gatti
 18. Gowda
 19. Ganika including Nagavamsom
 20. Hegde
 21. Hindu Nadar
 22. Idiga including Settibalija
 23. Jangam
 24. Jogi
 25. Jhetty
 26. Kanisu or Kaniyar-Panicker, Kaniyan, Kanisan or Kamnan, Kannian or Kani, Ganaka
 27. xxx
 28. Kalarikurup or Kalari Panicker
 29. Kerala Muthali, Kerala Mudalis
 30. Oudan (Donga) Odda (Vodde or Vadde or Veddai)
 31. Kalavanthula
 32. Kallan including Isanattu Kallar
 33. Kabera
 34. Korachas
 35. x x x
 36. Kannadiyans
 37. Kavuthiyan, Kavuthiya
 38. Kavudiyaru
 39. Kelasi or Kalasi Panicker
 40. Koppala Velamas
 41. Krishnanvaka
 42. Kuruba
 43. Kurumba
 44. Maravan (Maravar)
 45. Madivala

46. Maruthuvar
47. Mahratta (Non-Brahman)
48. Melakudi (Kudiyan)
49. x x x
50. Moili
51. Mukhari
52. Modibanda
53. Moovari
54. Moniagar
55. Naicken including Tholuva Naicker and Vettilakkara Naicker, Naikkans
56. Padyachi (Villayankuppam)
57. Palli
58. Panniyar or Pannayar
59. Parkavakulam (Surithiman, Malayaman, Nathaman, Mooppanar and Nainar)
60. Rajapuri
61. Sakravar (Kavathi), Chakravar
62. Senaithalaivar, Elavania, Senaikudayam
63. Chetty/Chetties including Kottar Chetties, Parakka Chetties, Elur Chetties, Attingal Chetties, Pudukkada Chetties, Iraniel Chetties, Sri Pandara Chetties, Telugu Chetties, Udiyankulangara Chetties, Peroorkada Chetties, Sadhu Chetties, 24 Mana Chetties, Wayanadan Chetties, Kalavara Chetties and 24 Mana Telugu Chetties
64. Tholkolan
65. Thottiyar, Thottian
66. Uppara (Sagara)
67. Ural Goundan
68. Valaiyan
69. Vada Balija
70. Vakkaliga
71. Vaduvan(Vadugan), Vaduka, Vadukan, Vadugar
72. Veera Saivas (Pandaram, Vairavi, Vairagi, Yogeesswar, Yogeesswara, Poopandaram, Malapandaram, Pandaran, Matapathi and Yogi)
- 73.
74. Veluthedathu Nair including Vannathan, Veluthedan and Rajaka
75. Vilakkithala Nair including Vilakkathalavan, Ambattan Pranopakari, Pandithar and Nusuvan
76. Vaniya including Vanika, Vanika Vaisya, Vaisya Chetty, Vanibha Chetty, Ayiravar Nagarathar, Vaniyan, Vaniya Chetty, Vaniar
77. va including Kolaya, Ayar, Mayar, Maniyani, Eruman, Iruman, Erumakkar, Golla and Kolaries
78. Chakkamar
79. Mogers of Kasaragod Taluk
80. x x x
81. x x x
82. x x x
- 83.** Reddiars (throughout the State except in Malabar area) Mooppar or Kallan Moopan or Kallan M

ANNEXURE –III

GOVERNMENT OF KERALA

.....TALUK OFFICE

COMMUNITY CERTIFICATE

No.....

Date :.....

Certified that the person with the details mentioned below belongs to the SC under:

- The constitution (Scheduled Castes) Order,1950
- The Constitution (Scheduled Tribes) Order,1950 (as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act,1976.

Name of Person to whom certificate is issued	
Gender	
Age	
Name of Father	
Address	
Post Office with Pin Code	
Name of Local body	
Village	
Taluk	
District	
Religion	
Caste	
Date of Issue of Certificate	
Designation of the Issuing Officer	

Place
Date

Signature & Name of the Tahsildar

Office seal

ANNEXURE –IV

GOVERNMENT OF KERALA
.....VILLAGE OFFICE
NON-CREAMY LAYER CERTIFICATE
(State Educational Purpose)

No.

Date:

This is to certify that the person with the following details belongs to the community which is designated as a Backward Class in the State of Kerala and does not belong to the category of 'Creamy Layer' in the light of guidelines issued in [G.O. (P)No.1/2015/BCDD dated 01-01-2015] and the schedule (s) prescribed there under to identify the 'Creamy Layer' among the designated 'Socially and Educationally Backward Classes' in the State of Kerala.

Name of Person to whom certificate is issued	
Gender	
Name of Father	
Address	
Post Office with Pin Code	
Name of Local body	
Village	
Taluk	
District	
Religion	
Caste	
Date of Issue of Certificate	
Designation of the Issuing Officer	

Place

Signature & Name of the Village Officer

Date

Office seal

ANNEXURE –V

PHYSICAL FITNESS CERTIFICATE

(To be filled up by a Medical Practitioner not below the rank of Asst. Surgeon)

I, Dr.after careful personal examination of the case do hereby certify that Sri/Kum..... whose signature is given above is found physically fit and suitable to undergo PG course (*Add course which is applicable/Strike out which is not applicable*).

His/her height, weight....., chest..... and vision

Signature :

Name :

Place:

Reg. No. :

Date :

Designation:
(Office Seal)

ANNEXURE- VI
CENTRALIZED ALLOTMENT PROCESS – SPOT ALLOTMENT - 2025 AUTHORIZATION
LETTER

SUBMITTED BY AN AUTHORISED REPRESENTATIVE / PROXY OF CANDIDATE

I,..... (Name of candidate)
son/daughter of Shri. /Smtwith
application number and Rank No in
..... Rank list(s) do hereby authorize Shri/Smt
..... (Name & address of the person being authorized) to represent me to
report at the allotment venue for admission to PG course 2025. The signature of the person authorized is
attested below by a Gazetted Officer.

Photograph
of candidate

Signature of Candidate:

Name:

Address:

(Gazetted Officer to attest the Photograph)

Name:

Designation:

(Office Seal)

Photograph of
authorized
representative
attested by
candidate.

(Candidate to sign over the photograph) Signature of Candidate

UNDERTAKING

I, undertake that the decision taken if any, by my authorized 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 authorized representative on my behalf.

Place:

Date:

Signature of candidate

Note: An authorized representative attending Centralized 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 LBS office. This copy of the filled-up form having the seal of the LBS office can be used in lieu of authorization 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

here by 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:

Signature of Mother/Father and or Guardian

Witness:

ANNEXURE - VIII

GUIDELINES FOR UPLOADING IMAGES AND DOCUMENTS

For applying the candidate has to upload scanned images of photograph and signature to the application portal.

Photograph of candidate:

For applying online, the candidate must have a scanned/digital image of photograph. The Specification of photograph image should be strictly followed.

1. Photograph must be in colour with a light colour background, white is preferable. It must be taken by mobile phone/tab is not accepted
2. Photograph should be in passport size format and taken recently. Front view of full face and shoulder portion of candidate is to be seen clearly in the photograph.
3. The face of the candidate should be at the centre and straight.
4. Photo, wearing caps and dark glasses will be rejected.
5. Scanned image file should be in **jpg format** (Jpeg).
6. Dimensions of the photograph should be **200 pixels height** and **150 pixels width** and image file should be **between 15 kb and 30 kb** file size

Signature of Candidate

1. On a plain white sheet, the candidate should put his/her signature with black /blue ink. Signature should be clear.
2. Scan this signature and crop around the signature. Do not scan the full sheet. Scanned image file should be in **jpg format** (Jpeg)
3. Dimensions of the image of signature must be **100 pixels** height and **150 pixels** width.
4. Image file should be between **10 kb** and **30 kb** file size.

Points to be noted:

- Press 'Upload Images' button to upload all images to the application portal.
- If you try to upload an image which is not in the prescribed format, an error messages will be displayed in 'upload images' column. All images should match the corresponding specification.
- Subsequent to selecting the two images, candidate needs to verify whether the photograph shown in the screen is clear and sufficient to identify the candidate. If the face in the photograph is not clear or the image is not as per the above guideline, your application is liable to be rejected.
- In Future, Your Data Sheet and Allotment Memo will be printed with the same photograph you have submitted at this stage. So strictly follow the specifications and guidelines for the photo to be uploaded.
- The images once uploaded cannot be changed after completing 'Final Confirmation'.

Documents

1. All documents uploaded in proof of various claims made in the application must be in PDF format. The file size should be from 30 kb to 100 kb. The documents must be legible and readable.
2. If more than one document have to be uploaded for a single claim, all the documents should be converted into a single *pdf* file and uploaded.

ANNEXURE - IX
LIST OF DISTRICT FACILITATION CENTRES

Sl no	Place	Address	Phone Number
1	Thiruvananthapuram	LBS Centre Nandavanam, Palayam Thiruvananthapuram - 695 033	0471 - 2324396 0471 -2560363,364
2	Kollam	Block Panchayath Office Building, Poruvazhi P O, Sasthamkotta	0476 - 2831122
3	Adoor	Second Floor, Santhosh Building,Hospital Junction, Adoor, Pathanamthitta	04734 - 227538
4	Alappuzha	LBS Sub Centre Municipal Library Building Thattampally P.O, Alappuzha	0477 – 2254588
5	Pampady	LBS Sub Centre Kadavumbhagam Buildings Near Police Station, K.K.Road, Pampady, Kottayam.	0481 – 2505900
6	Kalamassery	LBS Regional Unit HMT Junction, NAD Road Kalamassery – 683 104.	0484 – 2541520 0484 – 2551466
7	Thrissur	LBS Regional Unit Alumvettuvazhi Road Chiyaram, Thrissur – 680 026	0487 - 2250657 0487 – 2250751
8	Palakkad.	LBS Sub Centre II Floor, Charutha Chambers, Noorani Shornur Road, Palakkad	0491 – 2527425
9	Manjeri	LBS Sub Centre Indira Gandhi Bus Terminal, Kacherypady Manjeri, Malappuram.	0483 – 2764674
10	Kozhikode	LBS Regional Unit 17/420, Indira Gandhi Road Kozhikode – 673 004.	0495 – 2720250
11	Kannur	LBS Regional Unit Old Engg. College Campus Near S.N.Park, Kannur - 1.	0497-2702812
12	Kasaragod.	LBS Sub Centre IIIrd Floor, Municipal Shopping Complex, Old Bus Stand, Kasaragod -	0499-4221011

ANNEXURE - X
No Objection Cum Possession Certificate
(To be issued in the letter head of the institution)

This is to certify that this institution has no objection in Sri/Smt.....
(Name) S/o /D/o..... student
ofcourse of this institution in attending the Spot allotment on
..... (date). This is to further certify that we are in possession of his/her original
certificates. If he/she secures an admission in the Spot allotment, the original certificates
will be released and transfer certificate will be issued to him/her unconditionally.

Place:

Name and Signature of Head of Institution

Date:

(Office Seal)

ANNEXURE - XI

FORM FOR FEE REFUND

Name		
Application No		
Permanent Address		
Address for Communication		
Contact Phone no.		
College & Course allotted		
Fee Paid		Fee Receipt No:
Name of Bank and Branch		
Account Number		
IFSC		
Reason for cancellation		

Signature of candidate

Name & Signature of parent

Enclosures:

- Allotment Memo
- Fee Receipt

ANNEXURE –XII

CERTIFICATE FOR CLAIMING FEE CONCESSION TO CHILDREN OF FISHERMEN (FM)

ഫിഷറീസ് ഓഫീസ്

സർട്ടിഫിക്കറ്റ് നമ്പർ

..... ജില്ലയിലെതാലൂക്കിലെവില്ലേജിൽപ്പെട്ട
.....ൽ താമസം ശ്രീ/ശ്രീമതി
മത്സ്യഗ്രാമത്തിലെ മത്സ്യത്തൊഴിലാളി / അനുബന്ധതൊഴിലാളി (ബാധകമായതു
✓ചെയ്യുക) പട്ടികയിൽ നമ്പരായി പേര് രജിസ്റ്റർ
ചെയ്തിട്ടുള്ളയാളാണെന്നും /പേര് രജിസ്റ്റർ ചെയ്യപ്പെട്ടിട്ടുള്ള ആളുടെ
വിധവയാണെന്നും (ബാധകമായതു ✓ചെയ്യുക) ടിയാൾ കേരളം മത്സ്യത്തൊഴിലാളി
ക്ഷേമനിധിയിലേക്കുള്ള വിഹിതം കുടിശ്ശികയില്ലാതെ അടച്ചിട്ടുള്ളതാണെന്നും/കേരള
മത്സ്യത്തൊഴിലാളി ക്ഷേമനിധി ബോർഡിൽ നിന്നും കോഡ് നമ്പർ പ്രകാരം
വാർദ്ധക്യകാല പെൻഷൻ ലഭിച്ചുവരുന്ന ആളാണെന്നും (ബാധകമായതു ✓ചെയ്യുക)
ഇതിനാൽ സാക്ഷ്യപെടുത്തി കൊള്ളുന്നു.

ഈ സർട്ടിഫിക്കറ്റ് മുകളിൽ പറഞ്ഞയാളുടെ മകൻ/മകൾ(പേര്)
..... 2025 പ്രൊഫഷണൽ ഡിഗ്രി കോഴ്സ് പ്രവേശനത്തിനുള്ള
ആവശ്യത്തിനായി നൽകുന്നു.

ശ്രീ/ശ്രീമതിയുടെമകൻ/മകൾക്കു ഫിഷറീസ് വകുപ്പിൽ നിന്നുള്ള
വിദ്യാഭ്യാസാനുകൂല്യങ്ങൾ ലഭിക്കുന്നതിനാണ് ഈ സാക്ഷ്യപത്രം നൽകുന്നത്.

ഒപ്പു
പേര്
ഉദ്യോഗപ്പേര്

സ്ഥാലം
തീയതി

ഓഫീസ്മുദ്ര