

CENTRE FOR PROFESSIONAL AND ADVANCED STUDIES
SCHOOL OF MEDICAL EDUCATION

INSTRUCTIONS TO CANDIDATES ATTENDING COUNSELLING

Venue of counselling: School of Medical Education (Main Center), Gandhinagar, Kottayam

1. Candidates as per rank order are directed to appear for admission counseling at the SME Main Centre, Gandhinagar, (Near Medical College),Kottayam on the specific mentioned date and time to the courses offered at various centres/Departments of School of Medical Education.
2. **Candidates with parents/guardians should attend the counselling well in advance of the time scheduled. Late arrival of candidates will not be entertained the counselling and they will lose their chance. No claim shall be made in the case of candidates not reporting on the date and time of counselling.**

The admission will be based on the rank list already published and the availability of seats in the concerned reservation or merit quota of all courses.

The applicants should carefully read the admission prospectus 2018-19 available in the website (www.sme.edu.in or www.cpas.ac.in) before attending admission counseling.

The candidate is directed to produce the following documents IN ORIGINAL at the time of counseling

1. One stamp size photo of the candidate.
2. Secondary School Leaving Certificate (SSLC) to prove Age and Date of Birth.
3. Certificate and all mark lists (Plus Two/Degree Provisional) of the qualifying Examination.
4. Transfer certificate and Conduct certificate from the institution where the candidate last studied.
5. Eligibility certificate in case of candidates studied outside Kerala. For PG courses eligibility certificate for candidates studied under universities other than KUHS.
6. Migration certificate.
7. Caste Certificate in the case of candidates claiming communal reservation for SC/ST issued within one year by the Village Officer/Thahasildar concerned.
8. Caste and Non-creamy layer certificate from the competent authority in the case of candidates belonging to OBH,Viswakarma,Muslim,Ezhava/Thiyya,LC/Anglo Indian, OBX, Kudumbi, Dhevara, Kusavan communities issued within six months by Thahasildar/Village officer.
9. Certificate /Documents in the case of other candidates who claim reservation as notified in the admission brochure 2018-19.

10. Original Discharge Certificate issued from the competent authority and certificate form Zilla Sainik Welfare Board in the case of candidates claiming reservation under Ex-servicemen Quota.
11. Nativity Certificate in the case of candidates claiming Regional Weightage, issued by Tahasildar/Village officer within six months.
12. Original NSS/NCC certificate, if applicable.
13. Medical Fitness Certificate from a Medical Officer not below the rank of a civil surgeon.
14. NRI candidate should submit sponsorship certificate, copy of passport and Employment Certificate attested by the consulate/Embassy at the time of admission. Certificate to prove relationship with the student issued by the village officer also should be submitted.
15. Certificate issued by Principal/Head of the Institution where the candidate last attended showing whether the candidate has availed fee concession during the academic year, in the case of candidates belonging to SC/ST/OEC category.
16. Any other certificate not mentioned above but is relevant for admission to the course applied for.

The selected candidate has to remit the first installment of Tuition Fee and other fees as detailed in the admission prospectus 2017-18 (available at www.sme.edu.in) on the same day of counseling itself, failing which their chances for admission will be lost.

Candidates are requested to keep enough attested copies of their certificates for their own future use. Originals once submitted to the institution will be returned only on completion or discontinuation of the course/ Programme.

Mode of fee payment: Fee remittance through net banking/IMPS/Cash.

No candidate will be entertained for counseling after the scheduled date and time. Claim of late receipt of memo will not be accepted. This Chance Memo should be produced in original at the time of counseling.

IMPORTANT: All information regarding admission process should be clarified with the SME Admission Cell only. Institution will not be responsible for any fake information received from any other sources.

Sd/-
JOINT DIRECTOR