

Indira Gandhi National Open University

Student Registration Division

The Guidelines for Admission to Post Basic B.Sc (Nursing) Programme through Counselling – January 2024

1. Constitution of Post Basic B.Sc (Nursing) Admission Committee at Regional Centres :

The Regional Centre shall constitute a Post Basic B.Sc (Nursing) Admission Committee having Regional Director as Chairperson, four/five members (one/two ARDs or Assistant Registrar/Section Officer) and two Nursing Experts who will be participating in all the activities of Post Basic B.Sc (Nursing) Counselling and Admissions for January, 2024 Session. The Nursing Experts should be PICs or Senior Academic Counsellors or such other senior Nursing Experts from the College of Nursing in that region. The constitution of the Committee as notified by Regional Director be sent immediately to Director (SOHS), Registrar (SRD), Registrar (SED), and Director (RSD) along with mobile numbers of all the members.

2. Merit List and Cut-off Percentage of Marks:

All the merit lists are to be in descending order as per score showing Enrolment Number, Name of the Candidate, Father's name, Rank and Position. You are advised to issue offer of admission letters for counselling on the basis of merit list and on the basis of seats reserved for different categories as given under Reservations.

3. Reservations:

The percentage of reservation as indicated below is given as per O.M.No. 1-1/2005-U.I.A/847 dated 20th April, 2008 received from Ministry of Human Resources Development, Department of Higher Education, Government of India, which has already been circulated to all the Regional Centres.

The categories (General / SC ST / PH / KM / OBC (Non-Creamy Layer) have been indicated in the list as per the data mentioned in the application forms by the candidates. The Category chosen by the applicant at the time of filling up of the Entrance Test Form will be considered as final and NO SUBSEQUENT CHANGE IN THE CATEGORY WILL BE ALLOWED. The categories carry weightage for

admissions. It may, therefore, be ensured that the category of the candidates is verified once again from the original data. The following guidelines, with regard to reservation, may be follows:

A. Under Vertical Reservation:

SC	: 15% per PSC
ST	: 7½ % per PSC
OBC (Non-creamy Layer)	: 27% per PSC

Seats reserved under SC and ST category are inter-changeable. Vacant SC, ST, OBC and EWS seats have to be filled as per revised IGNOU guidelines. (copy attached)

B. Under Horizontal Reservation:

PH	:5% per PSC
War-Widow	:5% per PSC
Kashmiri Migrant	:1 Seat in the national merit (To inform SRD, if any Kashmiri Migrant (KM) candidate is found eligible to claim the seat but would be filled up by RC only after being communicated and got confirmed by SRD. If no applicant under the KM category is available, there is no need to keep the seat vacant.).

All successful candidates falling under the category of **PH** and having attached the necessary certificates from recognized Medical authority in support of their claim with the minimum disability of 40% are only entitled for reservation. However, the reserved percentage under this category may not exceed 5% of the total seats in your region. Female candidates under the category of War-widow who furnish necessary certificate from the recognized Defence Authority in support of their claim to avail the reservation under this category are entitled for reservation.

*The annual income of the candidates under **OBC (Non Creamy Layer)** should not exceed 8.00 lakhs per annum and only the central list should be followed. The OBC applicants, who have not submitted the Income Certificate but claiming OBC (NC) category will be treated as Creamy OBC or General category candidates. The SC/ST/OBC (Non-Creamy) candidates who have marks above the level up to which general category candidates are admitted, should not be counted towards reserved quota at all and should be included in the general merit list of admissions.*

No request for change of category shall be entertained from the candidates.

C. Reservation Under EWS :

Reservation under this category shall be guided by the Office Memorandum F.No. 12-4/2019-U1 dated 17th January, 2019 issued by the Government of India for implementing the 103rd Constitutional Amendment regarding 10% Reservation for Economically Weaker Sections (EWS).

The candidates, who have applied under the EWS category, will be eligible for admission under the “General Category” seats on the basis of their individual merit, just like the candidates belonging to other reserved categories like the SC, ST, OBC (Non Creamy) etc.

If an EWS category student becomes eligible to get admission under the General Category on the basis of individual merit, then that student shall be excluded from the EWS category and the EWS category merit list will be prepared taking into consideration the remaining candidates only.

If any EWS seat remains vacant, those seats can not be de-reserved and filled up by candidates from other categories.

This admission criteria will be implemented prospectively, w.e.f. the January, 2023 B.Sc (Nursing) admissions. These guidelines will not have any retrospective effect.

Note: In case adequate no of candidates are not available to fill up the reserved category seats, then the qualifying marks for those categories are to be lowered / reduced to get more candidates to fill up these seats. While doing so, it should be ensured that all the students for admission must fulfil the INC prescribed eligibility criteria for admission into the IGNOU Post Basic B.Sc (Nursing) programme and should have appeared in the IGNOU Post Basic B.Sc (Nursing) entrance test.

In case of any clarification, please contact the Registrar (SRD) at hkbose@ignou.ac.in

4. Resolving Tie Cases:

The marks and rank of candidates will be put on IGNOU website **www.ignou.ac.in**. In case of tie in the marks/rank, the following criteria will be followed as given in the student handbook and prospectus in chronological order:

i) **Length of relevant experience :**

To be counted after registration as RNRM until last date of filling up the application form for appearing in the entrance examination.

ii) **Over all percentage of marks secured in GNM examination :**

If the tie does not get resolved with application of length of experience, aggregate of GNM marks in all the three years will be considered for calculating merit/ rank.

iii) **Date of Birth :**

If the tie still does not get resolved, Date of Birth will be considered (Candidates born earlier will have higher rank than those born later).

iv) **Draw of Lot :**

If there is a tie after applying all the above criteria, then rank will be decided through a draw of lot.

5. Verification of Qualification, Experience and Other relevant Certificates:

- a. In the offer letter of admission the following paragraph should be appropriately highlighted:

“This offer of admission is provisional and is based on the documents in respect of qualification and other eligibility criteria submitted by you along with the application form. If at a later stage, it is found that the document(s) submitted by you is / are false, your admission shall stand cancelled forthwith and no fee refund will be admissible in the event of such cancellation of admission.”

In case, the documents submitted by the candidate are found to be false, the admission cancellation or otherwise may please be communicated along with scanned copies of all relevant documents to Registrar (SRD) for final decision.

b. Eligibility:

In-service Nurses i.e. Registered Nurses and Registered Midwives (RNRM) having 10+2 with three years Diploma in General Nursing and Midwifery (GNM) with a minimum of two years of experience (after registration as RNRM) in the profession. (For male nurses who have not done midwifery in the GNM programme, should have a certificate in any of the Nursing courses of 6-9 months duration prescribed by the Indian Nursing Council in lieu of midwifery).

OR

In-service Nurses (RNRM) having 10th class (Matriculation) or its equivalent with three years Diploma in General Nursing and Midwifery (GNM) with a minimum of five years of experience (after registration as RNRM) in the profession. (For males nurses who have not done midwifery in the GNM programme, should have a certificate in any of the nursing courses of 6-9 months duration prescribed by the Indian Nursing Council in lieu of midwifery).

Note: Candidates with less than two years of experience after RNRM will not be considered.

6. Admissions:

Schedule for finalization of admission and sending data to Student Registration Division is as under:

Counselling Invitation Letter:

The letter of invitation is to be sent to applicants at least 15 days in advance. Information of the date of counselling may also be sent through SMS and emails. **The letter should clearly state the documents that are required to be produced during physical counselling, specifically those mentioned at Para- 5 and 7** and the fee to be paid. The candidates be asked to **bring true copies of all self attested relevant documents during physical counselling**, which will be retained along with their application Form. For applicants whose counselling would be done through online mode, they will be asked to provide / upload coloured copies of these required documents through email. For online counselling, there will be no need for physical verification of documents.

Counselling :

- a) *As decided last year, this year also the counselling for B.Sc (Nursing) admissions will be done in **Hybrid Mode, i.e. both online and offline modes. Students residing in nearby places of the respective RCs may be called for physical counselling and verification of documents etc. For all other candidates, residing at a distance/far off places, the counselling should be done through online mode.***
- b) **The Admission Committee at the RC level will include two external nursing experts.** The Regional Centers are requested to identify the candidates from the final merit who live in the vicinity of the RC. ONLY those candidates who live in the vicinity of the RC are to be called for physical verification of documents etc.
- c) If it is found that the address / place of residence of any successful candidate in the final merit list is at a far away place or in another city / town, then to minimise the hardship to those students, they will be asked to send as attachments **Coloured scanned copies / photos** of all their required documents for admission, along with their photo and signature also, in the **official email id of the concerned RC for verification by the admission committee.**

The Admission Committee at the RC level will examine / verify those emailed documents and confirm the admission if the documents are found to be in order. There will be no physical verification of documents. In case any deficiencies are detected, then the candidate may be asked to send additional documents or remove / clear the deficiencies.

However, if the admission committee feels that there are grounds for suspicion and there is a need for physical verification of documents, then they can ask the candidate to be present physically in the RC for the same. All such cases are to be compulsorily reported to SRD.

- d) The counsellings are to be scheduled in such a way that the Counselling (including the second and third Counselling, if any) be completed positively, as per the Schedule of Activities to be communicated separately by the Registrar, SRD.

Collection of Fees

Fee is to be collected from the applicants satisfying eligibility conditions who come for physical counselling.

Students taking admission in the IGNOU PBBS Sc (N) will have to pay the applicable University Registration and Development fee, in addition to the programme fee, as decided from time to time.

For candidates whose documents will be verified online, they will be asked to pay the admission fees online through the SBI Collect gateway available on the IGNOU website at the following address under the head “Other Fees”

<https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=3886367>

After successful payment, the candidate will share the copy of the SBI Collect payment receipt with the RC and RC will check the payment from their RC log in. If required / felt necessary, the help of SRD / Finance Division may be taken in this regard. After confirmation of payment receipt, the admission of the candidate shall be confirmed.

A register of attendance of applicants coming for physical counselling is to be maintained where their signatures and time of arrival for the counselling is to be recorded prior to start of their counselling. The offer letter sent to them should indicate this information to the applicants.

Application Forms:

The Admission Committee at RC should **authenticate all the Application Forms for admitted** candidates. The Committee **should clearly state the reason for not admitting the applicant on their Application Form**, if the admission is rejected.

Data Entry:

To be done on the software provided, where the Entrance Results and other Applicant Details are pre-loaded. **Data may not be accepted beyond the period given in the schedule.**

After the admissions are over, one copy of the merit list indicating the reason for not giving admission to the candidates(s) appearing in the merit list above the last candidate in the Merit list has to be sent to SRD for record.

7. Points to be noted for Verification Process:

A. Verification of Documents and other related issues by the Nursing Experts:

1. 10th Class/Matriculation or equivalent and 10+2 Certificates for date of birth and qualifications.
2. GNM Diploma and Marks sheets in original.
3. RNRM Certificate about its validity and renewal, wherever applicable. To ensure that experience is counted only **from** the date of registration as RNRM up to the last date of filling up the application form for appearing in the entrance examination. However, if RM certificate is obtained after RN Certificate, experience will be counted from the date of registration as RM.
4. While verifying the experience document, it may be ensured that the experience before the date of registration as RNRM is not counted as a valid experience for the purpose of calculating the total no. of years of experience. Similarly the candidates having less than two years or five years of experience, as the case may be shall not be considered eligible for admission.
5. To verify the NOC with the stamp and signature of the Head of the Institution as submitted by the candidate to ensure that the candidate is an In-service candidate and is presently working.
6. To verify the authenticity of the course completed by the male Nurses in lieu of mid-wifery before the submission of the application form with the certificates produced in terms of its duration (6 to 9 months) and the recognition/approval of the Indian Nursing Council.
7. In case of male nurses, the experience is counted after RN.
8. To resolve the Tie cases as per the procedure given above and in the Student Handbook and Prospectus.

9. The Nursing Team may come across two types of cases in respect of the experience claimed by the candidates, which may be sorted out as given below:

(a). Actual experience is less but shown more in Application Form:

If the actual experience is less than the experience shown in the application form, then the candidate be put at the bottom of the merit in that category of marks, since it will affect the rank of the candidate in case of tie.

(b). Actual experience is more but shown less in Application Form:

If the actual experience is more than the experience shown in the application form, such experience would not be considered and merit would not change, since it will also affect the rank of the candidate in case of tie.

This way, the total experience of the candidate should tally with the experience mentioned in the original admission form by the candidate. Any discrepancy in the experience should therefore be mentioned and highlighted in the counselling form because, it will affect the merit/rank of the candidate in case of tie. **Experience prior to RNRM and experience of working as Auxiliary Nurse and Midwife (ANM) will not be considered.**

10. While verifying the experience of the candidate, kindly check the validity and reliability of the hospital, especially in case of private hospitals with their registration numbers etc.

B. Verification of Documents and other related issues by the other Members of the Team (Other than Nursing Experts):

1. 10th Class or Matriculation or equivalent certificates to verify the qualification and date of birth.
2. 12th Class or equivalent certificate to verify the qualification.
3. Original Admit Card/Hall Ticket for Entrance Test, with the signature of the Invigilator.

4. Two Passport size photographs.
6. SC/ST/OBC(NC)/EWS Category Certificates. The OBC (NC) certificate should not be more than three years old from the date of its issue till the last date of filling up the application form for appearing in the entrance examination.
7. Income Certificate submitted by OBC(NC)/EWS.
8. Relevant Certificates in respect of other categories such as Physically Handicapped and War-widows.
9. Anti Ragging affidavit / Certificates.
10. Demand Draft for the 1st year of Programme Fee.
11. Any other related documents in support of qualifications, change in the name of the candidate experience etc.

12. Other related issues:

- a. A file for every individual candidate be made in respect of the candidates attending the counselling (for both online and offline candidates) with their name, national rank and category rank written on top of it.
- b. A counselling form be given to the candidates to fill up the same and ask them to submit it along with all copies the documents duly attested by them to be verified by the Admission Team at counselling. Scanned PDF copy of the form to be sent by email to candidates whose counselling will be done through online mode.
- c. The file and the requisite documents after being verified by the members of the Admission Team, are to be sent to the Nursing Experts.
- d. Before allotting the seat, the candidates be informed about the intensive theory and practical counselling sessions, where 75% and 90% attendance, respectively is compulsory, no change in the programme study centre once allotted, non-refund of fee once paid etc and any other guidelines in respect of the programme, if sent by the School of Health Sciences for information of the candidates etc.

8. Documents that are required to be submitted by the Applicants at the time of physical Counselling: (Photocopies duly self attested, to be verified against original) :

- 1). Original Admit Card for Entrance Test, signed by the Invigilator.
- 2). 10th Class or Matriculation or equivalent Certificates.
- 3). 10+2 Class Certificate.
- 4). Valid RNRM Registration Certificate (In case registration is done from more than one council, all such certificates).
- 5). Experience Certificate(s) on Letter Head of the competent authority with full name, date and signature with stamp).
- 6). GNM Diploma Certificate and Marks Sheets for all years.
- 7). No Objection Certificate (NOC) from the organisation, where the candidate is presently working to ensure the candidate is in service.
- 8). In lieu of mid-wifery, the male nurses produce the certificate in any nursing course of 6-9 months duration as recognized by Indian Nursing Council. The candidates should produce relevant documents authenticating that such nursing course is recognized and approved by the Indian Nursing Council. **Experience prior to RNRM and experience of working as ANM will not be considered.**
- 9). Original Anti-ragging Affidavits in the prescribed formats duly Notorised and signed by Parents and Applicant separately, as given in the Prospectus.
- 10). A Demand Draft of Rs. 23,000/- in favour of Indira Gandhi National Open University and payable at city of the concerned Regional Centre where the counselling is to be held, towards the **programme fee**. Students taking admission in the IGNOU PBBS Sc (N) will have to pay the applicable University Registration and Development fee, in addition to the programme fee, as decided from time to time.
- 11). Two Passport size Photographs

(ii). **By Applicants claiming reserved seat:**

- 12). Category (SC/ST) Certificate for claiming SC/ST Seat
- 13). OBC-Non creamy Layer Certificate along with Income Certificate for claiming OBC (Non-creamy Layer) Seat. The Certificate, not older than 3 years, should be in the format as given in the Student Handbook and Prospectus of the Post Basic B.Sc (Nursing) Programme.
- 14). Certificate of Physically Handicapped for claiming PH Category seat, with a minimum of 40% disability.
- 15). War-widow Certificate for claiming War Widow Seat.
- 16). Kashmiri Migrant Certificate for claiming KM Seat.
- 17). EWS as per MHRD, GOI/Indian Nursing Council orders 1-5/2018-INC dated 09/08/2019.

(iii). **By the Applicants whose name is changed after High School (all documents listed below):**

- 18). In case any change in the name (other than the one mentioned in his/her High School Certificate), then it is mandatory for the prospective learners to furnish legal evidence of having changed his/her name/surname while submitting the admission form, as given below:
 - a. Attested copy of the Notification issued in the daily newspaper notifying the change of name.
 - b. An attested copy of the Affidavit filed before the 1st class Magistrate specifying the change in the name.
 - c. An attested copy of the Marriage Card/Marriage certificate in case of women candidates for change in **Surname**.
 - d. Attested copy of the Gazette Notification reflecting the change of name/surname.
