

THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

DD – 36, Sector – I, Salt Lake, Kolkata – 700 064

Website: www.thewbuhs.org

(Tel no. 2321-3461 / 2321-3051)



Information Booklet

Rules for admission to
Diploma in Health Education and Diploma in Dietetics
Courses

In

All India Institute of Hygiene and Public Health

[AIIH & PH], Kolkata

2010

1. Jurisdiction of the University

1. Admission to the seats in the Diploma in Health Education (DHE) and Diploma in Dietetics (Dip. Diet) Courses in All India Institute of Hygiene and Public Health [AIIH & PH], Kolkata shall be made on the basis of the inter se merit list and combined merit list of different categories/ castes of candidates on the basis of the results of the Admission Test to be conducted by the West Bengal University of Health Sciences (WBUHS).

2. Eligibility criteria

2.1. Courses are open to citizens of India.

2.2. Diploma in Health Education :

Medical Graduates (MBBS / BHMS / BAMS) registered with respective Council or Bachelor degree in Arts, Science, Commerce, Education or Nursing from any recognized University.

2.3 Diploma in Dietetics :

(i) Medical Graduates (MBBS / BHMS / BAMS) registered with respective Council or (ii) Bachelor University degree with Physiology or Chemistry or Clinical Nutrition with Dietetics as one of the subjects or (iii) Degree in Home Science or Nursing from a recognized Institution or.

3. Method of Submission of application

See [Appendix-I](#) of this document

4. Admission test

Separate Admission tests of DHE and Dip. Diet will be conducted by WBUHS to prepare merit lists of the candidates seeking admission to different Post-Graduate Diploma Courses conducted by AIH&PH, Kolkata.

Applicants will be provisionally allowed to appear in the Admission test provided they have submitted their applications online in the prescribed form for the respective course within 11.06.2010 and have fulfilled the eligibility criteria.

The question papers of the Admission tests will be set in English and shall contain 100 single best response type Multiple Choice Questions relevant for the concerned diploma course.

4.4 For each correct response, one (1) mark will be awarded.

4.5 The duration of each Admission test will be 80 minutes.

5. Merit List of Candidates

5.1 The rank of the candidates will be determined on the basis of the marks obtained by them in the admission test in order of decreasing marks.

In the event of more than one candidate securing the same mark, the rank shall be determined according to the following principles:

The relative position of such candidates in the merit list will be determined on the basis of the number of wrong answers, i.e., the candidate giving more wrong answers will be placed in lower position in the merit list.

If the ranks of the candidates cannot be determined by application of the above principle, the candidate older by age will be in the higher rank than the candidate younger by age.

There shall be combined merit list and separate list indicating merit position for the SC / ST / Physically Challenged / OBC candidates which will be displayed in website.

5.2 Seats reserved for SC candidates when remaining even after following the instruction laid down in the government order and notification, shall be filled by the St candidates and vice-versa.

5.3 Seats reserved for PC candidates when remaining even after following the instruction laid down in the government order and notification shall be filled in from the general merit list.

5.4 Seats reserved for OBC if remained unfilled will be arranged according to government order.

6. Verification of documents and counseling of selected candidates for admission

Admission to different courses will be made through counseling according to the time schedule.

The provisional merit list as well as the venue, date and time of verification of documents and counseling will be available at WBUHS website. No information will generally be sent to individual candidate in this regard.

Candidates selected for admission through counseling must join the course on the day of verification of documents on payment of the requisite fees.

A candidate has to appear in person before the selection committee on the date of counseling; otherwise the candidate will be marked absent and his/ her candidature will stand cancelled.

In case a candidate is unable to appear in person on the day of counseling for compelling examinations, he/she can send his/ her authorized representative with an Undertaking and an Authority Letter (Forms for Undertaking and Authority Letter are available in www.thewbuhs.org), along with requisite documents. The allotment made to the authorized representative shall be binding on the candidate.

7. Other instructions

Candidates need not submit any supporting documents along with their application form.

There is no provision for rechecking/ re-evaluation of the answer sheets and no query in this regard will be entertained.

The qualified candidates whose names are published in the Provisional Merit List for counselling for admission to different courses have to submit all the attested copies of

supporting documents along with originals for verification during counseling as per the time schedule to be published with the merit list.

If the qualified candidate fails to produce the supporting documents, he/she will not be considered for counselling under any circumstances.

The selected sponsored candidates for DHE shall have to produce the sponsorship certificate in original at the time of admission for official records.

GENERAL RULES AND PROCEDURAL DIRECTIVES

1. Applicants should go through and strictly follow the instructions given in this Information Booklet, published in www.thewbuhs.org in May 2010, while applying for different courses. Application must be complete in all respect.
2. Candidates completing their one-year internship training on or before 31st March 2010 are eligible to apply. (Wherever applicable)
3. Applicants are required to enclose a self addressed unstamped envelope (approx. size 9" x 6") along with the application form for sending the Admit Card.
4. The Print-copy of the application as per Appendix-I along with a crossed Demand Draft/ Bankers' cheque of Rs. 1000/- for each course in favour of '**The West Bengal University of Health Sciences**' payable at **Kolkata** and photographs are to be submitted either by hand or by Speed/ Registered post to the office of the 'Controller of Examinations, West Bengal University of Health Sciences, DD-36, Sector-I, Salt Lake, Kolkata-700064'. The application must reach WBUHS within 11.06.2010. Candidates are requested to write name, course, Application Serial No. and telephone no. (if any) on the back of the bank draft.
5. Submission of incorrect or false statements / documents or suppression of material information in the application form will be considered as sufficient ground for cancellation of the candidature or the admission of the candidates to a course whenever detected, i.e. during the process of admission or even at any stage thereafter.
6. The selection / admission of a candidate shall stand cancelled if he/she is found guilty of copying from any material whatsoever or of taking the help of any electronic media / devices during the examination, or of assisting others or of being assisted by others in any manner whatsoever in writing out the answers during the examination. In this context, decision of the Centre-in-charge will be final and binding.
7. Admit Card will be sent by speed post.
8. In case Admit Card does not reach the applicant, he/she should appear in person to the Controller office of the Controller of Examinations, WBUHS, prior to date of examination (schedule mentioned in this booklet), for issuance of the duplicate Admit Card.
9. The qualified candidates whose names will be published in the Provisional Merit List will have to submit all the attested copies of supporting documents along with originals for verification of their eligibility to the course during counseling.
10. The Merit list along with the date, time and venue of counseling will be notified in the notice-board of the WBUHS and will also be available in the website <www.thewbuhs.org>. No communication in this regard will be made to the candidates personally.
11. Candidates selected for admission shall have to get themselves admitted on the day of the counseling on payment of the requisite fees.
12. The candidate, after admission, should report to the head of the institution within the last date specified in the Information Booklet.
13. If a candidate does not report to the allotted institution by the due date his / her admission to the course will be cancelled.

14. No travel allowance is admissible for appearing in the Admission examination or for attending counseling.

Admission schedule for 2010

Forms to be submitted Online in www.thewbuhs.org	between 28.05.2010 and 11.06.2010
Submission of print-copy of forms at W.B. University of Health Sciences (except Saturday, Sunday and Holidays)	between 28.05.2010 and 11.06.2010 (11.30 a.m. To 4.00 p.m.)
Print-copies will not be received in the office of the WBUHS in person after 07.05.2009. Print-copies sent by Speed/ Registered post will be received up to 15.06.2010, provided the Bankers' cheque/ Demand Draft is purchased on or before 11.06.2010.	
Duplicate Admit Card will be available, if necessary	On Thursday 08.07.2010 and Friday 09.07.2010 (11.30 a.m. To 4.00 p.m.)
Date of Admission Test	Sunday 11.07.2010 DHE 12:00 a.m to 1:20p.m Dip.Diet 2:00p.m to 3:20pm
Declaration of result	On or before 20.07.2010
Date of verification of original documents and Admission	To be declared later
Report to respective Institution	To be declared later
Course to start from	30.07.2010

A candidate will have to submit separate application for each of the following courses: -

DHE	Dip. Diet.
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Registrar
Date: 28th May 2010

Appendix-I

Guidelines For Submission Of Application

*1. A candidate seeking admission through WBPGAT is required to submit his/ her application **online** by logging in www.thewbuhs.org Application submitted by all other means will be summarily rejected.

*2. The candidate will, first of all, visit the university website www.thewbuhs.org through internet. She/He is required to go through the relevant '**Information Booklet**' carefully and acquaint himself/ herself with all requirements regarding filling in the application form.

*3. In the homepage she/he will click '**Admission**' to go to the next page to click to the name of the appropriate course for which she/he wants to submit the form online. In the next page the candidate will be offered options to go through the '**INFORMATION BOOKLET**' and '**Multiple Choice Answering Method through OMR**'. The candidate is advised to go through both thoroughly before continuing to fill in the '**Online Application Form**'. In case he/ she is already acquainted with their contents he/ she may click '**Online application form for DHE/ Dip-Diet**'.

*4. The next page titled '**Instructions**' appears. Read the instructions thoroughly and then click '**Click here for the Application Form**' at the bottom.

*5. Fill in the '**Online Application Form**' carefully by selecting appropriate options or by typing in appropriate places. Please do not skip any point. Then click '**continue**' at the bottom of the page to see what you have entered.

*6. Please check the details of your entry in the next page. If you want to change anything click '**Back**' at the bottom to go to the previous page to make necessary corrections and then again click '**Continue**'. Otherwise the option '**Continue**' is to be clicked

Only after you are fully satisfied, click '**Submit**' at the bottom to go to the next page. You will not be able to change the data after submitting the form.

After clicking '**Submit**' two more pages will appear with a '**Serial No.**' and the candidate will have to print both the pages as those will have to be submitted to WBUHS. Please keep photocopies of those pages for your record. Submit the form afresh if you do not get any '**Serial No.**'. **Application Forms without 'Serial No.' and missing data will not be entertained.**

**** Once submitted no request for change of any entry will be entertained by the university.**

The next page will have to be printed and then 'Continue to open the last page' at the bottom of the page is to be clicked. The last page also is to be printed. Print-out of these two pages will have to be submitted to the office of the 'Controller of Examinations, West Bengal University of Health Sciences (WBUHS), DD-36, Sector-I, Salt Lake, Kolkata-700064' after:

- i) pasting two photographs of the candidate (one must be attested by a gazette officer or Principal of the college last attended) at appropriate places in the last page,
- ii) putting the candidate's signature at appropriate places in the last page. The declaration must be signed (which should be full name) in the same page of the declaration.
- iii) putting left thumb impression in the appropriate place
- iv) attaching the bank-draft /bankers' cheque for Rs. 1000/- in favour of 'The West Bengal University of Health Sciences' payable at Kolkata

- v) attestation should be by a gazette officer with legible seal with designation in the certificate
- vi) attaching an unstamped self-addressed envelop and
- vii) mentioning the name of the 'course applied for' over the envelop.

**1. The instructions given in the print-outs are to be followed scrupulously. The printed hard-copies of last two pages are to be submitted to WBUHS either personally or by registered post/ speed post positively, so as to reach WBUHS on or before the prescribed last date.

**2. Please keep photocopy of the pages to be submitted for your records.

**3. All forms submitted after the stipulated last date/ all incomplete or invalid forms will be rejected without any further reference to the candidate and the fees submitted, if any, will be forfeited as processing charges.