

**THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES**

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

**Website: <https://wbuhs.ac.in>**

**(Tel no. 2321-3461 / 2321-6602)**



**Information Booklet**

Rules for admission to  
Diploma in Health Promotion & Education,  
Diploma in Dietetics  
and Diploma in Health Statistics Courses in

**All India Institute of Hygiene and Public Health [AIHH & PH], Kolkata**

2019

## 1. Jurisdiction of the University

Admission to the seats in the Diploma in Health Promotion & Education (DHPE), Diploma in Dietetics (Dip. Diet) and Diploma in Health Statistics (D.H.S) Courses in All India Institute of Hygiene and Public Health [AIHH & PH], Kolkata shall be made on the basis of the inter se merit list and combined merit list of different categories/ castes of candidate 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. A candidate may apply for more than one course if eligibility criteria for the entrance test is satisfied.

Candidates appearing at following examination must already have completed their internship (wherever it is required) or should complete it before counseling.

### 2.2. Diploma in Health Promotion & Education (DHPE):

(i) Candidate should be Graduate from a UGC recognized University having degree in the Biological Sciences / Social Sciences / Nursing / AYUSH.

(ii) Minimum Two years of experience in Public Health/Health Education/Health Promotion.

(iii) **Age:** Candidates who have not completed 50 years on the last date of application are eligible to apply.

### 2.3. Diploma in Dietetics (Dip-Diet):

(i) Medical Graduates (MBBS / BHMS / BAMS / BUMS / B.D.S) 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 Nursing [B.Sc. Nursing or its equivalent / Post Basic B.Sc Nursing] from an institution recognized by Indian Nursing Council. .

### 2.4. Diploma in Health Statistics (D.H.S):

(i) Graduation in any discipline from a recognized university with mathematics or statistics as a subject at Higher Secondary (10+2) Level.

(ii) **Age Limit:** Not more than 30 years as on 01.01.2019. Relaxation for 5 years for SC / ST and 3 years for OBC candidates as per Govt. rules. For sponsored candidate there is no age bar.

## 3. Admission test

Separate Admission tests of DHPE, Dip. Diet and D.H.S will be conducted by the WBUHS to prepare merit lists of the candidate seeking admission the above courses.

- 3.1 Applicant will be provisionally allowed to appear in the Admission test provided he/she submits his/her application on-line in the prescribed form for the respective course and pay the application fee of Rs.3000/- online.
- 3.2 The question papers of the Admission tests will be set in English and shall contain 100 single best response type Multiple Choice Questions relevant to the concerned diploma course.
- 3.3 For each correct response, one (1) mark will be awarded. There will be no negative marks awarded for wrong answers and for questions not attempted. However multiple answers to a single question will be regarded as wrong answers.
- 3.4 The duration of each Admission test will be 80 minutes.
- 3.5 Multiple Choice Questions to be set from following subjects:
- i) Dip-Diet: Basic Nutrition, Physiology, Chemistry, Basic food Science.
  - ii) DHPE: Basic Public Health Sciences.
  - iii) DHS: Mathematics XII class standard and basics of statistics.

#### **4. Method of Submission of application**

**See Appendix – 2 of this document**

#### **5. Merit List of Candidate**

- 5.1 There is no qualifying marks. Seats will be filled according to merit and reservation policy of Government of India. The rank of the candidate will be determined on the basis of the marks obtained by them in the admission test in order of descending order of marks.
- In the event of more than one candidate securing the same mark, the rank shall be determined according to the following principles:
- i. The relative position of such candidate 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.
  - ii. If the ranks of the candidate 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.
  - iii. There shall be combined merit list and separate list indicating merit position for the SC/ST/ OBC/ OBC-A/OBC-B candidate which will be displayed in the university website.
  - iv. Physically challenged candidates (PWD: Persons with disabilities) will be defined as having lower limb disabilities only amounting between 40% – 70%. They will be placed through horizontal reservation policy.
- 5.2 Seats reserved for SC candidate remaining even after following the instruction laid down in the government order and notification shall be filled by the ST candidate and vice-versa.

- 5.3 Seats reserved for PC candidate remaining even after following the instruction laid down in the government order and notification shall be filled in from the categories for which it is reserved.
- 5.4 Seats reserved for OBC/OBC-A/OBC-B if remained unfilled will be interchanged according to government order.
- 5.5 OBC-A, OBC-B certificate must ratify the present income of the family i.e. the income after 01.01.2018 to substantiate that candidate is from non-creamy layer.

## 6. Verification of documents and counseling of selected candidate for admission

Admission to different courses will be made through counseling according to the time schedule. The provisional merit list and information regarding the venue, date and time of verification of documents and counseling will be available at the WBUHS website. No information will be sent to individual candidate in this regard.

Candidate selected for admission through counseling must join the course within the stipulated mentioned in the offer letter after counseling 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. However, the candidate or his/her representative appearing for counseling will have to bring the following documents in original:

- i) Admit card of West Bengal DHPE/ Dip.Diet / D.H.S Admission Test, 2019
- ii) Mark sheets of qualifying examinations (as applicable)
- iii) Proof of age e.g. Admit Card or passed out Certificate or Certificate of Madhyamik / Secondary or its equivalent examination.
- iv) SC /ST/ PWD /OBC / OBC-A/OBC-B Certificate. OBC-A and OBC-B candidates have to submit non-creamy layer certificate issued on or after 01.04.2018 by the competent certificate issuing authority.
- v) Documents relating to date of completion or resignation (accepted by the competent authorities) about any other course being pursued by the applicant.
- vi) PWD Certificate showing lower limb disabilities only amounting between 40% – 70%.issued by the Dept. of Physical Medicine, IPGME&R.
- vii) **FOR DHPE CANDIDATES ONLY:** Certificate to substantiate a minimum Two years of experience in Public Health / Health Education / Health Promotion to the satisfaction of the authorities of AIH&PH as to the acceptability of the certificate.
- viii) Any other relevant documents.

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

## 7. Other Information:

- i. Candidates are requested to have files of soft copies of the supporting documents which they would have to upload at the time of on-line application.

- ii. There is no provision for rechecking/ re-evaluation of the answer sheets and no query in this regard will be entertained.
- iii. The qualified candidate whose names are published in the Provisional Merit List for counseling 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 in due course in University website.
- iv. The selected sponsored candidate for DHPE shall have to produce the sponsorship certificate in original at the time of admission for official records.
- vi. Please see Appendix –1 for Admission Schedule for admission, Appendix-2 for Guidelines for Submission of Application, Appendix-3 for guidelines for answering through OMR
- vii. Getting placement on „Trainee Reserve“ for government service holder is the responsibility of the candidate. The university should not be requested to take up the issue with concerned government.

#### **8. Stipend**

A provision of stipend of Rs. 7500/- is available for the students pursuing DHPE course for those who are not sponsored and if they are not drawing any salary even if they are notionally sponsored by any authority.

### **GENERAL RULES AND PROCEDURAL DIRECTIVES**

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1. Applicants should go through and strictly follow the instructions given in the Information Booklet as published in <https://wbuhs.ac.in> , while applying for **DHPE / Dip Diet / DHS** course. Application must be complete in all respect.
2. Candidates will have to apply online for the course through the link available in the website <https://wbuhs.ac.in> and submit the fees of Rs. 3000/- (Rupees three thousand only) for the examination at the payment gateway provided in the on-line application process.
3. 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 **DHPE / Dip Diet / DHS** course whenever detected, i.e. during the process of admission or even at any stage thereafter. Incomplete application forms will be summarily rejected by the system.
4. The candidates are requested to first see the list of documents to be uploaded along with the application form and to have soft copies of each of those ready with them; so that they do not find any hassle for uploading those documents at the time of filling in the application forms.
5. 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 and /or the University Observer will be final and binding.

5. Questions will have Multiple Choices that would be answered through OMR.

I) The test will be objective in nature and for each question four suggested responses will be given of which ONLY ONE answer will be chosen as the best response.

II) The Answer Sheet will be machine-scored and therefore requires specific procedure to be followed as given below:

**The answers will be marked only by blue / black ball-pen supplied by the University. No other pen / pencil are allowed.**

III) The method of marking answers is indicated below:

Each question will be followed by answers marked as (a), (b), (c) or (d). Select the most appropriate answer. Then, using **blue / black ball-pen** blacken the circle bearing the correct answer index against the serial number of the question on the answer sheet completely.

Please note that the mark should be dark enough and the circle should be filled in as completely as possible. But you need not make special efforts to darken any circle artistically.

6. The qualified candidates whose names will be published in the Provisional result will have to submit all the attested copies of supporting documents along with **originals** for verification of their eligibility to the course at the time of counseling.

7. If qualified in the written test; individual Provisional result will be made available in the website <https://wbuhs.ac.in> and no communication in this regard will be made to the candidates personally.

8. Candidates selected for admission through counseling must obtain the offer letter indicating the name of the course, the institute to where the candidate is allotted and the type of seat to which the admission has been made; on the day of counseling on payment of the requisite fees.

9. The candidate should report to the head of the Institution within the date mentioned in the offer letter.

10. IF A CANDIDATE DOES NOT REPORT TO THE ALLOTTED INSTITUTION WITHIN THE STIPULATED DATE HIS / HER ADMISSION TO THE COURSE WILL STAND CANCELLED.

11. No travel allowance is admissible for appearing in the written examination or for attending counseling.

12. No personal communication will be made to the candidates, unless it is considered absolutely necessary by the University authority.

13. Admission of candidates belonging to WB Govt. service will be in accordance to the relevant Government orders prevailing at the material time.

**Registrar**  
**The West Bengal University of Health Sciences**

## APPENDIX – 1

### ADMISSION SCHEDULE FOR DHPE, Dip Diet & DHS Courses; 2019

Sl. No.	Activity	Dates
1	Forms to be submitted Online in <a href="https://wbuhs.ac.in">https://wbuhs.ac.in</a>	<b>Between 25.05.2019 – 06.06.2019</b>
2	Admit card will be downloaded from the website by putting Acknowledgement number/phone number	<b>From 12.06.2018 evening (6 p.m onwards)</b>
3	Date of Admission Test	<b>Sunday, 16.06.2019</b>
4	Declaration of result	On or before <b>24.06.2018</b>
5	Verification of Documents and Counseling	To be declared in Counseling Notice

## APPENDIX – 2

### Guidelines For Submission of Application

Before submitting the application; please visit the website <https://wbuhs.ac.in> thoroughly and make yourself conversant with the requirement of application. For a more detailed information, check the “HOW TO APPLY” pdf .

## APPENDIX - 3

### INSTRUCTIONS TO CANDIDATES ANSWERING THROUGH Optical Mark Recognition (OMR) FOR Admission Test for DHPE, Dip Diet & DHS Courses, 2019

**Before writing anything on OMR Sheet, please read very carefully the instruction from beginning to end.**

The OMR answer sheet has two parts :

- Identification information on the left hand side.
- Answer sheet on the right hand side.

#### **(A) Identification information (on the left hand side):**

Follow the steps carefully :

Step 1 : Check the 6 digit Question Booklet Number.

Step 2 : Enter the 6 digit number in the boxes against the „Question Booklet No“ in the OMR sheet; one digit in each box by blackening the corresponding circles below.

Step 3 : Enter the 8 digit Roll Number in the boxes provided against „Roll Number“ in the OMR sheet; one digit in each box by blackening the corresponding circles below.

Step 4 : Put your full signature in the box provided.

**(B) Answer sheet (on the right hand side): Please be careful while filling up OMR Sheet :**

Step 1 : Use serial nos. 1 to 100 in the right hand side of the OMR Sheet. **Please do not Use Serial No. 101 to 200 in that event your OMR Sheet may not be scanned by the Computer.**

Step 2 : Check the „Question Booklet Series“ on your Question Booklet It may be any of the alphabets – A/B/C./D/E

Step 3 : Enter the alphabet in the corresponding box against „Question Booklet Series“ in the OMR Sheet (on the right hand side)

Step 4 : Blacken the corresponding round containing the same alphabet adjacent to the box.

Step 5 : Against each question serial number there are four rounds containing alphabets a/b/c/d. Answer by blackening the rounds containing the alphabet corresponding to the answer of your choice. **Blacken the round completely only by the blue or black ball point pen supplied by the University.**

**Details of marking on OMR Sheet**

- (i) The OMR Sheet will be machine scanned.
- (ii) Do not put any pen/pencil/other mark anywhere except in places as detailed above.
- (iii) Do not tamper with the ‘Bar Code’ on the OMR Sheet.
- (iv) Do not fold the OMR Sheet.

**The method of marking answers:**



Select the most appropriate answer

Then using the blue or black ball point Pen supplied by the University, blacken the round bearing the correct answer index against the serial number of the question on the answer sheet (OMR Sheet). For example, if the most appropriate answer to question 2 is (c), it should be marked as follows:

Question 2





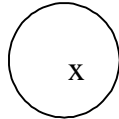
ii Please note : You **SHOULD NOT USE** any type of pencils or any other ball point pen other the one ball point pen supplied by the University.

iii Some Wrong Methods of Marking Answers :

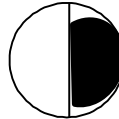
(Use of Tick Mark)



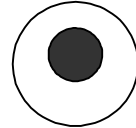
(Use of Cross Mark)



(Half Filled Round)



(Use of dot)



- You need not make special efforts to darken any round artistically.

(C) The following instructions should carefully be noted by each candidate :

- (1) On receipt of Question Booklet the candidate should verify the Question Booklet Series and Roll Number as pasted on the envelope containing the question booklet.
- (2) Left thumb impression should be given in the Attendance Sheet in the box provided.
- (3) Please ensure that your Name, Roll Number and Signature are put in the boxes provided in the cover page of the Question Booklet.
- (4) Please ensure that the Invigilator/Hall-in-Charge puts his/her signature in your Question Booklet and your OMR Sheets in the boxes provided.
- (5) After completion of examination the candidate should return the question booklet duly inserted in the envelop and the OMR Sheet separately to the Invigilator/Hall-in-Charge.

(D) Other Important Issues:

- I. Please go through the instructions given with the Admit Card
- II. For every correct answer (best response) four marks will be awarded. There will be no deduction for non-attempted questions.

