



**ST. JOSEPH'S PARAMEDICAL INSTITUTE**

**ST. JOSEPH'S HOSPITAL**

**Mariam Nagar, Meerut Road,  
Ghaziabad 201003 (U. P.)**



**PROSPECTUS – 2022**

**\*\*\*COURSE\*\*\***

**DIPLOMA IN MEDICAL LABORATORY TECHNICIAN**



**ST. JOSEPH'S PARAMEDICAL INSTITUTE**  
**Mariam Nagar, Meerut Road,**  
**Ghaziabad 201003 (U. P.)**  
**DIPLOMA IN MEDICAL LABORATORY**  
**TECHNICIAN**

**MISSION**

To be a contemplative in action by joyfully serving the poor and marginalized with compassion to bring about Healing and wholeness

**VISION**

To share the compassion of Christ to the suffering humanity to facilitate healing and wholeness

**CORE VALUES**

Respect for life

Justice to the oppressed

Reconciliation to one another and harmony to the universe

Excellence in the Art and Science of Healing

**CONTACT US**

**Website:** [www.stjosephhospitalgzb.in](http://www.stjosephhospitalgzb.in)

**Email:** [stjosephparamedicalgzb@gmail.com](mailto:stjosephparamedicalgzb@gmail.com)

**Mobile No. 91+ 9582739411, 91+ 7827908615**

**A. ABOUT SCHOOL**

St. Joseph Paramedical Institute, Mariam Nagar, Meerut Road Ghaziabad started in the year 2020, is situated in Mariam Nagar, Ghaziabad (nearest Metro Station: Shaheed Sthal Metro) is centrally connected to Roadways, Metro and Railways. It is run by the Medical Sisters of St. Joseph, Little Flower Province Lucknow a

religious congregation that strive to bring the vision of the Founder Servant of God Joseph Panjikaran to reality. We believe into holistic development of the students along with the studies so that they turn out to good human being as well as committed professionals in the fast paced developing field of healthcare technology.

The students get exposure to the real life situations by assisting the Laboratory Technicians while doing procedures necessary to be ready for the job and be outstanding in the Laboratory field helping the professional to come to a conclusive outcome.

We try to provide quality education so that our students are abreast with the ever-changing technological advancements and the needs of a hospital which strive for quality accreditations.

We bid all the very best for the bright future of the students and strive to turn them into individuals capable to bring about the change this world needs and be sensitive towards the care of the patients need so that they heal rapidly both physically and mentally.

## **B. INFORMATION ABOUT THE COURSE**

Diploma in Medical Laboratory Technician (DMLT)

It is a full time two years programme, Diploma in Medical Laboratory Technician (DMLT) from State Medical Faculty Lucknow.

**This Course is recognized by Uttar Pradesh State Medical Faculty Lucknow Letter No. – 1504 / 71 – 4 –2020– N – 8 / 2016 20<sup>th</sup> November 2020.**

### **1. Orientation & Probation of First Three Months:**

The students during this period will familiarize themselves with the laboratory routine, equipments, instruments and institute procedures. Classes, lectures and discussions in different departments of laboratory like Hematology, Clinical

Chemistry, Microbiology, Parasitology and Blood Banking will be conducted. After this period, students will be assessed to see if she / he have the aptitude and capability of completing the course. Students who will be found unsuitable will be asked to leave.

## **2. Training Period:**

Students completing the probation period successfully will be allowed to continue training. During this period, besides lectures, discussions on above subjects, Serology, Immunology and Histopathology procedure will also be included. The students will be on rotation schedule for their practical experience. They can be posted in any of the shifts (Morning / Evening / Night). Students will receive orientation in different section of department to integrate theoretical and practical knowledge. The final examination will be conducted by the UP State Medical Faculty Lucknow.

## **C. DURATION OF COURSE**

The Diploma course in D.M.L.T. shall be of two years.

## **D. AIMS AND OBJECTIVES**

The curriculum designed for this course will help the students to develop physical, mental, spiritual and professional qualities to be a good technician and a good citizen. It is based on sound educational principles, which will enable the students to gain scientific knowledge and technical skills in the medical field of laboratory. This programme helps the students in their personal and professional growth. This will motivate the students to stand on their feet.

## **E. ELIGIBILITY FOR ADMISSION**

- Candidate must have completed the age of 17 years, by 30<sup>th</sup> December of the current year.

- The minimum educational qualification is 10+2 (Science PCB/PCM only) passed or its equivalent. All the certificates (10+2) will be verified by the faculty and the certificate should be valid.
- Candidate should be unmarried.
- Physically and mentally fit to undergo the training.

**Note: Admission of students shall be once in a year.**

#### **F. MODE OF APPLICATION**

- DMLT application form and prospectus shall be issued from the office of the School of St. Joseph's Paramedical Institute, Ghaziabad on payment of Rs. 500/- in person or Rs. 650/- by demand draft in favour of St. Joseph's Paramedical Institute Payable at Ghaziabad, Mariam Nagar, Meerut Road, Ghaziabad U.P. 201003.
- Students can also download application form and prospectus through website of the hospital **[www.stjosephhospitalgzb.in](http://www.stjosephhospitalgzb.in)**
- Application form duly filled in capital letters, together with photocopies of all the necessary documents should reach the office by **31<sup>st</sup> July 2022 latest by 10:00 a.m.**
- Application should be filled up in the candidate's own handwriting. Please mention your phone number, WhatsApp number along with the address and E-mail ID to contact you on phone / E-mail.

#### **G. FILLED APPLICATION FORM SHOULD ACCOMPANY THE FOLLOWING DOCUMENTS:**

- a) True photocopies of the Mark Sheets and Sanad (Pass Certificate) of High School / Metric and Intermediate or its equivalent examination.

- b) Photocopy of the Aadhar Card, Caste Certificate, Residence Certificate & Income Certificate.
- c) School Leaving Certificate showing the Date of Birth. (T.C.)
- d) Character Certificate from the Principal of the college last attended.
- e) Merit Certificates of Extracurricular Activities.
- f) Character Certificate from Parish Priest in case of Christians (From an Unrelated known person in case of non-Christian)
- g) In case of Christian Baptism Certificate is also mandatory.
- h) Medical Fitness Certificate from a registered medical officer it is compulsory.
- i) Recent Passport Size photograph – 4

#### **H. ALL THE ORIGINALS OF CERTIFICATES ARE TO BE PRODUCED AT THE TIME OF INTERVIEW**

The application for admission along with all the required documents should be reached by hand or sent by registered post to : **The Principal, St. Joseph's Paramedical Institute, St. Joseph's Hospital, Mariam Nagar, Meerut Road Ghaziabad, 201003 (U.P.)**

#### **I. REJECTION OF ADMISSION FORM**

**The admission form can be rejected due to any of the following reasons:**

1. The St. Joseph's Paramedical Institute does not recognize the qualifying examination as minimum qualification.
2. The form is incomplete or the required documents are not attached or photographs are not affixed and/or enclosed.
3. The admission form is not signed by the candidate himself or herself.
4. Those who are enrolled for others academic studies in these years are illegible for this course.

## **J. INTERVIEW AND SELECTION**

- The date for the written test and interview will be intimated through a letter / phone call or E-mail. Please enquire if you don't get the letter by **5<sup>th</sup> August 2022**.
- The name of the candidates selected for Entrance Exam and interview, will be displayed at the entrance of the St. Joseph's Paramedical Institute.
- Eligible candidates will appear for an entrance examination (Written Test) of one hour duration, questions from English, Mathematics, Physics, Chemistry, Biology and General Knowledge. There will be an interview after written test for those who have done the written examination satisfactorily.
- Selection and admission will be based on merits of qualifying examination Written test and Personal interview.
- The decision of the interview board of the institution will be final and binding.
- Preference will be given the candidates from UP State and of Christian minority group.

## **ADMISSION DAY:**

**The admission day will be informed through a letter, phone call or E-mail.**

- The seats of students who do not take admission on the admission day will be given to the waiting list candidates.
- The Selected candidates who are willing to join the course shall report to the admission office and are requested to get the original certificate verified on the same day and have to confirm the seat by depositing Rs. 10,000/- in cash only This money will be adjusted for the medical checkup, immunization,

text book, uniform, student fund etc. The 1<sup>st</sup> year fee should be paid on the day of admission. The money deposited will not be refunded if the candidate does not join or discontinues his / her course liable to pay the full fee to the institution.

- The Selected candidates from UPSMF who are willing to join the course shall report to the admission office and are requested to get the original certificate verified on the admission day and have to confirm the seat by depositing Rs. 10,000/- in cash only this money will be adjusted for the medical checkup, immunization, text book, uniform, student fund etc., the 1<sup>st</sup> year fee should be paid on the day of admission. The money deposited will not be refunded if the candidate does not join or discontinues his / her course liable to pay the full fee to the institution.
- Selected candidates will have to undergo a complete physical examination and only those found fit would be selected for the course.
- If any candidates discontinue his/her course after commencement of classes will be liable to pay the full fee of the course to the institution.
- Hostel accommodation is providing only for the female students if they want.
- Female students those who stay in the hostel has to pay for the mess and hostel. They should abide with the rules and regulations of the hostel as decided by the management.
- The date of commencement course shall be informed to the selected candidates.



## **K. FEES STRUCTURE**

<b>ITEM</b>	<b>Management student's 1<sup>st</sup> Year</b>	<b>Students sent by the PSMF 1<sup>st</sup> Year</b>	<b>Management student's 2<sup>nd</sup> Year</b>	<b>Students sent by the PSMF 2<sup>nd</sup> Year</b>
Admission Fees	Rs. 1000/-	Rs. 1000/-		
Affiliation Fees	Rs. 2700/-	Rs. 2700/-	Rs. 2700/-	Rs. 2700/-
Breakage Deposit (Non - Refundable)	Rs. 1000/-	Rs. 1000/-		
Identify Card Fees	Rs. 100/-	Rs. 100/-		
Tuition Fees	Rs. 50000/-	Rs. 24,000/-	Rs. 50000/-	Rs. 24,000/-
Library Fees	Rs. 1500/-	Rs. 1500/-	Rs. 1500/-	Rs. 1500/-
Printing and Stationary	Rs. 400/-	Rs. 400/-	Rs. 400/-	Rs. 400/-
Establishment Fees	Rs. 10,000/-	Rs. 10,000	Rs. 10,000/-	Rs. 10,000
Practical	Rs. 14000/-	Rs. 14,000/-	Rs. 15,000/-	Rs. 15,000/-
<b>TOTAL</b>	<b>Rs. 80,700/-</b>	<b>Rs. 54,700/-</b>	<b>Rs. 79,600</b>	<b>Rs. 53,600/-</b>

## **MODE OF PAYMENT FEES**

Fees to be deposited only in D. D. / NEFT deposit. No cash will be accepted.

***Fees will be accepted by demand draft drawn in favour of  
"St. Joseph's Paramedical Institute, payable at Ghaziabad  
Indian Bank, Nandgram Ghaziabad U.P."***

***Payment can also be made through NEFT to the following  
account:***

**A/c No. 6971548936, Indian Bank, Nandgram Branch, Ghaziabad  
IFSC Code: IDIB000N109.**

Fees: 2<sup>nd</sup> year fees shall be deposited latest by 30<sup>th</sup> of September every year. Those who want to pay in two installments may do so by 30<sup>th</sup> of September (1<sup>st</sup> Installment) and 30<sup>th</sup> of November (2<sup>nd</sup> Installment) of the same year.

***Examination fee, will be paid after getting intimation from the University  
every year***

## **L. RULES & REGULATION**

- The students are directly under the control and direction of the Principal of the St. Joseph's Paramedical Institute.
- Students are expected to comply with the Rules and Regulations of the School. Ragging is strictly prohibited.
- The students' performance will be evaluated periodically especially before promotion or appearance for the Examination.
- The students will be appearing for the examinations conducted by the UP STATE MEDICAL FACULTY, at the end of each year. For the examination, students must obtain a minimum of 50% marks in the final examination and a minimum attendance of 75%.
- All the students must wear the prescribed uniform of the school and hospital, while they are on duty and in the class room.
- Students, whose conduct, attendance or performance in theory or clinical field is found not satisfactory, will not be allowed to attend the UPSMF examination.
- Students should be courteous and considerate to the patients, visitors, the public, authorities, and all the health team members. They should impart compassionate love through their words and deeds and provide quality service. Students shall maintain a high standard of conduct.
- The college authority reserves the right to promote or terminate a student, based on their performance.
- Students abstaining from classes/duty without prior permission from principal or her deputies will be guilty of the misconduct.
- Students are allowed to have 63 holidays including gazetted holidays, sick leave and preparatory leave per Year. Religious sisters are expected to make

their retreat during their annual leave.

- Students should have medical examination every year. If a student is found medically unfit, she/he will be required to leave. All medical expenses must be met by the student. Any student suffering from a serious illness requiring long rest is sent home for recuperation. In case of need, the student period will be extended to another academic year.
- Students will be dismissed at any time for misconduct, disobedience, in efficiency or repeated serious negligence of duty.
- Students are forbidden to accept gift or hospitality of any kind from patients or their attendants.
- Students will be asked to replace or compensate for loss or damage caused to equipment's.
- The institution takes no responsibility for loss of students' jewellery, personal articles or money. They should keep it safely.
- Marriage is not permitted during the course of study.
- Students are not allowed to use mobile phones during class hours and duty times.
- No certificate will be issued until all dues to the institution have been paid.
- Student may not collect any money for treat, get together and even for charitable purpose without sanction of the principal.
- Students will be asked to replace or compensate for loss or damage caused to equipments.

**NOTE**

1. *This prospectus may be changed or modified as and when required without prior notice.*
2. *All fees are subjected to change in keeping with the rising cost of things.*
3. *The prospectus may be kept safe with the students for reference.*

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Application No. SJH/DMLT/.....



**ST. JOSEPH'S PARAMEDICAL INSTITUTE**  
Mariam Nagar, Meerut Road Ghaziabad - 201003 (U. P.)



**APPLICATION FOR ADMISSION IN DIPLOMA IN MEDICAL  
LABORATORY TECHNICIAN (DMLT)**

(It must be filled by the Applicant in his/her own Hand Writing)

- Name of the Applicant.....  
(In Block Letters).....  
E-mail ID.....
- Father's Name.....
- Permanent Address.....

Recent  
passport size  
photo is to be  
pasted here

- Mobile No..... PIN Code.....
- Name of the Guardian.....
  - Address of the Guardian.....  
Guardian Mobile No..... PIN Code.....
  - Relationship with Father/Guardian.....
  - Occupation of the Father/Guardian.....
  - Date of Birth of the Applicant ..... Age..... Sex.....
  - Nationality..... State.....
  - Height..... Cm Weight..... Kg
  - Religion..... Married / Single / Widow
  - Category..... Gen / SC / ST / OBC (Enclose Certificate)
  - In case Christian Parish.....  
For Religious Sister only: -  
(i) Religious Name.....  
(ii) Name of the Congregation.....  
(iii) Provincial Name & Address.....
  - Educational Qualification.....
  - Details of Educational Qualification.....



Sl. No.		High School	Inter/Higher Secondary	Any other Qualification
1.	Name of the Institution and Address where you Studied			
2.	Duration of the Course			
3.	Medium of Instruction			
4.	Number of Attempt			

5.	Year of Passing			
6.	Registration Number			
7.	Total Marks and Percentage			
8.	Subjects you Studied			

16. Your Extracurricular Activities:- .....

17. Are you Enrolled in any other studies during this years.....

18. Do you know English:-

To read.....To write.....To follow lecture.....

19. How have you been occupied during the last 2 years?

20. Name and Address of two persons who will be responsible for you and we can contact in any emergency other than your Guardian.

(1) ..... (2) .....

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21. State in your words why you wish to join D.M.L.T. Course.



22. Have you enclosed all the documents as mentioned in the prospectus?

**DECLARATION BY THE APPLICANT**

1. (Name) ..... hereby declare that I have correctly studied the prospectus, that I have no disqualifying physical or mental disabilities and that the statements made by me in this application and the documents forwarded with are true to the best of my knowledge and belief. Further I promise to abide by the rules and regulations of the institution.

Date..... Signature of the Candidate .....

**DECLARATION BY THE GUARDIAN /PARENT**

2. (Name) ..... have carefully studied the prospectus and in the event of the above applicant being admitted I undertake to pay regularly of the fees and other dues till the completion of his/her course.

Date..... Signature of Parent/ Guardian .....