Procedure for Online Registration - Part I

Only the Candidates who are residing in Kerala State can apply to this State Council for Registration. Candidates are advised to go through the instructions carefully before filling up the online application form. Incomplete applications will not be considered for registration. Once the application is submitted there is no option for editing, so please enter the application form correctly.

Guidelines for filling Online Application

Applicants are advised to keep the following things ready with you before applying online.

1. Scanned or digital image of his/her photograph. Specifications:- Maximum size: 30 Kb, Image Dimension : 150W px X 200H px, Image Extension: jpg, jpeg, png
2. Scanned or digital image of your signature with the following specifications:- Maximum Size : 30Kb, Image Dimension : 150Wpx X 100H px, Image Extension : jpg, jpeg, png
3. Aadhaar card number must be entered
4. While filling the application form, please note that the name of the Candidate, Father's Name and Date of Birth should be as per SSLC or equivalent certificate.
5. Scanned or digital image of Course Certificate (showing your period of study) [Width:600px Height:800px Max Size:100Kb Allowed Extension: jpg,jpeg]
6. Scanned or digital image of Degree/Provisional Certificate [Width:600px Height:800px Max Size:100Kb Allowed Extension: jpg,jpeg]
7. Pay fee for Rs. 3100/- online

Send us the printout: Once you successfully submit the online application form you will be provide with a system generated application number. Candidates are advised to take a printout of their system generated online application and send it along with the below mentioned list of documents:-

List of documents

1. Photocopies of:

a) Aadhar Card (self-attested)
b) S.S.L.C or Equivalent Certificate duly attested by Kerala Govt./Central Govt. Gazette Officer.
c) Pre-Degree / Plus-2 Certificate duly attested by Kerala Govt./Central Govt. Gazette Officer.
d) Practical Training certificate for Diploma Holders (self-attested)
e) Internship Certificate for Pharm.D Graduates. (self-attested)

f) Kerala State Address Proof other than Aadhar, duly attested by Kerala Govt./Central Govt. Gazette Officer, namely Driving Licence / Election ID /Ration Card/ Domicile cert. from Local Body.

2. Original Documents to be send :

a) Diploma / B.Pharm /Pharm.D Certificate and its self-attested copy
b) Course completion Certificate showing the period of study and its self-attested copy
c) Final Year Mark List and its self-attested copy
d) Affidavit for B.Pharm or Pharm.D holders stating that he / she has not undergone D.Pharm (Click here)
e) Declaration for B.Pharm or Pharm.D holders registering with Provisional Degree Certificate (Click here)
f) For those who have not received Convocation from University can apply with PDC. Provisional Degree Certificates of B.Pharm or Pharm.D from other State Universities should be attested by College Principal, stating: **"*This is for the purpose of registering with Kerala State Pharmacy Council*"** and its self-attested copy.

Note: Original Certificates will be returned to candidates during their White Coat Ceremony

Transfer of Registration: Apart from the above documents, Registration Certificate and other relevant documents like ID card, service book, Enrolment Certificate and other documents / certificates issued by the concerned State Council.

- **Transfer from Tamilnadu Pharmacy Council,** a DD for Rs.118/- taken from a Nationalised Bank in favour of Registrar, Tamilnadu Pharmacy Council payable at Chennai should be submitted along with the application form.
- **Transfer from Maharashtra State Pharmacy Council,** a DD for Rs.500/- taken from a Nationalised Bank in favour of Registrar, Maharashtra Pharmacy Council payable at Mumbai should be submitted along with the application form.
- **Transfer from Punjab State Pharmacy Council,** NOC charges of Rs. 3600+18% GST should be paid through online portal www.pbspc.org and submit the receipt of the same along with the application.
- **Police Clearance Certificate** is needed from the local Police Station at your current Pharmacy Registration State.

What is Police Clearance Certificate used for?
Police clearance certificates is a vital document that proves if an individual has prior convictions. It is an official document used to verify your current criminal status and serves to prove the applicant is of sound character.

II. Submitting the Application

Candidate can either send the printout of the application along with the documents to

Registrar, Kerala State Pharmacy Council, Pharmacy Bhavan, P.H. Lab Compound, Red Cross Road, Vanchiyoor Post, Thiruvananthapuram - 695 035, or can directly hand over it to the KSPC Office at Thiruvananthapuram.

III. **White Coat Ceremony**

Once the application has been approved, the applicant will be called for the White Coat Ceremony conducted by Kerala State Pharmacy Council . The candidate has to attend the function which will be held at the office of Kerala State Pharmacy Council, (Pharmacy Bhavan), Trivandrum. The function starts at 9 A.M. and the candidate should bring white Overcoat. In the ceremony he/she will be awarded with **Pharmacist Registration Certificate & ID Card .** The original documents submitted for verification also will be returned on this day.

IV. **Login facility**

Every **'Registered Pharmacist'** will have a User profile. Your Register Number in the Certificate will be your username and your Date of Birth (ddmmyyyy) is the password. Using this facility Registered Pharmacist can update their basic details & also apply for adding additional qualifications, renewal of registration, Good Standing Certificate and all other services rendered by KSPC.

Procedure for Online Registration - Part II

I. **Web Profile / Renewal Certificate**

Fill up the prescribed application and remit a fee of Rs. 50/- , then you can download the certificate after the payment approval from the council.

II. **Additional Qualification** (Online fee – ₹ 1000/-)

Eligibility :- (Additional Qualification cannot be applied with Provisional Certificate).

A Registered Pharmacist on acquiring higher qualification related with Pharmacy and approved by Pharmacy council of India will be eligible to enter his/her additional qualification in the register of State Pharmacy Council and can obtain a certificate of additional qualification.

Documents to be produced

1. Application form printout after remitting prescribed fee online.
2. Self-attested copy of Pharmacy Registration Certificate (PRC) issued by the State Pharmacy Council

3. Original Degree Certificate of the newly acquired qualification and its self-attested copy.
4. Course Certificate in original and its self-attested copy.
5. Final year original mark list of the newly acquired qualification and its self-attested copy.
6. Internship Certificate for Pharm.D Graduates. (self-attested)

III. **REGISTRATION RENEWAL**

As per Pharmacy Act Section 34, all Pharmacist should renew their registration before 31st December every year. The State Council should publish the List of Pharmacist soon after the 1st day of April every year. The Pharmacist can renew their registration by submitting the application and paying Rs. 100/- as renewal fee. Those who have opted NRDS (Non-refundable Depo sit Scheme) scheme should submit a request for renewal before 31st Dec ember in every year. They are exempted from paying renewal fee. KSPC grants a grace period from 1st January to 31st March for renewal of registration to those who could not make it before 31st December (conditions apply).

IV. **REGISTRATION RENEWAL-LONG TERM [RESTORATION]**

KSPC grants restoration of renewal of registration in genuine cases to those who could not renew their registration for more than 05 years. The approval of the council executive committee is mandatory for restoration of registration. Pharmacists shall apply to the Registrar by stating the reason online for the lapse. For more details contact council office

V. **DUPLICATE CERTIFICATE** (Online fee – ₹ 1300/-)

If the PRC is irrecoverably spoiled or lost a duplicate PRC can be obtained by remitting prescribed fees online. Such applicants should submit along with the printout after remitting the fees and an affidavit from the 1st class Judicial Magistrate in 100/- stamp paper certifying that the PRC is irrecoverably lost or damaged and that the same will be surrendered in ca se it is recovered later. The duplicate PRC will be issued only affixing "DUPLICATE". The approval of the council Executive Committee is mandatory for issuing Duplicate Certificate. For more details contact council office.

VI. **CHANGE OF CERTIFICATE** (Online fee – ₹ 300/-)

Procedure

The old Registration Certificate issued by the KSPC has been replaced with the new model high security certificate with hologram & QR-code, as per the provisions in the Kerala Pharmacy Council Rules. Registered Pharmacists possessing the old format of Pharmacy Registration Certificate can change their certificate to new format. The Council will issue high security certificate and identity card on the receipt of the application printout after remitting the prescribed fees online, along with the old Pharmacy Registration Certificate and ID Card in original and Candidate must upload a passport size photo in edit profile menu with the size as shown in your profile page.

VII. **IDENTITY CARD** (Online fee – ₹ 100/-)

The Pharmacists who practice in the state of Kerala should wear ID card issued by the KSPC. By paying the prescribed fees online Pharmacist can apply for new ID card and send the application along with you r old ID Card to this office. The validity of ID card will be 5 years.

VIII. ONE & SAME CERTIFICATE

The applicant should apply with a request letter in white paper addressed to the Registrar along with the following documents:-

1. Pharmacy Registration Certificate (PRC) copy duly attested by Kerala Govt. Gazette Officer.
2. Copy of Passport duly attested by Kerala Govt. Gazette Officer.
3. SSLC & Plus Two certificates copies duly attested by Kerala Govt. Gazette Officer.
4. One & Same certificate issued from local self-government department (Village / Panchayat / Municipality / Corporation), stating: ***issued for Kerala State Pharmacy Council.***
5. Indian Postal Stamp worth Rs. 50/-

IX. GOOD STANDING CERTIFICATE (Online fee – ₹ 2000/-)

The applicant should fill the online application and remitting the prescribed fees online and send the application printout along with Original Character Certificate and two plain copies of Pharmacy Registration Certificate and Diploma / Degree in Pharmacy (If additional Qualification acquired - copy of additional qualification Certificates should also be submitted).

Character Certificate of the Candidate from the following authorities –

- Panchayat President / Corporation Mayor / Municipality Chairman
- Kerala State Pharmacy Council Member

Click here for **Character Certificate format**