S. R. O. No. /2017- In exercise of the powers conferred by sub-section (1) of Section 2 of Kerala Public Services Act, 1968(19 of 1968) read with Section 3 thereof and in supersession of all other rules and orders existing on the subject, the Govt. of Kerala hereby make the following Special Rules for the Teaching Faculty of College of Nursing, Kerala Medical Education Service, namely:-

**PREAMBLE**

At present Post Graduate programme in six Nursing specialties are conducted in the state of Kerala, under the Directorate of Medical Education. Till now the faculty for Nursing Colleges under the Directorate of Medical Education were recruited without considering the specialty of candidate. So the sanctioned strength of faculty in each specialty could not maintained .The field of Nursing Education develops day to day with the growth of world. The distribution of faculty should be maintained as per the requirement of each specialty. These specializations and the cadres of posts are ;

**I. Administrative Cadre**

1. Joint Director of Medical Education.
2. Principal, College of Nursing.

**II. Teaching cadre**

<table>
<thead>
<tr>
<th>SL No</th>
<th>Specialty</th>
<th>Posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Medical Surgical Nursing</td>
<td>Lecturer, Assistant Professor, Associate Professor, Professor.</td>
</tr>
<tr>
<td>2</td>
<td>Pediatric Nursing</td>
<td>Lecturer, Assistant Professor, Associate Professor, Professor.</td>
</tr>
<tr>
<td>3</td>
<td>Community Health Nursing</td>
<td>Lecturer, Assistant Professor, Associate Professor, Professor.</td>
</tr>
</tbody>
</table>
RULES

Short title and commencement:- These rules may be called the Special Rules for the Teaching Faculty of College Of Nursing, Kerala State Medical Education Service, 2016. They shall come into force at once.

Constitution- The service shall consist of the following cadres and Categories of officers, namely:-

Administrative cadre

(1) Joint Director of Medical Education (Nursing).
(2) Principal of Government Colleges of Nursing.

Teaching Cadre

Category 1. Professor in Medical Surgical Nursing
Category 2. Professor in Pediatric Nursing
Category 3. Professor in Community Health Nursing
Category 4. Professor in Psychiatric Nursing
Category 5. Professor in Obstetrics and Gynecology Nursing
Category 6. Professor in Nursing Education, Administration and Research

Category 7. Associate Professor in Medical Surgical Nursing
Category 8. Associate Professor in Pediatric Nursing
Category 9. Associate Professor in Community Health Nursing
Category 10. Associate Professor in Psychiatric Nursing
Category 11. Associate Professor in Obstetrics and Gynecology Nursing
Category 12. Associate Professor in Nursing Education, Administration and Research

Category 13. Assistant Professor in Medical Surgical Nursing
Category 14. Assistant Professor in Pediatric Nursing
Category 15. Assistant Professor in Community Health Nursing
Category 16. Assistant Professor in Psychiatric Nursing
Category 17. Assistant Professor in Obstetrics and Gynecology Nursing
Category 18. Assistant Professor in Nursing Education, Administration and Research

Category 19. Lecturer in Medical Surgical Nursing
Category 20. Lecturer in Pediatric Nursing
Category 21. Lecturer in Community Health Nursing
Category 22. Lecturer in Psychiatric Nursing
Category 23. Lecturer in Obstetrics and Gynecology Nursing
Category 24. Lecturer in Nursing Foundation, Nursing Education, Administration and Research

Appointments – Appointment to the categories of posts shall be made as follows:-

1. ADMINISTRATIVE CADRE

<table>
<thead>
<tr>
<th>Category</th>
<th>Method of Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Joint Director of Medical Education (Nursing)</td>
<td>By Promotion from the category of Principal of Govt. Colleges of Nursing.</td>
</tr>
<tr>
<td>2. Principal of College of Nursing.</td>
<td>By promotion from the category of Professors.</td>
</tr>
</tbody>
</table>

(2) TEACHING CADRE

<table>
<thead>
<tr>
<th>Category</th>
<th>Method of Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Professor in Medical Surgical Nursing</td>
<td>By promotion from the category of Associate Professor in Medical Surgical Nursing.</td>
</tr>
<tr>
<td>2. Professor in Pediatric Nursing</td>
<td>By promotion from the category of Associate Professor in Paediatric Nursing.</td>
</tr>
<tr>
<td>3. Professor in Community Health Nursing</td>
<td>By promotion from the category of Associate Professor in Community Health Nursing</td>
</tr>
<tr>
<td>4. Professor in Psychiatric Nursing</td>
<td>By promotion from the category of Associate Professor in Psychiatric Nursing</td>
</tr>
<tr>
<td>5. Professor in Obstetrics and Gynecology Nursing</td>
<td>By promotion from the category of Associate Professor in Obstetrics and Gynecology Nursing</td>
</tr>
<tr>
<td>6. Professor in Nursing Education, Administration and Research</td>
<td>By promotion from the category of Associate Professor in Nursing Education, Administration and Research</td>
</tr>
<tr>
<td>7. Associate Professor in Medical Surgical Nursing</td>
<td>By promotion from the category of Assistant Professor in Medical Surgical Nursing</td>
</tr>
<tr>
<td>8. Associate Professor in Pediatric Nursing</td>
<td>By promotion from the category of Assistant Professor in Pediatric Nursing</td>
</tr>
<tr>
<td>9. Associate Professor in Community Health Nursing</td>
<td>By promotion from the category of Assistant Professor in Community Health Nursing</td>
</tr>
<tr>
<td>10. Associate Professor in Psychiatric Nursing</td>
<td>By promotion from the category of Assistant Professor in Psychiatric Nursing</td>
</tr>
<tr>
<td>11. Associate Professor in Obstetrics and Gynecology</td>
<td>By promotion from the category of Assistant Professor in Obstetrics and Gynecology</td>
</tr>
<tr>
<td>12. Associate Professor in Nursing Foundation</td>
<td>By promotion from the category of Associate Professor in Nursing Foundation</td>
</tr>
<tr>
<td>13. Associate Professor in Nursing Education</td>
<td>By promotion from the category of Associate Professor in Nursing Education</td>
</tr>
<tr>
<td>14. Associate Professor in Administration</td>
<td>By promotion from the category of Associate Professor in Administration</td>
</tr>
<tr>
<td>15. Associate Professor in Research</td>
<td>By promotion from the category of Associate Professor in Research</td>
</tr>
<tr>
<td>Category and Method of Qualification</td>
<td>Experience</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>------------</td>
</tr>
</tbody>
</table>
| JDME (Nursing) By promotion from the category of Principal of Government Nursing Colleges under Medical Education Service. | 1. Post Graduate Degree in Nursing from a recognized Indian University or equivalent qualification. 2. PhD. in Nursing. | Should possess 20 years teaching experience in Government Nursing Colleges under Medical Education Department in Kerala as Principal/ Professor/ Associate Professor / Assistant Professor taken together out of which 5 year should be as Principal/
### TABLE - 2

#### 2. TEACHING CADRE

**1. Medical Surgical Nursing**

<table>
<thead>
<tr>
<th>Position</th>
<th>Qualification</th>
<th>Experience</th>
<th>Criteria</th>
</tr>
</thead>
</table>
| **1. Professor**  | 1. Post Graduate Degree in Medical Surgical Nursing from a recognized Indian University or equivalent qualification.  
2. PhD in Nursing. | 1. Minimum ten years of teaching experience in a Nursing Council of India approved Government institution out of which five years must be as Associate Professor.  
2. Minimum two research publications published / accepted for publication in indexed journals as first/ second author during the tenure of Associate Professor. | Should have a minimum three years teaching experience as Assistant Professor in Medical Surgical Nursing.  
1. Should have a minimum three years teaching experience as Assistant Professor in Medical Surgical Nursing.  
2. Minimum one research publications published / accepted for publication in indexed journals as first/ second author during the tenure of Assistant Professor. |
| **2. Associate Professor** | By promotion from the category of Assistant Professor in Medical Surgical Nursing | 1. Post Graduate Degree in Medical Surgical Nursing from a recognized Indian University or equivalent qualification. | Two years teaching experience with one year compulsory service as lecturer  
Or  
Three years experience as faculty in Government Nursing Colleges as lecturer in the specialty concerned. |
| **3. Assistant Professor** | By promotion from the category of Lecturer in Medical Surgical Nursing. | 1. Post Graduate Degree in Medical Surgical Nursing from a recognized Indian University or equivalent qualification. |                                                                                   |
### 4. Lecturer

<table>
<thead>
<tr>
<th>Method</th>
<th>Qualification Details</th>
<th>Additional Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. By direct recruitment</td>
<td>1. B.Sc. /M. Sc. Nursing Degree from a recognized Indian University or equivalent qualification.</td>
<td>1. Should have put in minimum two years experience as nursing staff in Medical Education Department after the acquisition of qualification.</td>
</tr>
</tbody>
</table>
| 2. By Transfer appointment  | 1. B. Sc./ M.Sc. Nursing Degree from a recognized Indian University or equivalent qualification  
2. Should be registered with State Nursing Council or Nursing Council of India.                                                                                                           | 2. Must qualify the PSC Examination.                                                     |

### 2. Pediatric Nursing

<table>
<thead>
<tr>
<th>Rank</th>
<th>By Promotion from the category of Assoc. Professor in Pediatric Nursing</th>
<th>By Promotion from the category of Asst. Professor in Pediatric Nursing</th>
<th>Re-designation/ Promotion from the category of Lecturer in Paediatric Nursing.</th>
</tr>
</thead>
</table>
| 1. Professor    | 1. Post Graduate Degree in Pediatric Nursing from a recognized Indian University or equivalent qualification.  
2. PhD in Nursing  | 1. Post Graduate Degree in Pediatric Nursing from a recognized Indian University or equivalent qualification.  
2. PhD in Nursing. | 1. Minimum ten years of teaching experience in a Nursing Council of India approved Government institution out of which five years must be as Associate Professor.  
2. Minimum two research publications published / accepted for publication in indexed journals as first/ second author during the tenure of Associate Professor. |
| 2. Associate Professor | 1. Post Graduate Degree in Pediatric Nursing from a recognized Indian University or equivalent qualification.  
2. PhD in Nursing. | 1. Should have a minimum three years teaching experience as Assistant Professor in Medical Surgical Nursing.  
2. Minimum one research publication published / accepted for publication in indexed journals as first/ second author during the tenure of Assistant Professor. |
| 3. Assistant Professor | 1. Post Graduate Degree in Pediatric Nursing from a recognized Indian University or equivalent qualification. | 1. Post Graduate Degree in Paediatric Nursing from a recognized Indian University or equivalent qualification.  
2. PhD in Nursing. | Two years teaching experience with one year compulsory service as lecturer Or |
| 4. Lecturer | 1. By direct Recruitment. | 1. B.Sc. /M. Sc. Nursing Degree from a recognized Indian University or equivalent qualification.  
2. Should be registered with State Nursing Council or Nursing Council of India. | Three years experience as faculty in Government Nursing Colleges as lecturer in the specialty concerned. |
| 2. By Transfer appointment | 1. B.Sc. /M. Sc. Nursing Degree from a recognized Indian University or equivalent qualification.  
2. Should be registered with State Nursing Council or Nursing Council of India. | 1. Should have put in minimum two years experience as nursing staff in Medical Education Department after the acquisition of qualification.  
2. Must qualify the PSC Examination. |

### 3. Community Health Nursing.

| 1. Professor | By promotion from the category of Assoc. Professor in Community Health Nursing | 1. Post Graduate Degree in Community Health Nursing from a recognized Indian University or equivalent qualification.  
2. Ph.D. in Nursing. | 1. Minimum ten years of teaching experience in a Nursing Council of India approved Government institution out of which five years must be as Associate Professor.  
2. Minimum two research publications published / accepted for publication in indexed journals as first/second author during the tenure of Associate Professor. |
| 2. Associate Professor | By promotion from the category of Asst. Professor in Community Health Nursing | 1. Post Graduate Degree in Community Health Nursing from a recognized Indian University or equivalent qualification.  
2. PhD in Nursing. | 1. Should have a minimum three years teaching experience as Assistant Professor in Medical Surgical Nursing.  
2. Minimum one research publications published / accepted for publication in indexed journals as first/second author during the tenure of Assistant Professor. |
<table>
<thead>
<tr>
<th>Position</th>
<th>Qualifications</th>
<th>ExperienceREQs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor</td>
<td>Re-designation/ Promotion from the category of Lecturer in Community Health Nursing.</td>
<td>Two years teaching experience with one year compulsory service as lecturer. Or Three years experience as faculty in Government Nursing Colleges as lecturer in the specialty concerned.</td>
</tr>
<tr>
<td>Lecturer</td>
<td>1. By direct recruitment: B.Sc./M.Sc. Nursing Degree from a recognized Indian University or equivalent qualification.</td>
<td>1. Should have put in minimum two years experience as nursing staff in Medical Education Department after the acquisition of qualification. 2. Must qualify the PSC Examination.</td>
</tr>
<tr>
<td></td>
<td>2. By Transfer: B.Sc./M.Sc. Nursing Degree from a recognized Indian University or equivalent qualification.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Should be registered with State Nursing Council or Nursing Council of India.</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>By Promotion from the category of Assoc. Professor in Psychiatric Nursing.</td>
<td>1. Minimum ten years of teaching experience in a Nursing Council of India approved Government institution out of which five years must be as Associate Professor. 2. Minimum two research publications published/accepted for publication in indexed journals as first/second author during the tenure of Associate Professor.</td>
</tr>
<tr>
<td></td>
<td>1. Post Graduate Degree in Psychiatric Nursing from a recognized Indian University or equivalent qualification.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. PhD in Nursing</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>Requirements</td>
<td>Additional Requirements</td>
</tr>
<tr>
<td>-------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| 2. Associate Professor | By promotion from the category of Asst. Professor in Psychiatric Nursing     | 1. Post Graduate Degree in Psychiatric Nursing from a recognized Indian University or equivalent qualification.  
2. PhD in Nursing                                                          |
|                         |                                                                              | 1. Should have a minimum three years teaching experience as Assistant Professor in Medical Surgical Nursing.  
2. Minimum one research publications published / accepted for publication in indexed journals as first/ second author during the tenure of Assistant Professor. |
| 3. Assistant Professor  | Re-designation/ Promotion from the category of Lecturer in Psychiatric Nursing | 1. Post Graduate Degree in Psychiatric Nursing from a recognized Indian University or equivalent qualification.  
2. Two years teaching experience with one year compulsory service as lecturer  
Or  
Three years experience as faculty in Government Nursing Colleges as lecturer in the specialty concerned. |
| 4. Lecturer             | 1. By direct recruitment                                                     | 1. B.Sc. /M. Sc. Nursing Degree from a recognized Indian University or equivalent qualification.  
2. Should be registered with State Nursing Council or Nursing Council of India. |
|                         | 2. By Transfer                                                               | 1. B.Sc. /M. Sc. Nursing Degree from a recognized Indian University or equivalent qualification.  
2. Should be registered with State Nursing Council or Nursing Council of India. |
|                         |                                                                              | 1. Should have put in minimum two years experience as nursing staff in Medical Education Department after the acquisition of qualification.  
2. Must qualify the PSC Examination.                                      |
| 5. Obstetrics and Gynecology Nursing |                                                                              | 1. Post Graduate Degree in Obstetrics and Gynecology Nursing from a recognized Indian University or equivalent qualification.  
2. PhD in Nursing.                                                          |
| 1. Professor            | By promotion from the category of Assoc. Professor in Obstetrics and Gynecology Nursing | 1. Minimum ten years of teaching experience in a Nursing Council of India approved Government institution out of which five years must be as Associate Professor. |
2. Associate Professor

By Promotion from the category of Asst. Professor in Obstetrics and Gynecology Nursing

1. Post Graduate Degree in Obstetrics and Gynecology Nursing from a recognized Indian University or equivalent qualification.
2. PhD in Nursing.

1. Should have a minimum three years teaching experience as Assistant Professor in Medical Surgical Nursing.
2. Minimum one research publications published / accepted for publication in indexed journals as first/second author during the tenure of Assistant Professor.

Two years teaching experience with one year compulsory service as lecturer
Or
Three years experience as faculty in Government Nursing Colleges as lecturer in the specialty concerned.

3. Assistant Professor

Re-designation/ Promotion from the category of Lecturer in Obstetrics and Gynecology Nursing

1. Post Graduate Degree in Medical Surgical Nursing from a recognized Indian University or equivalent qualification.

2. Minimum two research publications published / accepted for publication in indexed journals as first/second author during the tenure of Associate Professor.

1. Should have a minimum three years teaching experience as Assistant Professor in Obstetrics and Gynecology Nursing.
2. Minimum one research publications published / accepted for publication in indexed journals as first/second author during the tenure of Assistant Professor.

4. Lecturer.

1. By direct recruitment

1. B.Sc. /M. Sc. Nursing Degree from a recognized Indian University or equivalent qualification.
2. Should be registered with State Nursing Council or Nursing Council of India.

1. Should have put in minimum two years experience as nursing staff in Medical Education Department after the acquisition of qualification.
2. Must qualify the PSC Examination.

2. By Transfer

1. B.Sc. /M. Sc. Nursing Degree from a recognized Indian University or equivalent qualification.
2. Should be registered with State Nursing Council or Nursing Council of India.

6. Nursing Foundation, Education, Administration and Research

1. Professor

By Promotion from the category of Assoc. Professor

1. Post Graduate Degree in Nursing Education,
2. Minimum ten years of teaching experience in a
<table>
<thead>
<tr>
<th>Position</th>
<th>Qualification Requirements</th>
<th>Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Professor in Nursing Foundation, Education, Administration and Research</td>
<td>Administration and Research from a recognized Indian University or equivalent qualification. 2. PhD in Nursing.</td>
<td>Nursing Council of India approved Government institution out of which five years must be as Associate Professor. 2. Minimum two research publications published / accepted for publication in indexed journals as first/second author during the tenure of Associate Professor.</td>
</tr>
<tr>
<td>2. Associate Professor</td>
<td>By promotion from the category of Asst. Professor in Nursing Education, Administration and Research</td>
<td>1. Post Graduate Degree in Nursing Education, Administration and Research from a recognized Indian University or equivalent qualification. 2. PhD in Nursing. 1. Should have a minimum three years teaching experience as Assistant Professor in Medical Surgical Nursing. 2. Minimum one research publications published / accepted for publication in indexed journals as first/second author during the tenure of Associate Professor.</td>
</tr>
<tr>
<td>3. Assistant Professor</td>
<td>Re-designation/ Promotion from the category of Lecturer in Nursing Education, Administration and Research.</td>
<td>1. Post Graduate Degree in Medical Surgical Nursing from a recognized Indian University or equivalent qualification. Two years teaching experience with one year compulsory service as lecturer Or Three years experience as faculty in Government Nursing Colleges as lecturer in the specialty concerned.</td>
</tr>
<tr>
<td>4. Lecturer.</td>
<td>1. By direct recruitment</td>
<td>1. B.Sc. /M. Sc. Nursing Degree from a recognized Indian University or equivalent qualification. 2. Should be registered with State Nursing Council or Nursing Council of India.</td>
</tr>
</tbody>
</table>
Note: 20% of the vacancies in the Category of Lecturer shall be filled up by way of appointment by transfer through Kerala Public Service Commission from among the nursing staff in Medical Education Service who have put in a minimum 2 years experience after the acquisition of basic qualification as mentioned in column number 3 of table 2 above. In their absence, the vacancy will be passed over to open competition candidates. Their seniority in the category of Lecturer will be reckoned only with effect from the date of effective advice of the Kerala Public Service Commission to the post of Lecturer.

5. Qualifications – No person shall be eligible for appointment to the service in the cadre and category mentioned in Col.No.1 and by the methods specified in column (2) of the Annexure to these rules unless he/she possesses the qualifications prescribed in the corresponding entry in column (2) thereof.

6. Reservation of Appointments – The Principles of reservation of appointments (General Rules 14 to 17) shall apply to appointments by direct recruitment.

7. Qualification regarding age - No person shall be eligible for appointment if he/she has not completed 21 years of age and has completed 40 years of age as on the 1st day of January of the year in which Notification for selection is issued with usual relaxation of age to SC/ST/OBCs as provided in the General Rules.

8. Appointing Authority - The appointing authority in respect of posts in the category in the Administrative Cadre and category No.(1) to(12) under Teaching cadre shall be the Govt. and that in respect of posts in category(13) to(24) shall be the Director of Medical Education.

9. Probation - Every person appointed to the Administrative cadre and categories (1) to (18) under Teaching cadre shall, from the date on which he/she joins duty, be on probation for a total period of six months on duty within a continuous period of one year and those appointed to categories from (19) to (24) under Teaching cadre shall, from the date on which he/she joins duty, be on probation for a total period of two years on duty within a continuous period of three years.

10. Test:- Certificate of training for executive officers of Medical Education Service conducted by Finance Department shall be a condition precedent for promotion/appointment to the post of Joint Director of Nursing Education/Principal.

Provided further that the persons who have already been promoted/appointed as Joint Director of Medical Education (Nursing)/Principal shall stand exempted from passing the said Test.
11. **Savings—**

(i) The faculties in the cadre of Professor, Associate Professor, Assistant Professor/ Lecturer on the commencement of these rules will remain in the same category, irrespective of the specialty till they vacate the post and further promotion will be made according to the posts in the specialty. The posts in each specialty will be notified by the Government. The posts so notified will be taken up by the faculties, subject to qualification and seniority. Those who do not possess the qualification prescribed for each category in each specialty will remain in the post held by them as on the date of commencement of these rules till they are accommodated in their specialty, subject to seniority.

(ii) The faculties as on the date of commencement of these rules are granted a grace period of 5 years with effect from the date of commencement of these rules to acquire PhD qualification. The inter-se-seniority of the existing faculties shall not be affected for want of PhD qualification during the grace period. Provided that those who are working in the categories of Joint Director of Medical Education (Nursing) /Principal of Govt. Colleges of Nursing as on the date of commencement of these rules shall stand exempted from acquiring the PhD qualifications.

(iii) Those who are working in the post of Lecturer on the date of commencement of these rules will continue as such. They will be re-designated as Assistant Professor with effect from the day after they complete 3 years teaching service after acquisition of P.G Degree. The seniority in the post of Assistant Professor will be reckoned with effect from the date of such re-designation. They will be considered for posting in the Department of the concerned specialty after absorption of all Asst. Professors with the specialty qualification to it in terms of clause (i) above. Lecturers without PG will not be eligible for any further promotion till they acquire PG Degree in the respective discipline. They will be granted the scale of pay of Assistant Professor on completion of three years of physical teaching experience without any change in designation.

(iv) Persons who have already been promoted/ appointed to the administrative post of Joint Director of Medical Education (Nursing) /Principal of Government Colleges of Nursing shall stand exempted from possessing the teaching experience prescribed in col. no 3 in Table-I under rule 5.

By order of the Governor

Secretary to Government.

**Explanatory Note**

(This does not form part of the notification, but is intended to indicate its general purport)

Government decided to frame Special Rules prescribing qualification and method of appointment for posts concerning nursing education in the State. Hence this notification.

**Copy to:**
The Director of Medical Education, Trivandrum
The Principals of all Govt. Medical Colleges
The Principals of all Govt. Nursing Colleges
The Secretary, Kerala Public Service Commission (with covering letter)
The Registrar, High Court of Kerala, Thiruvananthapuram (with covering letter)
The Advocate General, Ernakulam (with covering letter)
The Accountant General (A&E)/(Audit), Kerala, TVPM (with covering letter)
The Registrar, Kerala University of Health Sciences, Thrissur (with Covering letter)
The Registrar, State Nursing Council, Thiruvananthapuram
The PS to the Hon’ble Chief Minister
The PS to Hon’ble Minster (Health and Devaswom)
The P & AR Department
The Finance Department
The Law Department
All Officers / Sections in H &FWD
Stock File
Office Copy