

PROSPECTUS

IMPORTANT DATES:

Online Application Form available from	:	27-08-2014
Last date of receipt of form by post	:	08-09-2014, 5pm
Date of Entrance Examination	:	14-09-2014
Expected date of declaration of Result	:	17-09-2014
Allotment of seats by personal appearance	:	22-09-2014
Last date of admission allotment	:	The time as mentioned in the order of the candidate

I. GENERAL INSTRUCTIONS :

- (a) Candidates seeking admission to Post Doctoral Fellowship Course in Minimal Access Surgery course should submit the print out of filled application form with necessary enclosures, which should reach in a large sized cover measuring 38cm X 28cm superscribed "**APPLICATION FOR POST DOCTORAL FELLOWSHIP COURSE IN MINIMAL ACCESS SURGERY 2014 – 2015 SESSION**" to the

COURSE CO-ORDINATOR

Post Doctoral Fellowship In Minimal Access Surgery,
Minimal Access Surgery Unit,
No. 223J 2nd Floor, Tower Block- II,
Govt. General Hospital, Madras Medical College, Chennai – 600 003.

before the last date along with a Demand Draft for Rs.**2500/-** towards the cost of application form drawn in favour of "**DEAN MMC MINIMAL ACCESS SURGERY**" and payable at Chennai. Applications without the Demand Draft will not be accepted. SC/ SCA and ST candidates who are natives of Tamil Nadu are exempted from payment of the cost of the Application Form.

- (b) The Post Doctoral Fellowship in Minimal Access Surgery Selection Committee shall not be responsible for any delay in the receipt or for the loss in transit of application form etc.,

- (c) Request for extension of time for submission of documents called for, after the specified date and time will not be entertained.
- (d) Any supporting documents received after the due date or application without required documents / particulars will not be entertained.
- (e) Non-Service Candidates should send their applications directly to the Course Co-ordinator, Post Doctoral Fellowship in Minimal Access Surgery Selection Committee at the above address.
- (f) Service Candidates should get their online print out of application forwarded only through the proper channel with the remarks of the forwarding authorities in the format prescribed in the application form. If not, the applications will be summarily rejected.
- (g) The Entrance Examination Number will be assigned to each candidate at the time of issuance of Hall ticket

II. ELIGIBILITY CRITERIA :

1. Candidates must be Citizen of India.
2. Candidates from other States are not eligible to apply.
3. (i) Candidates who had studied their Under Graduate and Post Graduate courses in
Tamil Nadu are eligible to apply.
(ii) However candidates from other States who had studied in Tamil Nadu are eligible
to apply provided they do not claim nativity in their State and give an undertaking
to that effect.
(iii) Other candidates will have to produce the Nativity Certificate of Tamil Nadu Origin (**ANNEXURE II**) in the format annexed to the application form.
(iv) The Certificate of Nativity in Tamil Nadu should be issued by the competent authority only in the specified format annexed to the application form and supported by a copy of Passport/Ration Card / Voter's ID / Driving License.
If the copy of the supporting document is not produced, then the application

form will
be rejected. Nativity Certificate submitted later will be summarily rejected.

(v) Permanent Residence Certificate will not be accepted.

4. (a) Candidates who hold MS (General Surgery) of the Tamil Nadu Dr. M.G.R. Medical

University or of any other University recognized as equivalent to the Tamil Nadu

Dr.M.G.R Medical University and included in the schedules to the Indian Medical

Council Act of 1956 and who have obtained full registration either from the Medical Council of India or any of the State Medical Councils are alone eligible to

apply for Post Doctoral Fellowship in Minimal Access Surgery Course. Candidates

who hold DNB (General Surgery) from the National Board of Examination.

(b) Non service Candidates if selected will have to abide by the Government Rules in vogue

5. (a) Candidates who have obtained the P.G. Degree from Medical Colleges not recognized by the MCI are not eligible.

(b) Candidates should produce the additional qualification registration certificate of their Post Graduate degree from the Indian Medical Council or the respective State Medical Council at the time of applying.

6. A candidate who has already acquired or presently undergoing a Higher Speciality degree is not eligible to apply for the course.

7. (a) Medical Officers selected by the TNPSC and appointed in the Tamil Nadu Medical Service on regular basis, who have put in minimum of two years of continuous regular service as on 30.07.2014 are eligible to appear as Service candidates.

(b) Medical Officers serving continuously for two years in Local Bodies of Tamil Nadu as on 30.06.2014 are eligible to appear as Service Candidates.

(c) Contract medical consultants and 10 a (i) candidates are eligible to apply as non service candidates.

III. PROCEDURE FOR FILLING AND SUBMISSION OF APPLICATION:

8. The candidates shall download the application form from the website **www.masmmc.com** and send the filled form application form to the Course Co-ordinator.
9. Only photocopies of Certificates should be enclosed and they must be duly attested by a Gazetted Officer.
10. **Applications with incomplete or insufficient particulars or without enclosures or those received after the last date mentioned will be summarily rejected (without any intimation to the candidates).**
11. A candidate shall submit only **ONE** application form for admission to the entrance examination
12. Candidates must enclose only Photocopies of the following documents duly attested by a Gazetted Officer in the order indicated below along with the application form failing which the application is liable to be rejected.
 - (a) The Postgraduate course completion certificate from the parent college where the candidate had undergone the post-graduate degree course.
 - (b) Postgraduate degree certificate / provisional certificate awarded by the university concerned to which the Institution is affiliated.
 - (c) Permanent Medical Registration Certificates of the MBBS Degree and additional qualification registration certificate for Post Graduate degree issued by the All India Medical Council or any State Medical Council.
 - (d) Postgraduate Degree attempt certificate obtained from the institution where the candidate completed his/her PG Degree.
 - (e) Eligibility certificate from Tamil Nadu Dr. MGR Medical University for candidates who have qualified from other Universities.
 - (f) Certificate of satisfactory completion of two year bond period.
 - (g) TNPSC Selection & Posting Order (For Service Candidates)
 - (h) Nativity certificate (if applicable) with supportive documents

13. It shall be the responsibility of the candidate to give the correct mailing address on the main application form. If there is any change of address it should be intimated immediately to the Post Doctoral Fellowship in Minimal Access Surgery Selection Committee in writing.
14. The Government orders issued and to be issued from time to time pertaining to any of the matters contained in the prospectus should be read as part and parcel of this prospectus and such terms and conditions in the Government order are deemed to have been incorporated in this prospectus.
15. Service candidates should send their online printout applications through the proper channel with the forwarding authority's remarks and with the service particulars carefully filled up by the forwarding authority as prescribed in the application form. Application of the Service candidates who have completed two years of continuous regular service alone will be considered. The Heads of Departments have to issue a Certificate of completion of the required. If the application is received after the last date, it will not be accepted irrespective of date of submission and date of forwarding by the Competent authority.

IV. EXAMINATION :

16. The Entrance Examination will be conducted only at **Madras Medical College Chennai** as on ____-08-2014 at from 10:00 AM to 11:30 AM

This Entrance Examination is valid only for admission to Post Doctoral Fellowship in Minimal Access Surgery course for the academic year 2014-2015.

The examination will be conducted only in English.

Answers should be shaded with a Ball Point Pen in the OMR answer sheet as per the instructions given and if it is shaded with any other item the answer sheets will not be considered for valuation without any intimation to the candidate.

17. Hall Tickets will be sent to the candidates by **post/e-mail** prior to the commencement of the entrance examination. However admission to Entrance Examination does not confer on the candidate the right of admission to the course if the candidate is found to be ineligible later.
18. Candidates admitted for the entrance examination will have to come at their **own expense and will have to make their own arrangements for stay.**

19. Candidates with Hall Tickets only will be allowed to enter the Examination Hall.
20. a) Candidates are advised to be present at **9.30 a.m.** in the Examination Center.
They are required to be seated on their respective seats 15 minutes before the commencement of examination and to fill up the 1st page of Question Booklet. **Question Booklets should not be opened by the candidates before 10.00 a.m.**
- b) Candidates who report after 15 minutes of the commencement of the examination shall not be permitted to appear for the examination.
21. Candidates shall not be allowed to carry any text material printed or written, bits of paper, electronic devices with or without remote sensing like Pagers, Cellular Phones or Electronic Diary etc., and pencil /pens inside the Examination Hall.

V. SCHEME OF ENTRANCE EXAMINATION:

22. All the Candidates seeking admission should appear for an Entrance Examination conducted by the Post Doctoral Fellowship in Minimal Access Surgery Selection Committee.
23. Each paper will be of Postgraduate Degree standard and will contain 120 objective type questions with 4 responses from Basic sciences, specialty and sub-specialty.
24. Each question will carry 1 mark. There will be No Negative marks for incorrect responses.
25. Indicating more than one response, will be deemed as incorrect response and will be given zero.
26. Candidates are not allowed to take back the question booklets and any request for the issue of Xerox copies of question booklets/ answer sheets/ keys will not be entertained.

VI. DECLARATION OF RESULTS:

27. The Post Doctoral Fellowship in Minimal Access Surgery course will publish the **merit list in the website www.masmmc.com**

28. There will be no Rechecking/ Revaluation/ Retotalling of answers.

29. **Determination of inter se merit (rank) of candidates obtaining equal marks :**

In case of two or more candidates obtaining equal marks in the total aggregate of 100 marks, the Inter-se merit (Rank) of such candidates shall be determined on the basis of the following order of preference:-

- a. Marks obtained in the entrance examination
- b. Least number of appearances in the Postgraduate Degree examination.
- c. Seniority in age.
- d. Random number assigned (Higher value will be given preference)

VII. METHOD OF SELECTION AND ADMISSION:

30. The final preparation of the selection list / waiting list for admission of candidates to the Post Doctoral Fellowship in Minimal Access Surgery course will be made on the basis of the merit list.

31. a) The Selection will be made by Counselling based on Merit only and no communal reservation will be followed.

b) 50% of seats in are reserved for service candidates, in addition to those service candidates selected in the open category.

c) If there are no Non-service candidates opting for Post Doctoral Fellowship in Minimal Access Surgery course, the same will be allotted to service candidates.

d) If there are no Service candidates opting for Post Doctoral Fellowship in Minimal Access Surgery course, the same will be allotted to Non-service candidates.

32. a) Candidates securing less than 50% of Entrance Examination Marks in other communities and 40% of the Entrance Examination Marks in reserved communities (BC, BCM, MBC, SC, SCA & ST) will not be considered for Counselling.

b) Strict discipline should be maintained by the candidates for smooth conduct of counselling. If the candidates are found to indulge in any untoward

activities, they will be debarred from the counselling and selection for the present and subsequent sessions.

- c) The candidates appearing for allotment by personal appearance should bring the documents enclosed along with application in original. In any case candidates without original certificates / documents, shall not be allowed to participate in the counselling. Candidates who have deposited their original documents to Institutions / Universities and come for counselling with a certificate stating that "their original certificates are submitted with institution/ University" will NOT be allowed to participate in the counselling.
33. Any change or modification and relevant information pertaining to this admission process will be made available immediately on the website (www.masmmc.com). The candidates are instructed to frequently visit the website from the date of application till the end of counseling without fail. All information including the date of counseling will be put up in the website. Call letters can only be downloaded from the website. Candidates will be permitted for counselling accordingly.
34. The Candidates who are selected at the time of counselling shall pay the total fees for the 2 year Post Doctoral Fellowship in Minimal Access Surgery Course a sum of Rs.1,00,000/- (Rupees one lakh only) by way of Demand Draft drawn in favour of the **"DEAN MMC MINIMAL ACCESS SURGERY"** payable at Chennai, at the time of receipt of the allotment order. After the receipt of the joining report from the Deans of the respective colleges, this amount will be transferred to the college concerned. This fee is not refundable.

All candidates attending the counselling for Post Doctoral Fellowship in Minimal Access Surgery Course have to remit a non-refundable amount of Rs.500/- by means of Demand Draft drawn in favour of the **"DEAN MMC MINIMAL ACCESS SURGERY"** as processing fee.

35. The admissions to the course for 2014-2015 will close on the cut off date of admission as per the Guidelines issued by the Medical Council of India and the Tamil Nadu Dr. M.G.R. Medical University, Chennai – 32.

VIII. FEE STRUCTURE

36. Total Fees Per Annum for Post Doctoral Fellowship in Minimal Access Surgery Course

Tuition Fee	Rs. 30,000/= p.a.
Library Fee	Rs. 10,000/= p.a.
Annual Appraisal Fee	Rs. 10,000/= p.a.

XI. STIPEND:

37. All candidates selected will be paid stipend/salary as per the Government Orders in force. For Non service candidates the course is non stipendary.
38. The candidate joining the Post Doctoral Fellowship in Minimal Access Surgery Course are bound by the regulations issued by The Tamil Nadu Dr.M.G.R. Medical University.

XII. HEPATITIS-B VACCINATION:

39. Candidates selected for admission to the Post Doctoral Fellowship in Minimal Access Surgery Course should take Hepatitis-B Vaccination and submit a Medical Certificate as proof thereof to the Head of the Institutions at the time of admission. The Heads of Institutions should not admit any candidate without the Medical Certificate and also ensure that the candidate is periodically vaccinated during the course of study.

XIII. COMMUNICATION:

40. a) All Communications will be sent only to the **mailing address/email address** given in the application. Candidates are requested to give any change of address immediately.
41. The candidates who join course should not indulge in any kind of agitation / strike/ragging activity inside/outside the college campus during the course of study. Candidates found to take part in any such activities mentioned above will be expelled from the course/college, at any part of the course of study and criminal action will be taken against them.
42. Any candidate appearing for the entrance examination is deemed to have read the content in this Prospectus and agrees with all the conditions and clauses and will not have the right challenge any of the Regulations after appearing for the Entrance Examination.

ANNEXURE - I

INSTRUCTIONS FOR PHOTOGRAPHS :

1. Recent passport size photograph with light background is required.
2. Polaroid photograph are NOT acceptable.
3. Photograph must be snapped on or after 1st June , 2014.
4. Photograph must be taken with a placard indicating name of candidate (as in the application) and date of taking photograph.
5. In case the name and date are written on the photograph after taking it, the application will be rejected.
6. The name and date on the photograph must be clear and legible.
7. Photograph should NOT have cap and goggles. Spectacles are allowed.
8. One photograph should be pasted (NOT STAPLED) on Application Form.
9. Photograph should be attested by a Gazetted Officer / Dean / Principal with a clear stamp.
10. Applications not complying with these instructions or with unclear photographs will be rejected.
11. Keep a few identical photographs in reserve for use at the time of Entrance Examination / Admission.

Note: If the photograph is not a recent one taken at the time of submitting the application, the Application will be rejected.



ANNEXURE – II

INSTRUCTIONS FOR NATIVITY CERTIFICATE :

1. This Certificate should be issued by an officer of the Revenue Department not below the rank of Tahsildar in the Taluk concerned.
2. This Certificate should not be issued by the Special Tahsildars, Deputy Tahsildars such as Loans, Land Acquisition, Election, Excise and HQs, Deputy Tahsildars, Special Deputy Collectors, Assistant Commissioner of Agricultural Income, Excise, Elections etc.
3. This Certificate should be signed also by the Village Administrative Officer.
4. The Certificate should bear the stamp of the office of the Officer signing the Certificate.
5. Any foreign national irrespective of the period of study in the State will not become eligible to apply for this course. No certificate of Nativity in the State of Tamil Nadu, should therefore be issued to Nationals of other countries for this purpose.
6. The certifying officers should insist upon clear proof of the Nativity of the Parent or Guardian of the candidate and satisfy themselves on the genuineness of the residential qualification. They should be particularly careful in the case of candidates whose mother tongue is not Tamil and whose place of birth is other than Tamil Nadu and who have studied MBBS / MD / MS /DNB outside Tamil Nadu.
7. Residence Certificate will not be considered as Nativity Certificate.
8. The guidelines prescribed for the issue of Nativity Certificate and they are as follows as per Letter No.RA.V(B)16932/2000, dated 3-4-2000 of the Special Commissioner and Commissioner of Revenue Administration, Chepauk, Chennai-5.
 - (i) The parents/guardians of the applicants/students or the applicants themselves should have permanently resided continuously for a period of five years in Tamil Nadu.
 - (ii) Permanently residing for a period of five years should be supported by documentary evidence.
 - (iii) The family ration card, Electoral Roll, Census List if taken recently, documents like sale deed, tax receipt etc. relating to the property owned by either of the parents or by the applicant may be verified.

- (iv) The Transfer Certificate issued by the School authorities where the applicant had studied last may be verified to know whether he was in the state for five years.
- (v) Enquiry in the village / place of residence of the neighbour / Village Administrative Officers regarding continuous residing.
- (vi) To ensure that wrong or incorrect address had not been furnished to obtain the certificate.
- (vii) The birth place of the present, place of residence of the parent / father, permanent assets, mother tongue, place of education, place of marriage of the applicant / parents, the period of stay in and outside Tamil Nadu can also be considered before issuing certificate.

ANNEXURE – III

MEDICAL CERTIFICATE FOR ADMINISTRATION OF HEPATITIS-B VACCINATION

I, Dr. _____ Registration No. _____ certify that

I have this _____ day of _____ 2014 administered the Hepatitis-B Vaccine to the

candidate whose particulars are given below :

- 1. Name of the Candidate :
- 2. Father's Name :
- 3. Sex :
- 4. Age :

5. Identification marks :

6. Dose I/II/III :

Signature of the Applicant

Signature of Medical Officer

Name and Designation

PLACE :

DATE :

Officer Seal

PRE - DESPATCH CHECK LIST- FOR THE USE OF THE APPLICANT

It is the candidate's own responsibility to exercise suitable checks and ensure that his / her application is correct and complete in all respects. As a facility for a further check, a list of tasks are given below. Against each task-description, the candidate should put a tick mark (√) or write "N.A." to indicate that the task has been done or is Not Applicable to him / her.

1.	DATA	(√) / "N.A."
i	Application along with Service Proforma (If applicable)	
2	SUPPORTIVE DOCUMENTS	
i	Mark sheet of H.S.C. and X Standard Examination .	

ii	Permanent Community Certificate Card.	
iii	Attempt Certificate in PG course from Head of the Parent Institution.	
iv	M.B.B.S., Degree Certificate	
v	PG Degree / Provisional Pass Certificate issued by the University.	
vi	Permanent Medical Council Registration Certificate with Registration of additional qualification	
vii	Attempt Certificate in Post Graduate Degree course from the Head of the Parent Institution.	
viii	Nativity certificate with supporting documents (if applicable)	
ix	Eligibility Certificate from the TN Dr MGR Medical University if applicable for candidates qualified from other than TN Dr MGR Medical University(only at the time of counseling).	
x	Certificate of satisfactory completion of two year bond period.	
xi	TNPSC / 10 a(i)/ Contract Medical Consultant Posting order.	
3	MISCELLANEOUS-Not to be stitched	
i	Demand Draft for Rs.2500/- (Rupees two thousand and five hundred only)	

Date:

Signature of the Applicant

Note: This form should be submitted along with the filled in application.