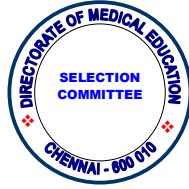




**ADMISSION TO POST DOCTORAL FELLOWSHIP COURSE IN MINIMAL ACCESS SURGERY IN
TAMIL NADU**

IN MADRAS MEDICAL COLLEGE, CHENNAI – 600 003.

**PROSPECTUS
2016 – 2017 SESSION**



**SELECTION COMMITTEE
DIRECTORATE OF MEDICAL EDUCATION
CHENNAI – 600 010.**

Phone No : 044-28361674

Websites: www.tnhealth.org / www.mmc.tn.gov.in

COST ₹ 2,500 /-

AT A GLANCE

- ❖ Date of Notification : 14.08.2016
 - ❖ Commencement of downloading application : 16.08.2016
 - ❖ Last date for downloading application : 28.08.2016 5 P.M
 - ❖ Last date for receipt of online print out of application : 29.08.2016 5 P.M.
 - ❖ Date of Entrance Examination : 04.09.2016
 - ❖ Expected date of declaration of Result : First week of September 2016
 - ❖ Allotment of seats by personal appearance : Second week of September 2016
 - ❖ Last date of admission : The time as mentioned in the allotment order of the candidate.
- ❖ Merit list will be available in the websites at 1) www.tnhealth.org and 2) www.mmc.tn.gov.in .
- ❖ Application forms along with the Prospectus can be downloaded from websites 1) www.tnhealth.org and 2) www.mmc.tn.gov.in.
- ❖ Filled application along with necessary enclosures to be sent to The Secretary, Selection Committee, Kilpauk, Chennai-10 before the last date along with a Demand Draft for Rs.2,500/- towards the cost of application form **drawn in favour of “DEAN MMC MINIMAL ACCESS SURGERY”**.
- Candidates should send the application with all enclosures in an A4 size cloth lined cover. The template with requisite details available for download should be printed and pasted on the cover.
- AR Number will be assigned by the Selection Committee.

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I. GENERAL INSTRUCTIONS :-

1. (a) Candidates seeking admission to Post Doctoral Fellowship course in Minimal Access Surgery should submit **print out of application form** along with necessary enclosures and **Demand Draft**, which should reach in a large sized cover measuring 38cm X 28cm superscribed **“APPLICATION FOR POST DOCTORAL FELLOWSHIP COURSE IN MINIMAL ACCESS SURGERY 2016 – 2017 SESSION”** to

THE SECRETARY,
SELECTION COMMITTEE,
162, E.V.R. PERIYAR SALAI,
KILPAUK, CHENNAI – 600 010.

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. The name of the candidate and the name of the course **“POST DOCTORAL FELLOWSHIP COURSE IN MINIMAL ACCESS SURGERY”** should be written on the reverse of the Demand Draft. 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 Secretary 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 Secretary 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 :

2. Candidates must be Citizen of India.

3. Candidates from other States are not eligible to apply.

4. (i) Candidates who had studied their Under Graduate and Post Graduate courses in Tamil Nadu are eligible to apply.
(ii) Candidates from other States who had studied in Tamil Nadu are eligible to apply provided that they shall produce the Nativity Certificate from Tamil Nadu.
(iii) However candidates from other States who have studied in Tamil Nadu are eligible to apply provided they do not claim nativity in their State and give an undertaking to that effect.
(iv) Other candidates will have to produce the Nativity Certificate of Tamil Nadu Origin in the format annexed to the application form. **(Annexure – II)**
(v) 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**

<p align="center">Certificate submitted later will be summarily rejected.</p> <p>(vi) Permanent Residence Certificate will not be accepted.</p> <p>Note:</p> <p>(a) Nativity Certificate should be produced as per the Instructions in the Annexure - II</p> <p>(b) Producing false Nativity Certificate if detected at any time later during the course of study will result in expulsion of the candidate and also initiation of criminal proceedings against the candidate.</p>
<p>5. (a) Candidates who hold M.S. (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 of 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 and who hold DNB (General Surgery) from the National Board of Examination.</p> <p>(b) Non-service candidates if selected will have to abide by the Government rules in vogue.</p>
<p>6. The duration of the Fellowship Course is two years.</p>
<p>7. a) Candidates who have obtained the P.G. Degree from Medical Colleges not recognized by the MCI are not eligible.</p> <p>(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.</p>
<p>8. (a) Medical Officers selected by the TNPSC/MRB (through competitive written examination) 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 30.06.2016 are eligible.</p> <p>(b) Medical Officers serving continuously for two years in Local Bodies of Tamil Nadu as on 30.06.2016 are eligible.</p> <p>(c) Contract medical consultants and 10 a (i) candidates are eligible to apply as private candidates.</p>
<p>III. PROCEDURE FOR FILLING AND SUBMISSION OF APPLICATION :</p> <p>9. The candidates shall download the application form from the website www.tnhealth.org / www.mmc.tn.gov.in and send the filled in application form to the Secretary, Selection Committee, Kilpauk, Chennai – 10. The candidates shall fill the application form carefully.</p>
<p>10. Only self attested photocopies of Certificates should be enclosed.</p>
<p>11. 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).</p>
<p>12. A candidate shall submit only ONE application form for admission to the Entrance Examination.</p>
<p>13. Candidates must enclose only self attested Photocopies of the following documents in the order indicated below along with the application form failing which the application is liable to be rejected.</p> <p>(a) The Postgraduate course completion certificate from the parent college where the</p>

<p>candidate had undergone the post-graduate degree course.</p> <p>(b) Postgraduate degree certificate / provisional certificate awarded by the university concerned to which the Institution is affiliated.</p> <p>(c) (i) Permanent Medical Registration Certificates of the MBBS Degree. (ii) Additional qualification registration certificate for Post Graduate degree issued by the All India Medical Council or State Medical Council (Not applicable for those who have joined PG Degree course in 2013-2014 session and passed the degree courses.)</p> <p>(d) Postgraduate Degree attempt certificate obtained from the institution where the candidate completed his/her PG Degree.</p> <p>(e) Eligibility certificate from Tamil Nadu Dr. M.G.R. Medical University for candidates who have qualified from other Universities. This shall be produced at the time of Counselling when called for.</p> <p>(g) TNPSC/MRB (selected through competitive written examination) Selection & Posting Order (For Service Candidates.)</p> <p>(h) Nativity certificate (if applicable) with supportive documents</p>				
<p>14. 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 Selection Committee in writing.</p>				
<p>15. 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</p>				
<p>16 (i) 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 as on 30.06.2016 alone excluding the leave for which the candidate is eligible/availed other than casual and compensatory leave will be considered. The Heads of Departments have to issue a Certificate of completion of the required service. The application should reach within the stipulated time. 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.</p> <p>ii) a) Medical Officers selected by the TNPSC / MRB (through competitive written examination) and appointed in Tamil Nadu Medical Services on regular basis, who have put in minimum of two years of continuous regular service as on 30.06.2016 are only eligible.</p> <p>b) Medical Officers serving continuously for two years in Local Bodies of Tamil Nadu as on 30.06.2016 are only eligible.</p>				
<p>17. Applications without the signature of the candidate will be rejected.</p>				
<p>IV. CONDUCT OF EXAMINATION :</p> <p>18. The Entrance Examination will be conducted only at Chennai as scheduled below</p> <table border="0"> <tr> <td>POST DOCTORAL FELLOWSHIP COURSE IN</td> <td>Date of Entrance Examination</td> </tr> <tr> <td>MINIMAL ACCESS SURGERY COURSE</td> <td>04.09.2016, 10.00 A.M. to 11.30 A.M.</td> </tr> </table>	POST DOCTORAL FELLOWSHIP COURSE IN	Date of Entrance Examination	MINIMAL ACCESS SURGERY COURSE	04.09.2016, 10.00 A.M. to 11.30 A.M.
POST DOCTORAL FELLOWSHIP COURSE IN	Date of Entrance Examination			
MINIMAL ACCESS SURGERY COURSE	04.09.2016, 10.00 A.M. to 11.30 A.M.			

<p>This Entrance Examination is valid only for admission to Post Doctoral Fellowship Course In Minimal Access Surgery Course for the academic year 2016-2017.</p> <ul style="list-style-type: none"> ➤ The Centre in which the entrance examination is to be written will be given in the Hall Ticket. ➤ 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.
<p>19. a. Hall Tickets will be sent to the candidates either by post or email 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.</p>
<p>b. Candidates are requested to paste their photograph on the Hall Tickets which is to be attested by a Gazetted Officer. (The photograph must be an identical copy of the one pasted on the Application)</p>
<p>20. Candidates admitted for the entrance examination will have to come at their own expense and will have to make their own arrangements for stay.</p>
<p>21. Candidates with Hall Tickets only will be allowed to enter the Examination Hall.</p>
<p>22. a) Candidates for Post Doctoral Fellowship Course In Minimal Access Surgery course are advised to be present at 8.30 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.</p> <p>b) Candidates who report after 15 minutes of the commencement of the examination shall not be permitted to appear for the examination.</p>
<p>23. 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.</p>
<p>24. Candidates shall maintain silence. Any misconduct will result in forfeiture of the right to continue the examination. His / Her answer will not be considered for valuation. Further the candidate will not be allowed to apply for Post Doctoral Fellowship Course In Minimal Access Surgery Course for 3 years (Three Years).</p>
<p>V. SCHEME OF ENTRANCE EXAMINATION :</p>
<p>25. All the Candidates seeking admission should appear for an Entrance Examination conducted by the Selection Committee.</p>
<p>26. Each paper will be of Postgraduate Degree standard and will contain 100 objective type questions with 4 responses from Basic Sciences, Speciality and Sub-Speciality.</p>
<p>27. Each question will carry 1 mark. There will be No Negative marks for incorrect responses.</p>
<p>28. Indicating more than one response, will be deemed as incorrect response and will be given zero mark. The Maximum marks will be computed to 100.</p>
<p>29. 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</p>
<p>VI. DECLARATION OF RESULTS :</p>
<p>30. The Secretary, Selection Committee will publish the merit list in the websites http://www.tnhealth.org / http://www.mmc.tn.gov.in</p>
<p>31. There will be no Rechecking/ Revaluation/ Retotalling of answers.</p>
<p>32. 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:-</p>

<p>a. Least number of appearances in the Postgraduate Degree examination.</p> <p>b. Seniority in age.</p>
<p>VIII. METHOD OF SELECTION AND ADMISSION :</p> <p>33. The final preparation of the selection list / waiting list for admission of candidates to the Post Doctoral Fellowship Course In Minimal Access Surgery Course will be made on the basis of the merit list.</p>
<p>34. a) The Selection will be made by Counseling based on Merit only and no communal reservation will be followed.</p> <p>50% of seats are reserved for service candidates, in addition to those service candidates selected in the open category.</p> <p>b) If there are no Non-service candidates opting for, the same will be allotted to service candidates.</p> <p>c) 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.</p>
<p>35. 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.</p> <p>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.</p> <p>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 to institution/ University” will NOT be allowed to participate in the counseling .</p>
<p>36. Any change or modification and relevant information pertaining to this admission process will be made available immediately on the websites. (www.tnhealth.org / www.mmc.tn.gov.in.) The candidates are instructed to frequently visit the websites 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. Candidates will be permitted for counseling accordingly.</p>
<p>37. Unauthorized absence of candidates for one month or more will be treated as discontinuation and the vacancy will be filled up by the Selection Committee depending on the availability of the time before cut-off date</p>
<p>38. The candidates who are selected at the time of counselling shall pay the total fees for the two years 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. This fee is not refundable.</p> <p>All candidates attending the counseling 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 Secretary, Selection Committee as processing fee .</p>
<p>39. a) The candidates who discontinue the course shall pay discontinuation fees as specified below by way of Demand Draft drawn in favour of “The Secretary, Selection Committee, Kilpauk , Chennai -10” payable at Chennai.</p> <p>For Post Doctoral Fellowship in Minimal Access Surgery Course</p> <p>After 30.09.2016 ₹ 5 lakhs</p> <p>b) Candidates who join a Post Doctoral Fellowship in Minimal Access Surgery Course and discontinue the course on any grounds after the cut off date are eligible to apply only after a period of 2 years from the date of discontinuation of the course.</p>

40. The admissions to Post Doctoral Fellowship in Minimal Access Surgery Course for 2016-2017 will close on the cut off date of admission (i.e. on 30-09-2016) as per the Guidelines issued by the Tamil Nadu Dr. M.G.R. Medical University, Chennai – 32.
X. TUITION FEES: 41. Total Fees Per Annum for Post Doctoral Fellowship in Minimal Access Surgery Course Tuition Fees ₹ 30,000/- p.a. Library Fees ₹ 10,000/- p.a. Annual Appraisal Fee ₹ 10,000/- p.a.
XI. STIPEND: 42. All service candidates selected will be paid stipend/salary as per the Government Orders in force. For Non service candidates the course is stipendary. 43. 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: 44. Candidates selected for admission to the various 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 : 45. a) All Communications will be sent only to the mailing address/E-mail given in the application. Candidates are requested to give any change of address immediately. b) The results will be published in the Websites www.tnhealth.org and www.mmc.tn.gov.in . The Counselling Schedule will be available in the above websites.
46. The candidates who join the 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.
47. 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 to challenge any of the Regulations after appearing for the Entrance Examination

DIRECTOR OF MEDICAL EDUCATION.

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 August, 2016.
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 A

CERTIFICATE OF NATIVITY IN TAMIL NADU

Certified that Dr S/ D/ W of

.....residing at

..... an applicant

seeking admission to Post Doctoral Fellowship in Minimal Access Surgery Course in

Government / Self financing Colleges in Tamil Nadu is a Native of Tamil Nadu.

Signature of
Village Administrative Officer

Signature :

Of.....

Name & Designation :

In the Taluk

Station :

Of..... District

Office Seal :

Date :

Note : This Certificate should be issued by an officer of the Revenue Department not below the rank of Tahsildar in the Taluk concerned as per the Instructions.

ANNEXURE II B
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, 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 _____ 2016 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	Attempt Certificate in PG course from Head of the Parent Institution.	
ii	M.B.B.S., Degree Certificate	
iii	PG Degree / Provisional Pass Certificate issued by the University.	
iv	a) Permanent Medical Council Registration Certificate b) Registration of additional qualification	
v	Nativity certificate with supporting documents (if applicable)	
vi	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).	
vii	TNPSC / MRB(selected through competitive written examination)/10 a(i)/ Contract Medical Consultant Posting order.	
3	MISCELLANEOUS-Not to be stitched	
i	Demand Draft for ₹ 2500/- (Rupees Two Thousand Five thousand only)	

Date:

Signature of the Applicant

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