

PROSPECTUS



**MD(HOSPITAL ADMINISTRATION)
POSTGRADUATE INSTITUTE OF
MEDICAL EDUCATION AND RESEARCH
CHANDIGARH**

SESSION: JULY 2020

IMPORTANT DATES AT A GLANCE

Start of PGIMER MD (Hospital Administration) online Application on PGI Website www.pgimer.edu.in	01st April 2020
PGIMER MD (Hospital Administration)(July, 2020) application form closes	06th May, 2020
Computer Based Entrance Test for MD (Hospital Administration) courses	07.06.2020 (Sunday)
Expected date of declaration of result	15.06.2020
Counselling for MD(Hospital Administration) courses at PGI, Chandigarh	20.06.2020

Note All the above mentioned date are tentative in nature and may be subjected to change due to certain circumstances with the prior notice on PGI website.*

APPLICATION FEE

- SC/ST Category : Rs. 1200/- + Transaction Charges as applicable
- General /Sponsored Category: Rs. 1500/- + Transaction Charges as applicable.
- Persons with Bench-mark Disabilities (PwBD) Candidates is exempted from payment of fee.

All candidates are directed to deposit the above fees through online payment gateway available at MD (Hospital Administration) application portal w.e.f. **01.04.2020 to 06.05.2020**.

MODE OF PAYMENT: Through Debit / Credit Card / Net Banking

All applicants are advised to read the Prospectus and Instructions carefully before starting online registration and ensure that no column is left blank. In the event of rejection of the application form, no correspondence/request for reconsideration will be entertained. Applicants are also advised to download and take a print of the **Acknowledgement form**. They should retain a copy of **Acknowledgement form** till the completion of Admission Process.

Please visit www.pgimer.edu.in regularly for latest notification/ announcement as well as any Addendum/Corrigendum/Latest updates etc. regarding the Entrance Test.

DECLARATION OF RESULT

Final result for MD (Hospital Administration) courses will only be displayed on PGI website at www.pgimer.edu.in.

Result of individual candidate will NOT be informed on telephone and candidates are requested NOT to make call to the Academic Section for such information.

ADMINISTRATIVE STAFF

1. Director
Prof. Jagat Ram 0172-2755555
 2. Dean (Academic)
Prof. G.D. Puri 0172-2755050
 3. Professor -in-charge (Examination Cell)
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FOR TECHNICAL SUPPORT- 022-6130 6260

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1.

INTRODUCTION

The Ministry of Health, Government of India set up a committee known as the “HEALTH SURVEY AND PLANNING COMMITTEE” on 12th June, 1959 to undertake a review of the development that had taken place since the publication of the report of HEALTH SURVEY DEVELOPMENT COMMITTEE (BHORE COMMITTEE) in 1946, with a view to formulate further health programmes for the country in the third and subsequent five year plan periods. This committee recommended the setting up of six Postgraduate Medical Institutions in the country one each at Calcutta, Mumbai, Madras, Hyderabad, Lucknow and Chandigarh to meet the increasing demand of teachers for the rapidly expanding medical colleges, specialist services for hospitals, and needs of the armed forces.

The Postgraduate Institute of Medical Education and Research was conceived and planned in 1960 to create an “ISLAND OF EXCELLENCE” in Chandigarh, providing physical and intellectual milieu for young scientists working in multiple disciplines of medicine, to advance the frontiers of knowledge, to render humane service to the sick and suffering, and to train medical and paramedical manpower. The Institute was established in 1962 under the erstwhile state of Punjab. It was declared an Institute of National Importance by an Act of Parliament (Sr. No. 51 of 1966) w.e.f. 1st April, 1967.

2.

AIMS AND OBJECTIVES OF THE INSTITUTE

The following are the objectives of the Institute:

- a. To develop patterns of teaching in undergraduate and postgraduate education for all its branches, so as to demonstrate a high standard of medical education.
- b. To bring together, as far as possible in one place, educational facilities of the highest order for the training of personnel in all important branches of health activity.
- c. To attain self-sufficiency in postgraduate medical education to meet the country's need for specialists and medical teachers.

3.

ADMISSION TO THE POSTGRADUATE COURSES

- a. Admission to various postgraduate courses conducted at the Institute is made twice a year. The sessions commence from first January and first July each year.
- b. The Institute follows a Residency Service-cum-Training Scheme. Candidates admitted to MD (Hospital Administration) course is called Junior Residents.
- c. The admission to the above course of the Institute is made on merit on all India basis, by holding an entrance test by the Institute, after issuing a countrywide admission notice. The admission notice is published in leading English newspapers Employment News of India in the month of September/Oct for January session and March/April for July session.

3.1 GENERAL ADMISSION REQUIREMENTS

A. ELIGIBILITY

To be eligible for admission, a candidate must possess / fulfil the following qualifications/ requirements:

- a The candidate must possess MBBS or an equivalent degree from a University/ Institute recognized by the Medical Council of India (MCI) with a minimum experience of three years in a hospital in the relevant field or five years in general practice. A certificate issued by the District Magistrate in support of the general practice claimed should be enclosed with the application.
- b Must be registered with Central /State Medical Registration Council.

B. OTHER ELIGIBILITY CONDITIONS & REQUIREMENTS FOR ADMISSION

1. SPONSORED / DEPUTED CANDIDATES

A candidate applying for admission to MD (Hospital Administration) as a sponsored / deputed candidate is required to take the print out of the online application form and furnish the following certificates (as per format given in **Annexure II & III**) with his/her application through his/her employer/Sponsoring Authority for admission to the course.

- (i) That the candidate concerned shall be employee of the deputing/ sponsoring authority and should have been working for three years (on or before 30th June/31st December for July & January session respectively).
- (ii) That after getting training at PGIMER, Chandigarh, the candidate will be suitably employed by the deputing/sponsoring authority to work for at least five years in the specialty in which training is received by the candidate at the PGIMER.
- (iii) That no financial implications, in the form of emoluments/ stipend etc. will devolve upon PGIMER, Chandigarh during the entire period of his/her course and such payment shall be the responsibility of the sponsoring authority.

Deputation / Sponsorship of any candidate by private hospitals, institutes or nursing homes are not accepted. The sponsoring authority should not nominate more than one candidate for a specialty. Sponsorship / deputation of candidates will be accepted only from the following:

- (i) Central or State Government Departments/Institutions
- (ii) Autonomous Bodies of the Central or State Government
- (iii) Public sector colleges affiliated to universities and recognized by the MCI. In case of candidate deputed/ sponsored by the Government Medical College affiliated to Universities and recognized by Medical Council of India, deputation/sponsorship certificate signed by the Principal of Medical College concerned only shall be accepted.

Deputed/Sponsored candidates are also required to appear in the Entrance Exam. If selected, for admission to any course of the Institute, they are required to make their own stay arrangement during the period of study.

- (i) Seats will be allotted strictly as per merit.
- (ii) Seats allotted in first counselling shall remain intact. However, candidates who earlier have opted seat will have option to change over specialization by surrendering allotted seat from the available vacant seats.
- (iii) Seats will be available for sponsored candidates within sponsored category only.

3.2 NUMBER OF SEATS

The tentative number of seats available in MD (Hospital Administration) course for the July, 2020 session is given below:-

Gen	SC	*Spon
2	01	04

3.3 RESERVATION OF SEATS

A. Scheduled Caste (SC), Scheduled Tribe (ST) & Other Backward Classes (OBC)

- (i) This PGIMER provides Reservation for Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Classes (OBC) - Non Creamy Layer (NCL), wherever applicable and admissible as per instructions from Government of India.
- (ii) All candidates, irrespective of category may be considered against UR vacancies, subject to fulfilment of parameters for UR candidates. However, against the vacancies earmarked for specific categories (SC/ST/OBC), only candidates belonging to that community will be considered.
- (iii) For availing reservation, SC/ST/OBC candidates should furnish Caste Certificate from competent authorities as per the format given at **Annexure-IV** (for SC/ST candidates) and at **Annexure-V** (for OBC-NCL candidates) at the time of counseling. Further, in case of OBC candidates, the certificates should specifically indicate that they do not belong to the Persons/Sections (Creamy Layer) mentioned in Column 3 of the Schedule of the Government of India, Department of Personnel and Training O.M.No.36012/22/93-Estt. (SCT) dated 08.09.93 & its subsequent revision through O.M.No.36033/3/2004-Estt. (Res) dated 09.03.2004, 27.05.2013, 13.09.2017 and further revision, if any, received till the closing date for OLINE Registration of applications for entrance test. The candidates should ensure that they belong to the OBC category while applying for the posts. Such candidates should produce a valid OBC certificate in the prescribed format during document verification. Further, in addition to the category certificate (OBC), a declaration in the prescribed format as per **Annexure-VI** has to be furnished by the candidates during document verification, that he/she does not belong to the creamy layer. The certificate produced shall **not be older than one year** at the time of document verification. In case of not complying to these stipulations, their claim for reserved status (OBC) will not be entertained.

B. PERSONS WITH BENCHMARK DISABILITY (PwBD)

1. As per provisions (Chapter VI Clause 32) of the Rights of the Persons with Disabilities Act, 2016 Five percent of seats shall be reserved for Persons (Indian Nationals) with Benchmark Disabilities (PwBD). The reservation will be provided on horizontal basis, as per their rank in order of merit in Entrance Test.
2. **CRITERIA FOR PERSONS WITH BENCHMARK DISABILITY (PwBD):** In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016, 5% seats of the sanctioned intake capacity shall be filled up by candidates with benchmark disabilities, based on the merit list of PGIMER Entrance Test, July/January session. For this purpose, the Specified Disability contained in the Schedule to the Rights of Persons with Disabilities Act, 2016 is annexed in **ANNEXURE-VIII**. The candidate must possess a valid certificate certifying his/her physical disability. **The disability certificate should be certified by a duly constituted and authorized Medical Board of the State or Central Govt. Hospitals/Institutions.** All PwBD candidates shall be evaluated by a Medical Board of the PGIMER to determine his/her eligibility and suitability to the specialization.
3. Suitability of the candidates with disability for the particular specialization shall be decided by the Medical Board constituted by the PGIMER.
4. **Degree of Benchmark Disability for Reservation and Competent Authority for Issue of Disability Certificate:** Only such persons would be eligible for relaxation in conditions/ reservation in posts who suffer from not less than 40 percent of relevant benchmark disability. Those Persons with Benchmark Disabilities (PwBD) who have availed the relaxation and/or reservation have to submit Certificate of Disability issued by the Competent Authority as per the form V, VI and VII of rule 18(1) under chapter 7 of Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. Refer **Annexure-IX (A), Annexure-IX(B) and Annexure- IX(C)** for the revised formats.
5. **Assistance of Scribe:** Visually Impaired (VI) candidates/candidates whose writing speed is affected by Cerebral Palsy/muscular dystrophy/candidates with Locomotor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) can avail the assistance of scribe for writing answers on their behalf. For engaging the scribe, candidates will have to intimate through email id mdhapgijan2020@gmail.com at the time while filling ONLINE application form. Engagement of scribe will be subject to the following conditions:
 - (i) Candidates will have to arrange for the scribe on their own.
 - (ii) The qualification of the scribe should be one step below the qualification of the candidate taking entrance test.
 - (iii) The scribe so arranged should not himself/herself be the candidate for the PGIMER entrance test for which the candidate is appearing. Also same scribe should not be engaged for more than one candidate. The scribe and the candidate shall give a declaration to this effect. Any violation, if detected at any stage, will render both candidate and scribe disqualified.
 - (iv) Candidates opting for scribe will have to provide additional details for scribes before closing date of submission of ONLINE application form as per **Annexure-X (A, B & C)** so that PGIMER can issue Call Letter for scribe and the same shall be signed by both candidate and scribe. Scribe should produce original and valid ID proof at the Examination Centre and bring passport size photograph.

- (v) Separate Call Letter will be issued to scribes accompanying the candidates.
 - (vi) The candidate shall be responsible for any misconduct on the part of the scribe brought by him/her during the test.
 - (vii) Candidates availing the assistance of a scribe shall be eligible for compensatory time of not less than 20 minutes for every hour of entrance test.
 - (viii) Candidates who wish to avail services of scribe but are unable to furnish the details of scribe by the stipulated time, may avail the services of scribe by filling up necessary details in Format given at **Annexure-X (A, B & C)** at the examination centre duly complying the conditions stipulated for scribe. The change of scribe may also be allowed in emergency duly recording reasons and filling the relevant details including pasting of photograph of the new scribe as per **Annexure-X (A, B & C)**.
6. All one eyed candidates and candidates whose visual degree of disability is less than 40% shall not be considered as Visually Impaired persons and the provision for engaging scribe shall not be applicable to them.
7. Selected PwBD candidates will be subjected to medical examination by Medical Board constituted by the PGIMER at the time of counselling or on the date decided by the institute and only those conforming to the medical standards for the particular specialty, will be eligible for admission.

4.

SELECTION PROCEDURE

4.1 COMPETITIVE ENTRANCE TEST

The Entrance Examination shall be conducted through a Computer Based Test (CBT).

The Entrance Test shall be held on **07.06.2020 (Sunday) morning shift** and duration shall be 1½ hours (one and half hours/90 minutes) for MD (Hospital Administration) course.

The Online (CBT) Entrance Test will be conducted in one shift:

Timing 09 AM to 10.30 AM.

4.2 Selection of candidates for the MD (Hospital Administration) course is a two-step process, with a theory examination. The theory examination will consist of a paper with two parts (Part 1 – General, and Part 2 – Specialty), each with 40 marks. Part 1 will consist of 40 multiple choice questions of MBBS level, each with four options and a single most appropriate response. Part 2 of the paper will consist of 40 multiple choice questions related to Hospital Administration, each with five options and single/multiple correct response(s). Total duration of the theory examination is 90 minutes.

Each question correctly answered in Part 1 will be awarded one mark, with no negative marking for wrong answers. Incorrect responses will, however, be negatively marked in Part 2 of the paper. This part has 40 questions, each with five response options. Hence there are a total of 200 response options. One or more of these five options can be correct for each question. Part 2 of the paper therefore has some number of correct responses (say a) and incorrect responses (say b, such that a+b=200). A candidate would mark a proportion of these responses as being correct. Some of these are truly correct (say x) while the remaining are wrongly marked as being correct (say y). Candidates'

responses are matched to each of the 200 possible responses (marked as correct, or left blank) with the true answer (correct or incorrect). True correct responses (i.e. candidate correctly marks a response as true) are scored positively, and incorrect responses (i.e. candidate marks an incorrect response as correct) are scored negatively. Any responses not marked by the candidate are not scored. A candidate's score in Part 2 will be computed using the formula: $\text{Score} = [x/a - y/b] \times 40$. As an example, assume that Part 2 of the paper has 80 correct responses. If a candidate marks 90 responses as correct, out of which 60 are truly correct and the remaining 30 are incorrect, then $a = 80$, $b = 120$, $x = 60$ and $y = 30$. Accordingly, for this candidate, the score in Part 2 is $[(60/80) - (30/120)] \times 40 = 20.0$. Please note that these figures are only illustrative, and do not imply the actual number of correct responses in the question paper, or actual performance of any candidate. The marks obtained in Parts 1 and 2 will be added to obtain the total theory score, with a maximum score of 80 marks.

4.3 METHOD OF RESOLVING TIES

If two or more candidates obtain equal percentile scores, then inter-se merit for selection shall be determined on the following basis:

- (i) A candidate who has obtained higher aggregate marks in MBBS examination shall rank higher to a candidate who has obtained lower marks.
- (ii) If the aggregate marks obtained in MBBS examination are the same, then a candidate senior in age shall rank higher to a candidate who is junior in age.

4.4 **A merit list** will be prepared on the basis of the marks obtained by the candidates in this theory examination. Separate merit list will be prepared for each category. Candidates of various categories, who secure marks in the theory examination, as mentioned below, will be eligible for counselling. However, OBC / ST candidates are eligible to apply against general category seats, as there is no seat reserved for these category and also compete in general category candidates:-

Open (General) and Sponsored / Deputed : 35 marks
SC : 30 marks

SUMMARY OF MD (Hospital Administration) ENTRANCE TEST PATTERN <i>(Please see the text for details and explanations)</i>		
01	Mode of Examination	Computer Based Test (CBT) / Online
02	Duration of Examination	1 ½ hours (One & half hours/ 90 minutes)
03	Date of Examination	07.06.2020 (Sunday)
04	Number of Shifts	01 (One)
05	Timing of Examination	09 AM to 10.30 AM.
06	Location of Examination Centres	Chandigarh, Bangalore, Delhi & Kolkata.
07	Language of Paper	English
08	Type of Examination	Objective Type
09	Number of Questions	One Paper of 80 MCQ (eighty)

10	Marking Scheme	Please see the concerned sections for details.
11	Method of Cut-Off	
12	Method of determining merit	
13	Method of resolving ties	

5.

COUNSELLING & ACADEMIC SESSION

The final allocation of seats will be done after a personal interview by the Selection Committee appointed by the Institute. The number of candidates to be called for interview will be three times the total number of seats to be filled in each category, provided the candidates fulfil the cut off marks mentioned above. The selection will be finalized only after the candidates are interviewed by the Selection Committee. Interview with the Selection Committee is mandatory, but does not carry any marks. A candidate who is absent at the time of interview will not be considered for admission. In case any selected candidate fails to join by July, 1, the next candidate will be offered the seat as per the waiting list. The selection will be strictly in order of merit in the respective merits lists prepared after the theory examinations.

No TA/DA shall be paid to candidates for attending this interview. Admission to MD (Hospital Administration) course will close on 31st July, for the July, 2020 session.

5.1 INFORMATION REGARDING JOINING

Selected candidates must join course on the prescribed date as indicated in their admission letter. The selection of candidates who fail to join by the specified date shall automatically stand cancelled.

Under exceptional circumstances, a candidate may be allowed to join late, upto a maximum of one month, on the condition that he/she will make up the deficiency caused in his/her academic term due to late joining, by forfeiting his/her leave, during the first two years of his/her admission, to which he/she will be entitled on joining the Institute, by the same number of days. For this the candidates will be required to intimate the unavailed leave to Registrar Office at the end of the first year and get the same adjusted by forfeiting the same amount of leave, before the end of the second year.

However, the candidates whose absence (apart from their absence on leave admissible to them during the period of their studies) does not exceed one month will be permitted to appear in the final MD (Hospital Administration) exam along with other eligible candidates joining the Institute during the same session. This concession will not, however, be admissible to candidates for their unauthorized absence, if any, during the period of their studies.

5.2 AGREEMENT BONDS /SURETIES/ CONTRACT

The Junior Residents **MD (Hospital Administration)** will be on contract service for a period of three years and will be required to execute an agreement and undertaking (except sponsored category) on non-judicial stamp paper of minimum Rs. 5/- value. Any candidate who joins MD/MS course and leaves the course midway, will be penalized in following manner:

Period at which resignation is tendered/accepted	Penalty (in rupees)
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Within six months of joining	Rs.1,00,000/-
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After six months of joining	Rs. 5,00,000/-
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The salary for the month in which his/her resignation from the PG seat become effective, shall also stand forfeited.

Two sureties, preferably from local residents, are required to be submitted at the time of admission on non-judicial stamp paper of Rs.25/-. Any candidate who fails to submit the same shall not be allowed to join the course. Sureties from Junior/Senior Residents are not acceptable. Formats for the same will be provided by the office at the time of Appointment/Joining Letter.

5.3 MEDICAL EXAMINATION

Medical fitness is a pre-condition for admission to the course of the Institute. Selected candidates (except sponsored candidates) will be medically examined by a Medical Board constituted by the Institute for the purpose.

5.4 FEES AND DUES

The following dues are payable to the Institute, by the candidates admitted to the MD/MS courses:

a) Registration Fee	:	Rs. 500/-
b) Tuition Fee	:	Rs. 250/- per annum
c) Laboratory Fee	:	Rs. 900/- per annum
d) Amalgamated Fund	:	Rs. 720/- per annum
e) Security	:	Rs. 1000/- (refundable only after completion of course)
f) Hostel Security	:	Rs. 5000/- (refundable) to be deposited with the Hostel Warden if hostel accommodation is allotted

The first instalment of fees for six months is required to be paid immediately after selection. The balance is recovered in monthly instalments from those receiving emoluments from the Institute. Others are required to pay their dues half yearly in advance.

- (i) Fees and other charges once paid shall not be refunded in any case, including that of a candidate leaving the Institute before the completion of his/her term or not joining the institute for any reason.
- (ii) The dues must be paid by the prescribed date. For late payment, a fine @ Rs.5/- per day will be charged, upto a maximum of 15 days. After 15 days the name of the non-paying candidate shall be struck off from the rolls of the institute. For re-admission, if otherwise eligible, a sum of Rs.500/- will be charged as re-registration fee in addition to the fine. Such a candidate will have to repeat the period of his/her training for which he/she remains off the rolls.

- (iii) Security will be released only after the receipt of the “No Dues Certificate” on completion of the duration of course. No security will be released to those candidates who do not join or discontinue the course midway.

5.5 DURATION OF COURSE AND EMOLUMENTS

The MD(HA) course has duration of three academic years. During this period, the Junior Residents except Sponsored candidates are entitled to emoluments as prescribed by the Government of India. At present, this translates to basic pay of Rs.56100/- in the pay matrix (Level-10) as per 7th CPC plus other allowances as applicable.

5.6 GENERAL TERMS AND CONDITIONS

The services of the Resident may be terminated by the Director without any previous notice under the following conditions:

- (i) If he is satisfied on medical evidence that the Resident is unfit, and is likely to remain so for a considerable period for reasons of ill health, and is unable to discharge his/her duties. The decision of the Director whether the Resident is unfit and is likely to continue to remain unfit shall be conclusive and binding on him/her.
- (ii) If the Resident is found guilty of any insubordination, interference, or other misconduct, or any breach or non-performance of any of the provisions of the agreement signed by him at the time of admission or any role pertaining to the institute.
- (iii) The postgraduate students who are enrolled at this Institute for pursuing their PG courses, violate the conditions of the prospectus, shall have to re-pay all the amount of emoluments which they get during the period of their present residency. If, during verification at a later stage, it is found that any of the candidate had mis-conducted by furnishing wrong information and violated any of the rules & regulations, as mentioned in the prospectus, the defaulting candidate will have to pay penalty of **three Lakh** and his/her registration from the present MD(Hospital Administration) course, will be cancelled.

If a resident is suspended from duty in connection with any investigation into his/her conduct, he/she shall not be entitled to any emoluments during such a period of suspension.

5.7 HOURS OF WORK

Continuous active duty for Residents shall not normally exceed 12 hours in a day, subject to exigencies of work.

Duties and responsibilities of Residents will be fixed by the Institute from time to time. Residents will be required to perform such work as may be needed in the legitimate interest of patient care in the hospital.

5.7 LEAVE

Candidates admitted to MD (Hospital Administration) course will be entitled to 30 days leave during the first year and 36 days leave each during the second and third year. Leave for one year cannot be carried forward to the subsequent year. Further, the residency period as well

as exam of residents, who avail leave over & above their entitlement, will be extended.

5.8 MEDICAL BENEFITS

All MD (Hospital Administration) Residents can avail medical benefits for themselves as per the Institute rules. They are also eligible to sick room facility provided to them by the Institute.

5.9 SUBMISSION OF THESIS

Every candidate who joins MD (Hospital Administration) course is required to submit a plan of thesis within one year of his/ her joining the course. He/she is required to submit the final thesis after completion of 2½ years of his/her joining the course and will be eligible to take the final MD(Hospital Administration) examination only after approval of thesis. Any candidate who fails to submit his/her plan of thesis within one year of his/her admission will not be allowed to take the final examination and his/her session will be shifted by six months.

MD (Hospital Administration) Junior Residents except sponsored shall be entitled to a subsidy of Rs.5000/- in lumpsum to meet expenditure on writing the thesis. Along with the application seeking such assistance, the residents shall submit a certificate from the Dean that the concerned resident has submitted the thesis.

5.10 BOOK ALLOWANCE

Each MD (Hospital Administration) student except foreign national and sponsored will be granted a book allowance of Rs.2000/- per annum for three years. During each academic year, all books purchased (worth Rs.2000/-) will need to be submitted, along with their cash memo duly verified by the concerned Head of the Department. These books will be embossed at three places by the concerned Department. The prescribed application for book allowance, duly forwarded by Head of the Department and accompanied by cash memo of books purchased, shall be considered by the Registrar's Office for sanction of allowance. **No claim for the reimbursement will be entertained after the completion of the course.**

5.11 HOSTEL ACCOMMODATION

Partially furnished hostel accommodation is available within the campus of the Institute. Residents are allotted accommodation on normal charges.

All the residents who are allotted hostel accommodation shall be required to pay Rs. 5000/- as security money which will be refunded at the time of vacation of room. Mess/Canteen facilities are available at the campus. The residents who belong to the Sponsored/ Foreign National are allotted with the Hostel Accommodation are required to pay the Hostel charges as per the rule of the Institute in advance for six months along with fee.

RULES AND REGULATIONS:

- (i) The Hostel Accommodation is allotted by the Hostel Warden of respective Hostels.
- (ii) No change of room will be allowed before 6 months of its allotment.
- (iii) In case of change of the room if the key of old room is not handed over within 3

days to the concerned Storekeeper, a penalty of Rs.200/- and Rs. 400/- per day for bachelor and married hostel will be charged respectively. For 1st two months & thereafter the eviction proceedings shall be initiated against the occupant of the room. Till the eviction of the occupant, the overstay charges for Bachelor Hostel and Married Doctor Hostel will be Rs. 500/- & Rs. 1000/- respectively per day till the room is got vacated.

- (iv) The residents are required to vacate the Hostel Accommodation within 7 days of the completion of their course term failing which Rs.200/- and Rs. 400/- per day will be charged for bachelor and married hostel respectively as penal rent for unauthorized occupation of hostel accommodation. At the same time, the room will be got vacated /unseated by the Hostel Authority / Security Staff during the unauthorized stay.
- (v) Residents will be responsible for the furniture and other fixtures of the room. In case of damage/loss, a penalty would be imposed as assessed by the Wardens of the Hostels.
- (vi) No electrical /civil alteration in the room is allowed.
- (vii) Cooking in the room (except in Married Doctor's Hostel) is not allowed.
- (viii) Subletting of the room is not allowed. In case of subletting, the allotment of the room shall be cancelled forth with and at the same time a penal Rent of Rs.200/- and Rs.400/- per day will be charged for the Bachelor and the Married Hostel respectively from date of allotment.
- (ix) Use of Air Conditioner/ Heaters and other electrical appliance consuming high electrical energy is not permitted in the hostel.
- (x) In case the loss or damage of hostel furniture/ property (i.e. bed, chair, table and curtains etc.) the recovery will be made from the hostel security money.
- (xi) Mutual change of room will be allowed by the hostel authority.
- (xii) The residents are responsible for the cleanliness of their own rooms.

5.12 LIBRARY

Dr.Tulsi Das Library, PGIMER, was established in 1962 primarily for meeting the requirements of faculty members and postgraduate students of different disciplines at the Institute.

Dr.Tulsi Das Library is the backbone of the institute supporting Research work, education, teaching and patient care. The library has a collection of more than one Lakh books, bound journals and theses as the print material. The theses include M.Sc, MD, MS, M.Ch, DM and Ph.D. of various disciplines. The library is transforming from conventional to hybrid and later digital by acquiring around 2000 e-journals, e-books including videos. In addition the access of information is through library gateway i.e. RemoteXs with EBSCO Discovery services.

The library subscribes to around 38 databases which include major publishers like Elsevier, Lippincott, Wiley, Springer, BMJ, Karger, Oxford, ASM, Taylor & Francis etc. and softwares like TURNITIN for plagiarism check, Grammarly, Endnote, SPSS on demand of our end users. The services are available to members of library 24x7x365 days i.e. Access- Anytime, Anywhere (3A's) to all the digital content as stated above. The library has implemented the latest information technologies like Wi-Fi facility with high speed internet connection.

Moreover, the library is also providing digital services on request in the form of full-text articles, chapters of books, references and so-on through e-mail. The OPAC services for in-house collection are also available in library and remotely through the pgimer web page: <http://pgimer.edu.in> under Education window. The library also supports evidence based practice research to its members and teaches the building of search strategies used for writing systematic reviews. The library has a separate reading room facility for the residents and members of the library for 24 hours.

5.13 **SPORTS AND CULTURAL ACTIVITIES**

The Institute has upheld the healthy tradition of maintaining the intellectual as well as the physical fitness of its employees and trainees. Facilities for indoor as well as outdoor games like table tennis, badminton, cricket, lawn tennis, football, etc. have been consistently available to the enthusiasts. A huge complex for water sports situated in the immediate vicinity of the men's hostel is functional. Institute Cultural Programmes Committee works for the promotion of Art, Culture and Literary activities in the campus. Various functions and participation both outside and within the campus, are organized and jointly presented by the students of various courses in the institute. As the students come from far and wide, it bestows integration and international understanding. In addition to creative art, dance, drama, song and music presentations by the Institute staff members, Cultural Programmes Committee also organizes performances by artists of international repute from India and abroad, periodic film festivals and retrospectives from special bonanzas for mass entertainment. Bhargava Auditorium of the Institute is a special attraction, being the biggest and one of the best auditorium in this part of the country. The medium of extracurricular activities is exploited to the maximum of promoting better interpersonal relationship and character building.

6.

IMPORTANT INSTRUCTIONS

1. **INSTRUCTIONS FOR FILLING THE ONLINE APPLICATION FORM**

- a) Candidate should fill in the Online Application with utmost care and follow the instructions and help manual as given on the index page. Candidate should fill in the Online Application form correctly. Incorrect filled form may leads to rejection.
- b) A candidate seeking admission to the Entrance Examination is required to submit his/her application in the prescribed format available online with the Prospectus on www.pgimer.edu.in.
- c) The cost of Application Form includes the fee for entrance examination which is non-refundable and no correspondence in this regard will be entertained. The candidate is required to go through the Prospectus carefully and acquaint himself/herself with all requirements with regard to filling of the online application form.
- d) **Online Registration:**
 - i) After selecting the online registration, fill the mandatory details asked for and

deposit the prescribed fee through debit/credit card/Net Banking. After submitting fees filled required information step by step. Follow the Instructions carefully.

- ii) It will be the responsibility of the candidate to ensure that correct details are filled in the Registration Slip. The Institute will not be responsible for any incorrect information/cancellation of candidature/loss or lack of communication etc. due to wrong filled online Application form.
- iii) No candidate should register more than one application.
- iv) All applicants are required to ensure that Photo/Signature is uploaded according to the instructions provided in the Prospectus. Failure to do so may result in rejection of applications.
- v) Duplicate applications from any applicant will result in cancellation of all such applications. No intimation regarding such summary rejections will be provided.

e) STATUS OF ONLINE REGISTRATION

- i) Acknowledgement of successful Online Registration will be forwarded to applicant's Registered Email ID. The Registration Form will remain Under Review regarding uploaded images and eligibility.
- ii) Admit Card for Accepted Registration Form will only be uploaded on the website. *If the status of Registration Form or Admit Card is not available on website, he/she should immediately write an email to the Registrar, PGIMER on registrar@pgimer.edu.in along with full particulars of the Registration Form.*

f) DOCUMENTS TO BE ATTACHED WITH REGISTRATION SLIP

The candidates must upload their self attested/attested copies of certificates/documents in support of their educational qualifications, marks, date of birth, category, experience etc. If a candidate fails to upload self attested copies of the requisite documents as above, his/her candidature will be cancelled and he/she will not be allowed to participate in subsequent stages of selection/admission process.

For Sponsored Candidates and Foreign nationals.

- 1) Sponsorship Certificate (in the case of sponsored candidate) in the format prescribed in the Prospectus, duly completed and signed by the competent authority.
- 2) NOC from Ministry of Health & Family Welfare in case of Foreign National.

Note:

- Sponsored/Foreign national category candidates should send the above documents in a separate envelope to the Training Branch, PGIMER, Chandigarh, indicating their Registration No. on the top of the envelope and on the documents followed by the name of course/discipline applied for.
- In case of non-receipt of the nominations/clearance/no objection from the concerned Ministry by due date, their candidature will not be considered.

- **Candidates belonging to Sponsored Category are required to submit their NOC & Sponsorship Certificate in original from their Competent Authority and presently employed candidates are required to submit their NOC from Employer (as per format given in Annexure-III).** The Applications of above mentioned categories i.e. Foreign national and Sponsored category alongwith requisite certificates must reach the office of **Registrar, Academic Section PGIMER, Sector-12, Chandigarh-160012**, at least 15 days before the commencement of the Entrance Examination.

- g) Discrepancy, if any, in the date and time of the entrance examination mentioned in the Prospectus, Admit Card etc. should be immediately brought to the notice of the Training Branch, PGIMER, Chandigarh through email. Complaints received at later stage will not be entertained. In case any discrepancy is found in the information provided in the various documents, the data provided on the Application Form will be considered as final for all purposes.
- h) It will be the responsibility of the candidate to ensure that correct address, Mobile No. & email ID in the Application Form is filled. The Institute shall not be responsible for any miscommunication due to incorrect address, Mobile No. and email ID given by the applicant on the Application Form or non-receipt for any communication.**

2. Other Important Instructions

- a) All the candidate should ensure to take printout of application form after completing all details.
- b) *A list of candidates who qualify the written test and eligible for counselling should submit the print out of their online application form along with photocopies of relevant self-attested certificates/documents in support of educational qualification(s), experience, age/date of birth certificate, caste certificate, Fresh OBC certificate, and NOC from the present employer (if employed at the time of counselling) either through email mdhapqjian2020@gmail.com or by hand in the Academic Branch of PGIMER, Chandigarh **within two days after declaration of result** to prepare final list of candidates for counselling.*
- c) Incomplete applications will not be considered, and no correspondence will be entertained in this matter. All particulars in the application form must be entered carefully. All claims made in the application must be supported with documentary proof.
- d) **Candidates who have already done, or are doing, MD (Hospital Administration) in any subject at the time of applying, shall not be considered for admission to MD (Hospital Administration) course. If it is found, during active verification and at a later stage, that the candidate has given wrong information, his/her registration will be cancelled without any notice.**
- e) Candidates who have obtained MBBS degree from a Medical College not recognized by the Medical Council of India are not eligible to apply.
- f) Candidates in employment must forward their application through proper channel. Online Application will be treated as advance copy of the application. Application through proper channel should be sent to the Registrar, Academic Section of the Institute within 10 days after the last date fixed for online registration.
- g) No request for a change of category applied for shall be entertained after the submission of the application.
- h) The number of the vacancies are provisional and may vary.

- i) **Roll Numbers/Admit Cards/Hall ticket for appearing in the entrance examination will be available for download to eligible candidates approximately 10 days in advance and can be downloaded from the website by logging into their accounts on the website with their respective login id and password. Roll Numbers / Admit Cards will NOT be sent by post. The candidates are allowed to enter in the examination hall on the production of the Admit Card/ Hall Ticket.**
- j) All candidates appearing for the entrance test are instructed 'NOT TO BRING' water bottle, car key (Remote), chain, any mobile phones/pager/pen/wrist watch/ring/wallets/ladies purse/ornaments (Earrings, rings etc) or any other electronic device. The candidates with these articles will not be permitted to enter in the examination hall. The examination centres are not responsible for the safe custody of the belongings of the candidates and they have to make their own arrangement for their safe custody.
- k) Entrance examination/counseling will be held as per schedule. These dates will not be changed, even if the day is declared as a holiday or half-holiday by any competent authority. Attending the counseling is mandatory.
- l) The candidates invited for the selection/counselling may have to stay at Chandigarh for 2-3 days. No TA/DA is admissible to them for the purpose.
- m) Selected candidates in counselling shall have to pay the fee etc. on the same day, failing which his/her selection will be treated as cancelled and the seat will be offered to the candidates on the waiting list in order of merit.
- n) The candidates selected for the course shall have to submit the migration certificate from the University/Institute from which they passed their last examination at the time of their joining, alongwith all other certificates in original in support of their qualification etc.
- o) No individual intimation is sent to unselected candidates, and no correspondence on the subject is entertained.
- p) Every student, except deputed candidates, will be provided partially furnished, accommodation (single room in the hostel) subject to availability.
- q) All the candidates are advised to download their Admit Cards from the website. It may please be noted that the Admit Cards will not be sent by Post.
- r) If a candidate is at any stage found to have provided false information/certificate or is found to have withheld or concealed some information in his/her application form, he/she will be debarred from admission, his/her residency will be terminated with immediate effect.
- s) If ineligibility is detected at any stage, candidature/admission of the candidate will be cancelled without any notice.
- t) Candidate must not obtain or give or attempt to obtain or give irregular assistance of any kind during the examination; this will entail expulsion and cancellation of candidature for the examination. The admission of the candidate will be cancelled and appropriate criminal/civil proceedings will be initiated against the candidates, if at any stage of the examination the candidate is found to have secured admission by using any unfair means.
- u) The Institute will not intimate the result of Entrance Test individual. No correspondence in this regard will be entertained. However, the marks/result of individual candidate will be made available on PGIMER website www.pgimer.edu.in after declaration of final result by login their credential.
- v) There is no provision for re-checking/re-evaluation of the answer sheets and no query in this regard will be entertained.
- w) The decision of the Director of the Institute shall be final in the matter of selection of

candidates for admission to various courses and no appeal will be entertained in this regard.

- x) Selected candidates must join the course on the date stipulated in the letter of selection, failing which the selection/admission shall stand cancelled/withdrawn.
- y) The selected candidates will have to submit the original Permanent Registration Certificate at the time of joining.
- z) The selection of Junior Resident of MD (Hosp. Admn.) will be subject to medical fitness. The decision of the Medical Board shall be final.
- aa) Private practice in any form during the course is prohibited. The period of training is strictly full time and continuous.
- bb) The rules are subject to change in accordance with the decision of the Institute to be taken from time to time.
- cc) Any dispute in regard to any matter referred to herein shall be subject to the jurisdiction of Chandigarh Courts alone.

3. CODE OF CONDUCT FOR STUDENTS AT PGIMER, Chandigarh

A. Maintenance of Discipline among students of the PGIMER:

- a. All powers relating to discipline and disciplinary action are vested with the Director, PGIMER.
- b. The Director, PGIMER may delegate all such powers, as he/she deems proper to such other persons as he/she may specify on his behalf.
- c. Without prejudice to the generality of power to enforce discipline under the Rules. The following shall amount to acts of gross indiscipline:
 - i. Physical assault or threat to use physical force against any member of the teaching or nonteaching staff of any Department/Centre of PGIMER or any other persons within/outside the premises/ Campus of PGIMER.
 - ii. Carrying or use or threat of use of any weapon.
 - iii. Violation of the status, dignity and honour of students belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Castes.
 - iv. Any practice, whether verbal or otherwise, derogatory to women.
 - v. Any attempt at bribing or corruption in any manner.
 - vi. Wilful destruction of institutional property.
 - vii. Creating ill-will or intolerance on religious or communal grounds.
 - viii. Causing disruption in any manner of the functioning of the PGIMER, Chandigarh.
 - ix. Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate. The Director, may in exercise of his/her powers aforesaid order or direct that any student or students.
 - (a) Be expelled;
 - (b) Be, for a stated period: be not for a stated period, admitted to a course or courses of study in PGIMER.
 - (c) Be fined with a sum of rupees that may be specified/decided by the Director;
 - (d) Be debarred from taking any examination(s) for one or more semesters.
 - (e) Withhold the result of the student(s) concerned in the Examination(s) in which he/she or they have appeared be cancelled.
 - (f) Be prohibited for appearing or completing any examination for any unfair

means like copying taking notes, mobiles or any other electronic gadgets inside the examination halls.

At the time of admission, every student shall be required to sign a declaration that on admission he/she submits himself/herself to the disciplinary jurisdiction of the Director and several authorities of the PGIMER who may be vested with them.

- B. Ragging :** Ragging is a cognizable offence, and is banned in the Institute. Stern action shall be taken against any offenders. Any one indulging in ragging shall be punished appropriately. Punishment may include expulsion from the Institute, imprisonment upto three years and /or a fine **upto Rs.25000/-**. As per direction of the Hon'ble Supreme Court of India, the Government has banned ragging completely in any form inside and outside the campus and all the PGIMER, Chandigarh authorities are determined not to tolerate any form of ragging. Whosoever directly or indirectly commits, participates in, abets or instigates ragging within or outside the PGIMER, Chandigarh shall have an FIR lodge against him/her and he/ she will be suspended or rusticated from the institution. In case the applicant is found to have indulged in ragging in the past or if it is noticed later that he/she has indulged in ragging, admission can be refused or he/ she shall be expelled from the educational institution. The punishment may also include suspension from attending the classes, withholding/ withdrawing fellowship/ scholarship and other financial benefits or withholding the result.

Prohibition of and Punishment for Ragging : Ragging in any form is strictly prohibited, within the premises of College/Department of Institution and any part of PGIMER and also outside the PGIMER Campus. Any individual or collective act or practice or ragging constitute gross indiscipline shall be dealt with under this Rules. Ragging for the purposes of this rules, ordinarily means any act, conduct or practice by which dominant power or status of senior students is brought to bear on students freshly enrolled or students who are, in any way, considered junior or inferior by other students and includes individual or collective acts or practice which :

- a) Involve physical assault or threat or use of physical force;
- b) Violate the status, dignity and honour of women students;
- c) Violate the status; dignity and honour of students belonging to the Scheduled Castes, Scheduled Tribes and Other Backward Castes.
- d) Expose students to ridicule and contempt and affect their self-esteem;
- e) Entail verbal abuse and aggression, indecent gesture and obscene behavior.

Selected candidates shall register himself/ herself in the website www.antiragging.in/ www.amanmovement.org and take a print out and submit the self-attested print out to Academic Section at the time of admission.

In case of Ragging, student may contact on the following numbers:-

HELPLINE NUMBER	7087008700
SECURITY CONTROL ROOM (24 HOURS)	0172-2756100, 2756109

NOTE: Telephone numbers of members of Anti Ragging Committee/Flying squad including "Medical Council of India (Prevention and Prohibition of Ragging in Medical Colleges/Institutions) Regulations, 2009" is available on PGI Website i.e. www.pgimer.edu.in

- C. **Anti Sexual Harassment Monitoring Committee** : A statutory committee, comprising of members from the teaching and non-teaching staff as well as students looks into matters related to sexual harassment of students and staff in the college. Any person aggrieved in this matter may fearlessly approach the committee for a fair and concerned hearing and redressal.
- D. **Unauthorized absence of students** : Unauthorised absence of students will be informed to the Students and also Parents or Local Guardians. At least 3 reminders will be issued with a gap of 10 days by the Academic Section to these students. Thereafter the action of cancellation of the registration of the concerned will be decided by the Dean/ Director, PGIMER.

IMPORTANT NOTE

In case any candidate is found to have supplied false information or certificate etc., or is found to have concealed or withheld some information in the application form, he/she shall be debarred from admission. Any other action, that may be considered appropriate by the Director of the Institute, may also be taken against him/her, which may include criminal prosecution.

ANNEXURE-I

INTERNSHIP CERTIFICATE

(To be submitted by the candidate whose Internship is complete or likely to be completed by 30th June / 31 December for July & January session respectively)

Certified that Dr. _____
has undergone/presently been undergoing 12 months compulsory Rotating Internship Training
at _____ college which started on _____ and has
completed or is likely to be completed on _____.

Place: _____

Date: _____

Signature & Seal of Dean/Registrar/
Principal/ Medical Superintendent of the
Institution from where the Candidate
is undergoing internship.

NB: There is no need to fill the above certificate in case the Medical College/ Institute has
already issue the internship certificate (Attach attested photocopy).

ANNEXURE - II

SPONSORSHIP CERTIFICATE

(Applicable only in case of candidates who are sponsored/deputed)

Note: Sponsorship for Private Hospital/Institute/Nursing Homes, etc. is not accepted.

Certified that Dr. _____ son/daughter of Shri _____ is an employee of the Govt. Deptt/Medical College since (Date) and have been working for **THREE YEARS**. Please select () the type of Institution/ Department sponsoring / deputing the candidate viz.

1. **1.** Central Govt. **2.** State Govt. **3.** Autonomous Body of Central Govt. **4.** Autonomous Body of State Govt. **5.** Public Undertaking **6.** Govt. Medical College / Hospital affiliated to a University and recognized by Medical Council of India.
2. Certified that if selected for the course applied for by the applicant he/she will be suitably employed by us after the completion of his/her training course to work for at least five years in the specialty in which the training is received by him/her at PGI, Chandigarh.
3. Certificate that no financial implication in the form of emoluments/stipend etc. will devolve upon PGI, Chandigarh during the entire period of applicant's course. Such payment will be the responsibility of sponsoring/deputing authority.

Date: _____
Station: _____

Signature of the sponsoring /deputing
authority with seal

- NB:**
1. Deputation/Sponsorship of candidates holding tenure appointment (like House Job or Junior or Senior or Senior Residency), ad-hoc or contract or honorary or appointment against a leave vacancy shall not be accepted.
 2. **The sponsoring/deputing Institution should not nominate more than one candidate for a specialty/super specialty.**
 3. The candidate must indicate the subject or their choice in the application clearly. Sponsoring/deputation of candidates will be accepted only from the following:-
 - (a) Central Govt. Departments/Institution
 - (b) State Govt. Departments/Institution
 - (c) Autonomous bodies of the central or State Govt.
 - (d) Public Sector Undertakings.
 - (e) Government Medical College affiliated to a University and recognized by the Medical Council/Dental Council of India. In case of candidates deputed/sponsored by Medical College affiliated to a University and recognized by the Medical Council of India, the deputation/ sponsorship certificate signed by the Principal of Medical College concerned only shall be accepted.

ANNEXURE – III

NO OBJECTION CERTIFICATE

ENDORSEMENT BY THE EMPLOYER, IF THE APPLICANT IS IN SERVICE

No.....

Date.....

Forwarded to the REGISTRAR, Postgraduate Institute of Medical Education and Research, Chandigarh for consideration. The undersigned has no objection to Dr. _____ s/o _____ being considered by the Institute for the course applied for by him/her and if selected, he/she will be relieved within the prescribed time limit. The applicant is “sponsored /deputed or not sponsored /deputed by us and the sponsorship/deputation - certificate is enclosed.

Address: _____

(Signature of employer with official seal)

ANNEXURE - IV

FORM OF SC/ST CERTIFICATE PRESCRIBED

Form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

CASTE CERTIFICATE

This is to certify that Shri/Smt./Kum.son/daughter* of..... of village/Town*.....in district/Division*..... of the State/Union Territory*..... belongs to the.....Caste/TribewhichisrecognisedasaScheduledCaste/ScheduledTribe*under:

@The Constitution (Scheduled Caste) Order, 1950

@The Constitution (Scheduled Tribe) Order, 1950

@ The Constitution (Scheduled Caste) Union Territories Order, 1951

@The Constitution (Scheduled Tribe) Union Territories Order, 1951

1. [As amended by the Scheduled Caste and Scheduled Tribe Lists (Modification) Order, 1956, the Bombay Re-organization Act, 1960, the Punjab Re-organization Act, 1966-the State of Himachal Pradesh Act, 1970 The North Eastern Areas (Re-organization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976), the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Re-organisation) Act, 1987]

@ The Constitution (Jammu and Kashmir) Scheduled Caste Order, 1956.

@ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976

@ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962.

@ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962.

@ The Constitution (Pondicherry) Scheduled Castes Order, 1964.

@ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.

@ The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968.

@ The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968.

@ The Constitution (Nagaland) Scheduled Tribes Order, 1970.

@ The Constitution (Sikkim) Scheduled Castes Order, 1978.

@ The Constitution (Sikkim) Scheduled Tribes Order, 1978.

@ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989

@ The Constitution (SC) Order (Amendment) Act, 1990

@ The Constitution (ST) Order (Amendment) Act, 1991

@ The Constitution (ST) Order (Second Amendment) Act, 1991

@The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002

@ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002

@ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002

@ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

%2. Applicable in the case of Scheduled Caste/Schedule Tribe persons who have migrated from one State/Union Territory/ Administration to another.

This certificate is issued on the basis of the Scheduled Caste/Scheduled Tribe certificate issued to Shri/Smt*..... Father/mother of Shri/Smt/Kum*.....Of village/ town*..... in District/Division*.....of the State/Union Territory*..... who belongs to the.....Caste/tribe which is recognized as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* of..... issued by the.....(Name of prescribed authority) vide their No..... Date.....

%3.Shri/Smt./Kum*.....and/or*his/her* family ordinary reside(s) in Village/town*.....of..... State/Union Territory of.....

Place:.....

Date:.....

Signature.....

**Designation.....

(With seal of office)
State/Union Territory*.....

- * Please delete the words which are not applicable.
- @ Please quote specific Presidential Order
- % Delete the paragraph which is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

** List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

- (i). District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
(not below of the rank of 1st Class Stipendiary Magistrate.)
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)



ANNEXURE –V

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR ADMISSION TO CENTRAL EDUCATIONAL INSTITUTE (CEIs) UNDER THE GOVERNMENT OF INDIA

This is certify that Shri/Smt./Kum. _____ Son/Daughter of
Shri/Smt. _____ of village _____ District/Division
_____ in the _____ State belongs to the _____
community which is recognized as a Backward Class under:-

- (i) Resolution No.12011/68/93-BCC (C) dated 10/09/93 published in the Gazette of India Extraordinary Part I Section I No. 186 dated13/09/93.
- (ii) Resolution No. 12011/9/94-BCC dated 19/10/94 published in the Gazette of India Extraordinary Part I Section I No. 163 dated20/10/94.
- (iii) Resolution No. 12011/7/95-BCC dated 24/05/95 published in the Gazette of India Extraordinary Part I Section I No. 88 dated25/05/95.
- (iv) Resolution No. 12011/96/94-BCC dated 9/03/96.
- (v) Resolution No. 12011/44/96-BCC dated 6/12/96 published in the Gazette of India Extraordinary Part I Section I No. 210 dated 11/12/96.
- (vi) Resolution No. 12011/13/97-BCC dated 03/12/97.
- (vii) Resolution No. 12011/99/94-BCC dated 11/12/97.
- (viii) Resolution No. 12011/68/98-BCC dated 27/10/99.
- (ix) Resolution No. 12011/88/98-BCC dated 6/12/99 published in the Gazette of India Extraordinary Part I Section I No. 270 dated 06/12/99.
- (x) Resolution No. 12011/36/99-BCC dated 04/04/2000 published in the Gazette of India Extraordinary Part I Section I No. 71 dated04/04/2000.
- (xi) Resolution No. 12011/44/99-BCC dated 21/09/2000 published in the Gazette of India Extraordinary Part I Section I No. 210 dated21/09/2000.
- (xii) Resolution No. 12015/9/2000-BCC dated06/09/2001.
- (xiii) Resolution No. 12011/1/2001-BCC dated19/06/2003.
- (xiv) Resolution No. 12011/4/2002-BCC dated13/01/2004.
- (xv) Resolution No. 12011/9/2004-BCC dated 16/01/2006 published in the Gazette of India Extraordinary Part I Section I No. 210 dated16/01/2006.
- (xvi) Resolution No. 12011/14/2004-BCC dated 12/03/2007 published in the Gazette of India Extraordinary Part I Section I No. 67 dated12/03/2007.
- (xvii) Resolution No. 12018/6/2005-BCC dated 10/10/2007 published in the Gazette of India Extraordinary Part I Section I No. 311 dated12/10/2007.
- (xviii) Resolution No. 12015/2/2007-BCC dated 18/08/2010 published in the Gazette of India Extraordinary Part I Section I No. 232 dated 18/08/2010 & Corrigendum dated11/10/2010.

Sh./Smt./Kum. _____ and/or his/her family ordinarily reside(s) in the _____
District/Division of the _____ State. This is also to certify that he/she does not belong to
the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India ,
Department of Personnel and Training, O.M. No. 36012/22/93-Estt. (SCT), dated 08.09.1993. Which is
modified vide O.M. No.36033/3/2004 Estt. (Res.) dated 09.03.2004 or the latest modification of the Govt. of
India.

Dated:

District Magistrate/Competent Authority

Seal

NOTE:

- (a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.
- (b) The authorities competent to issue Caste Certificates are indicated below:
 - (i) District Magistrate / Additional Magistrate / Collector / Deputy Commissioner / Additional Deputy

Commissioner / Deputy Collector / 1st Class Stipendiary Magistrate / Sub-Divisional magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of 1st Class Stipendiary Magistrate).

- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
- (iii) Revenue Officer not below the rank of Tehsildar.
- (iv) Sub-Divisional Officer of the area where the candidate and / or his family resides.
- (c) The annual income/status of the parents of the applicant should be based on financial year ending March 31st



ANNEXURE – VI

DECLARATION TO BE SIGNED BY OBC CANDIDATES ONLY

I son/daughter of Shri resident of
village/town/city district..... state
.....certificate enclosed) hereby declare that I belong to
the..... community which is recognized as a backward class by
the Govt. of India for the purpose of reservation in services as per orders contained in
Department of Personnel and Training Office Memorandum No.36012/22/93-Esstt(SCT)dated 8-9-
1993. It is also declared that I do not belong to the Persons/Sections (Creamy Layer) mentioned in
Column 3 of the Schedule of the Government of India, Department of Personnel and Training
O.M.No.36012/22/93-Estt. (SCT) dated 08.09.93 & its subsequent revision through
O.M.No.36033/3/2004-Estt. (Res) dated 09.03.2004, 27.05.2013, 13.09.2017

Place..... (Signature of applicant in running handwriting)

Date.....

Note: The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also for as summing that the candidate does not fall in the creamy layer.

ANNEXURE – VIII

SELECTION CRITERIA FOR PERSONS WITH BENCHMARK DISABILITY

A SCHEDULE is annexed regarding, "SPECIFIED DISABILITY" clause (zc) of section 2, that states as under,

1. Physical disability

A. Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including—

(a) "leprosy cured person" means a person who has been cured of leprosy but is suffering from—

(i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;

(ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;

(iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;

(b) "cerebral palsy" means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

(c) "dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

(d) "muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

(e) "acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

B. Visual impairment—

(a) "blindness" means a condition where a person has any of the following conditions, after best correction—

(i) total absence of sight; or

(ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or 92

(iii) limitation of the field of vision subtending an angle of less than 10 degree.

(b) "low-vision" means a condition where a person has any of the following conditions, namely: —

(i) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or

(ii) limitation of the field of vision subtending an angle of less than 40 degree up to 10 degrees.

C. Hearing impairment-

(a) "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;

(b) "hard of hearing" means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;

D. "Speech and language disability" means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

2. **Intellectual disability**, a condition characterized by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behavior which covers a range of every day, social and practical skills, including—

(a) "specific learning disabilities" means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;

(b) "autism spectrum disorder" means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviors.

3. **Mental behavior**,— "mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behavior, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterized by sub normality of intelligence.

4. **Disability caused due to—**

(a) chronic neurological conditions, such as—

(i) "multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;

(ii) "parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

(b) Blood disorder—

(i) "haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterized by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding;

(ii) "thalassemia" means a group of inherited disorders characterized by reduced or absent amounts of haemoglobin.

(iii) "sickle cell disease" means a hemolytic disorder characterized by chronic anemia, painful events, and various complications due to associated tissue and organ damage; "hemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of hemoglobin.

5. **Multiple Disabilities** (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.

6. Any other category as may be notified by the Central Government.

Note: Any amendment to the Schedule to the RPWD Act, 2016, shall consequently stand amended in the above schedule.

The selection shall be subjected to medical fitness by Medical Board.

ANNEXURE – IX(A)

FORM-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in cases of blindness)

[See Rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent Passport
Size Attested
Photograph
(Showing face only)
of the person with
disability

Certificate No.: Date:

This is to certify that I have carefully examined Shri / Smt / Kum son / wife / daughter of Shri Date of Birth (DD/MM/YYYY) Age..... Years, Male/Female Registration No. Permanent Resident of House No. Ward / Village / Street Post Office..... District..... State, whose photograph is affixed above, and am satisfied that:

(A) He/she is a case of:
*Locomotor Disability
*Dwarfism
*Blindness
(Please tick as applicable)

(B) The diagnosis in his/her case is

(1) He / She has% (in figure)..... percent (in words) permanent locomotor disability / dwarfism/blindness in relation to his/her (part of body) as per guidelines (to be specified).

(2) The applicant has submitted the following document as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

Signature/Thumb Impression of the person in whose favour disability certificate is issued

(Signature and Seal of Authorized Signatory of notified Medical Authority)

ANNEXURE –IX(B)

FORM-VI

Certificate of Disability
(In case of multiple disabilities)

[See Rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Certificate No.: Date:

Recent Passport
Size Attested
Photograph
(Showing face only)
of the person with
disability

1. This is to certify that we have carefully examined Shri/Smt./ Kum
..... son/wife/daughter Of Shri
..... Date of Birth.....(DD/MM/YYYY)
Age.....years, Male/FemaleRegistration No. Permanent
Resident of House No. Ward/Village/Street whose
photograph is affixed above and are satisfied that:

(A) He/She is a case of **Multiple Disability**. His / Her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1	Locomotors Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Dwarfism			
5	Cerebral Palsy			
6	Acid attack Victim			
7	Low Vision	#		
8	Blindness	#		
9	Deaf	£		
10	Hard of Hearing	£		
11	Speech and Language disability			
12	Intellectual Disability			
13	Specific Learning Disability			
14	Autism Spectrum Disorder			
15	Mental illness			
16	Chronic Neurological Conditions			
17	Multiple Sclerosis			
18	Parkinson's Disease			
19	Hemophilia			
20	Thalassemia			
21	Sickle Cell disease			

(B) In the light of the above, his/her overall permanent physical impairment as per guidelines (to be specified), is as follows:

In figures:percent , In words :percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

i) not necessary, Or

ii) is recommended/afterYearmonths, and therefore this certificate shall be valid till(DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs; # e.g Single eye/both eyes; £e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson
Signature/Thumb Impression of the person in whose favour disability certificate is issued		



ANNEXURE – IX(C)

FORM-VII

Certificate of Disability

{In case of other than those mentioned in Forms V and VI i.e. Annexure IX (A & B)}

[See Rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Certificate No.:..... Date:

Recent Passport
Size Attested
Photograph
(Showing face
only) of the
person with
disability

1. This is to certify that we have carefully examined Shri/Smt./ Kum
..... son/wife/daughter Of Shri
..... Date of Birth.....(DD/MM/YYYY)
Age.....years, Male/FemaleRegistration No.
Permanent Resident of House No. Ward/Village/Street
..... whose photograph is affixed above and are satisfied that
He/She is a case of**Disability**. His / Her
extent of permanent physical impairment/disability has been evaluated as
per guidelines (to be specified) for the disabilities ticked below and shown
against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent Physical Impairment/ Mental Disability (in%)
1	Locomotors Disability	@		
2	Muscular Dystrophy			
3	Leprosy cured			
4	Cerebral Palsy			
5	Acid attack Victim			
6	Low Vision	#		
7	Deaf	£		
8	Hard of Hearing	£		
9	Speech and Language disability			
10	Intellectual Disability			
11	Specific Learning Disability			
12	Autism Spectrum Disorder			
13	Mental illness			
14	Chronic Neurological Conditions			
15	Multiple Sclerosis			
16	Parkinson's Disease			
17	Hemophilia			
18	Thalassemia			
19	Sickle Cell disease			

(B) In the light of the above, his/her overall permanent physical impairment as per guidelines (to be specified), is as follows:

In figures:percent , In words :percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:

i) not necessary, Or

ii) is recommended/afterYearmonths, and therefore this certificate shall be valid till(DD/MM/YYYY)

@ e.g. Left/Right/both arms/legs; # e.g Single eye/both eyes; £e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:

Nature of Document	Date of issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority

Countersigned [(Countersignature and seal of the CMO / Medical Supdt.) Superintendent / Head of Government Hospital in case the certificate is issued by a medical authority who is not a government servant (with seal)]	(Authorised Signatory of notified Medical Authority) (Name and Seal)

Signature/Thumb Impression of the person in whose favour disability certificate is issued

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District. The principal rules were published in the Gazette of India vide notification number S.O. 908(E), dated the 31st December, 1996 issued.

ANNEXURE –X(A)

LETTER OF UNDERTAKING FOR USING SCRIBE

NOTE: Candidates who are Visually Impaired (VI)/candidates whose writing speed is affected by Cerebral Palsy / muscular dystrophy / candidates with locomotor disability (one arm)/Intellectual disability (Autism, specific learning disability and mental illness) are eligible for Scribe. PARTICULARS OF SCRIBE PROPOSED TO BE ENGAGED BY THE CANDIDATE

1. Name of the Candidate
2. Roll No
3. Name of Examination Centre
4. Qualification of Candidate
5. Disability Type
6. Name of the Scribe
7. Date of Birth of the Scribe
8. Father's Name of the Scribe
9. Address of the Scribe :
 - (a) Permanent Address
 -
 - (b) Present Address
 -
10. Educational Qualification of the Scribe
-
11. Relationship, if any, of the Scribe to the Candidate.....

Paste here recent colour
Passport Size Photograph of the
SCRIBE of size 3.5 cm x 4.5 cm
(The colour photograph should
not be more than 3 months old.

Signature of SCRIBE in the
above box below the photograph

12. DECLARATION:

- i) We hereby declare that the particulars furnished above are true and correct to the best of our knowledge and belief. We have read/ been read out the instructions of the PGIMER regarding conduct of the candidates assisted by Scribe/Scribes at this examination and hereby undertake to abide by them.
- ii) We do hereby undertake that the qualification of scribe is mentioned correctly and the qualification of the scribe is one step below qualification of candidate. In case, subsequently it is found qualification of scribe is not as declared by the candidate, I (the candidate) shall forfeit my right to the post and claims relating thereto.
- iii) We declare that the Scribe himself/herself is not a candidate in this examination. We understand that in case it is found otherwise the candidature of both of us will be rejected.
- iv) We declare that the scribe has not acted/will not act as Scribe to any other candidate of this examination.

(Signature of the Candidate)	(Signature of the Scribe)
Left thumb impression of the Candidate in the box given above	Left thumb impression of the Scribe in the box given above

Signature of the Observer/Office Supdt. of the Examination Centre

ANNEXURE –X(B)

Certificate regarding physical limitation in an examinee to write

This is to certify that I have carefully examined Shri/Smt./ Kum(name of the candidate with disability) a person with.....(nature and percentage of disability as mentioned in the certificate of disability, son/wife/daughter Of Shri a Resident of Village/District/State and to ensure that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a
Government Health Care Institution

Name and Designation

Name of Govt Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual Impairment-Ophthalmologist, Locomotordisability-Prthopaedic specialist/PMR)

ANNEXURE –X(C)
Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____
(name of the disability) appearing for the _____ (name of the examination)
bearing Roll No. _____ at _____ (name of the centre) in the District
_____, _____ (Name of the State). My qualification is
_____.

I do hereby state that _____ (name of the scribe) will provide the
service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is _____. In case, subsequently
it is found that his qualification is not as declared by the undersigned and is beyond my qualification,
I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date: