

PROSPECTUS



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

SESSION: JANUARY 2021

IMPORTANT DATES AT A GLANCE

Start of PGIMER MD (Hospital Administration) online Application on PGI Website www.pgimer.edu.in	4 th October, 2020
PGIMER MD(Hospital Administration)(January, 2021) application form closes	26 th October, 2020
Computer Based Entrance Test for MD (Hospital Administration) course	27.11.2020 (Friday)
Expected date of declaration of result	07.12.2020
Counselling for MD(Hospital Administration) courses at PGI, Chandigarh	12.12.2020
Edit window for MD(Hospital Administration) course	28.10.2020

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

- 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. **05.10.2020 to 26.10.2020**.

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 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. Registrar
Sh. Manoj Kumar 0172-2755567
 4. Sr. Administrative Officer (Academic & Exam)
Sh. Rajneesh Anand 0172-2755560
- 24x7 crisis helpline for student of
PGIMER, Chandigarh 7087008700**

Fax	0172-2744401, 2744376
E-mail	mdhapgijan2020@gmail.com
Web URL	www.pgimer.edu.in
Postal address	Registrar PGIMER, Sector-12 Chandigarh – 160012

FOR MD (HOSPITAL ADMIN) ENQUIRY – 0172-2755569
FOR TECHNICAL SUPPORT- 022-6130 6260

CONTENTS

Section	PARTICULARS	Page No.
1.	INTRODUCTION	5
2.	AIMS AND OBJECTIVE OF THE INSTITUTE	5
3.	ADMISSION TO THE MD(HOSPITAL ADMINISTRATION) COURSE	5-7
	General Admission requirements, Number of seats, Reservation of Seats etc.	
4.	SELECTION PROCEDURE	7-8
5.	COUNSELLING & ACADEMIC SESSION	8-14
	Information regarding joining, Agreement Bonds /Sureties / Contract, Medical Examination, Fees & Dues, Duration of course and emoluments, General terms and conditions etc.	
6.	IMPORTANT INSTRUCTIONS	14-18
7.	ANTI RAGGING	18-20
	Annexure – I (Internship Certificate)	21
	Annexure – II (Proforma for Sponsored Certificate)	22
	Annexure – III (Proforma for NOC certificate)	23

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 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 January, 2021 session is given below:-

Spon	02
------	----

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 **27.11.2020 (Friday) 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 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.

Sponsored / Deputed : 35 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	27.11.2020 (Friday) Morning shift
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 January 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 December, 2020 for the January, 2021 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 (Hospital Administration)** course and leaves the course midway, will be penalized in following manner:

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

The sponsored candidates will be allowed to discontinue the course only with the consent of sponsoring authority.

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 panel 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, Grammerly, 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 mdhapgijan2020@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 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)