

**Guideline for Admission of Candidates to Diploma Courses
In the State
(Affiliated to College of Physicians and Surgeons, Mumbai)**



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The terms and conditions of this guideline will remain valid for a period of five years from the date of approval, subject to condition that Govt. reserves the right to change any of the clause/s as per need as and when required. The Chairman (Special Secretary (MS)) is authorized to make any minor changes as per requirement with intimation to Govt.

**GUIDELINES FOR COUNSELLING AND ADMISSION OF CANDIDATES FOR POST-GRADUATE
DIPLOMA COURSES IN THE STATE FOR THE ACADEMIC SESSION 2020-21**

(Admission for the 4th batch of PG Diploma Courses)

Applications are invited from eligible candidates for admission to Diploma Courses in the State in different disciplines in the academic session 2021-22.

A. COUNSELLING & ADMISSION COMMITTEE & ITS FUNCTION: -

The Committee is constituted consisting of;

- | | |
|-------------------------------------------------------------|------------|
| 1. Special Secretary (M.S) to Govt. Health & FW Department | - Chairman |
| 2. Director Health Services, Odisha | - Member |
| 3. Director, Medical Education & Training, Odisha | - Member |
| 4. Additional Director, Medical Education & Training Odisha | - Member |
| 5. Additional Director (HRH & Research), Odisha | - Convener |

The Committee will function in the office of the Directorate Health Services, Govt. of Odisha, and will carry out the following works. The Counseling Committee shall:

1. Prepare the seat matrix for counseling, incorporating the reservation policy.
2. Coordinate and verify all the process of application, selection and admission to be conducted by the CPS, Mumbai
3. The Chairman will be the controlling & supervising authority and must see that the counseling and admissions are done in strict conformity with the rules laid down and notify the tentative dates. He will approve the budget of expenditure and will release funds in time for smooth counseling and admission.
4. The Convener is authorized to file affidavits in legal matters on behalf of the Chairman, Counseling Committee, and Govt., float advertisements, convene meetings, and conduct counseling/allotment/admission strictly as per the guidelines in consultation with the Committee members. He is the custodian of all documents including vouchers of expenditure of counseling process and will produce as and when required. All expenditures shall be made strictly as per the Govt. approved guidelines. A savings bank account shall be opened in the name of "Convener Counseling & Admission Committee, DHS Odisha" in any nationalized bank for transaction of all sale proceeds and other receipts from candidates.

B. COMMENCEMENT OF SESSION:

The admission will be made once a year. The academic session commences from the month of **August 2022**, unless otherwise notified.

C. DURATION OF THE COURSE:

1. The Post Graduate Diploma courses are of 2 years duration from the date of Commencement of the course i.e. month of **August 2022** subject to joining of the candidate in the course. In case of any shortfall of two years of tenure, the candidate is to repeat the course for the shortfall period.
2. The courses of study and the registration of candidates for post-graduate diploma study at the respective institutions in the subjects concerned will be regulated by the College of Physicians and Surgeons, Mumbai in consultation with convener CPS Diploma Courses Odisha.

D. AVAILABILITY OF SEATS:

Seats matrix with available subjects for the in-service candidates of Odisha will be displayed in the official website of CPS, Mumbai and DHS Odisha/DMET Odisha

E. NAMES OF THE AVAILABLE COURSES:

Names of the courses available for the 4th batch of PG Diploma program are mentioned below.

1	DGO	Diploma in Gynaecology & Obstetrics
2	DCH	Diploma in Child Health
3	DPB	Diploma in Pathology Bacteriology

F. RESERVATION OF SEATS:

The reservation percentage will be 67% for UR category, 12% for ST category, 8% for SC category, 5% for PH and 5 % for Green Card (GC) category and 3% for Ex-Servicemen (Ex-S) category.

Note1: *Scheduled Caste/Scheduled Tribe persons who have migrated from their State of Origin to some of her State for the purpose of seeking education, employment etc. Will be deemed to be scheduled Caste/Tribe of the State of their Origin and will get privilege from the State of origin and not from the State to which they have migrated. (Vide Govt. of India Letter No. BC/16014/1/82-SC&BCD/Dated: 22nd February 1985).*

Note2: *Seats reserved for S.T. and S.C. candidates are to be filled up by the applicants belonging to the respective community as per the Odisha Caste Certificate (for S.C. and S.T.) Rules–1980 and as amended from time to time by Government of Odisha and are not interchangeable.*

Note3: *Seats reserved for physically challenged (PH) will be filled up by the candidates with benchmark disabilities in accordance with the provisions of the Rights of Persons with disabilities Act, 2016 the details is as per Appendix- I, provided that in case any seat in this 5% Quota remains unfilled on account of unavailability of candidates then such unfilled seat/s*

Note4: *Candidates claiming under Green Card category must produce the Green Card in original of their parents, and must not have taken the privilege of reservation using the same card before. The facts & figures mentioned in the Green Card must tally with other relevant certificates submitted. In case of any discrepancy the claim under Green card reservation will not be considered. However, he/she will be treated under unreserved category.*

Note5: *To be eligible for reservation under Ex-servicemen category, the candidate must be: (a)A Permanent Resident of Odisha (b) Son/daughter/spouse of a person who was in defense service OR the candidate himself/herself has served in defense service. (Ex-servicemen mean persons who worked in Army / Navy / Air Force and who come under the definition of Ex- servicemen in vogue at*

the time of their discharge / retirement). Such candidates must produce certificate from Rajya Sainik Board, Bhubaneswar, Odisha, regarding their eligibility under Ex-servicemen category. Candidates who themselves or their parents are continuing in defense service at the time of application are not eligible for reservation under this category.

G. ELIGIBILITY CRITERIA

To be *eligible* a candidate must have passed MBBS [from an MCI/NMC recognized institution / qualified Foreign Medical Graduates Examination - MCI FMGE] and must have the following criteria:

1. The candidate must be a permanent resident of Odisha
2. The candidate must have appeared in NEET PG-2021 with the following qualifying conditionality:
 - a. New score will be decided after adding 30 percent (%) of the score secured in the NEET- PG 2021 with the secured score. **[e.g.: 300 (NEET score) + 90 (30% of NEET score) = 390 is the new score]**. The revised score should be equal to or above the qualifying cut-off score set by MOH&FW for NEET PG-2021.
3. At the time of application, s/he must be employed on regular basis under the Dept. of Health & Family Welfare Government of Odisha and has completed a length of three (3) years of service including contractual or ad-hoc (under H&F. W Dept. Govt. of Odisha) by **31st July, 2021**, provided that at the time of application the candidates must be in regular service and must have at least 10 years of service in hand before superannuation.
4. Candidates who have completed or undergoing P.G (Medical) course in any subject shall not be eligible to participate in the counseling process.
5. Candidates who have completed or undergoing P.G (Medical) course in any subject shall not be eligible to participate in the counseling process.

N.B:

- a. ***Candidates can apply for the change of seats after the completion of the 1st round of allotment against the available vacant seats only within two days of 1st round seat allotment.***
- b. ***No interchanging of seats shall be allowed once the process of seat allotment is done.***

H. APPLICATION PROCESS

1. Interested Candidates need to send their application form along with the required documents and Non-refundable application fee of INR 3000/- for SC/ST and INR 4000/- for UR in the form of DD in favour "Convener Admission & Counseling Committee, DHS, Odisha" and send to "The Additional Director (HRH&R)-Cum-Convener, P.G Diploma, O/O: Director of Health Services, Odisha, 2nd Floor, Heads of Department Building, Unit-5, Bhubaneswar, Dist: Khordha, Pin: 751001" through Registered post, speed post or courier latest by Dt. 18/08/2022 before 5:30 PM. Application received after the due last date and time shall not be accepted.
2. Applications shall be verified soon after completion of the application process and the provisionally shortlisted eligible candidates shall be contacted through email for document

verification. After the completion of document candidates' names will be screened for the 1st round of counseling and provisional allotment of seats. (Final Allotment shall be sent by CPS, Mumbai with allotment Number).

3. Candidates contacted for the counseling shall bring all the original documents along with the Non-refundable enrollment fee of INR 85,000/- in the form of DD (In favor of " College of Physicians and Surgeons of Mumbai, Payable at Mumbai)

N.B.: In case any candidate is found to have provided a false information or certificate etc. or is found to have withheld or concealed any information, his/her application shall be rejected and admission will be cancelled as the case may be and disciplinary/legal action as deemed proper will be initiated against him/her. Besides the same candidate will not be allowed to participate in the admission process in next three academic years.

I. SELECTION PROCESS

1. Document verification, counseling and provisional admission to the course shall be done in the same day at Directorate of Health Service (DHS), Govt. of Odisha office. Date of document verification will be informed to the shortlisted candidates prior to this process.
2. Merit list shall be prepared and displayed soon after the completion of the document verification. Once the merit list is prepared and displayed process of counselling and allotment shall be done.
3. Candidate who wishes to join any of the CPS courses mentioned under point "E" above is required to pay a sum of **INR 85,000/-** in the form of D.D (Non-Refundable). In addition, the candidate is required to pay non- refundable amount of **INR 75,000/-** in the form of DD (In favor of "Plantronics Pvt. Ltd." Payable at Pune) towards the cost of Electronic Paperless Device (EPD).
4. Candidates shall receive a signed provisional admission acknowledgement

NB:

- a) EPD contains study material, shall record daily attendance and shall be used for 360 degree monitoring of academic activity of CPS students, with the help of data collected and uploaded by EPD on CPS server.***
- b) Fees once deposited in the form of 'DD' are not refundable.***
5. After the payment of non-refundable amount to CPS, the candidate shall receive allotment number and other essentials documents directly from CPS either through email or post.
6. Institution (DHH/MCH) shall verify the allotment letter and issue "Joining Letter" to the selected candidates. A Joining order shall also be issued mentioning the name of the candidates, subject, allotted institutions and joining date. Institution shall also immediately report to the CPS Office by email about joining of the selected candidates and his/her status about retention of the allotted seat.
7. Once the candidate joins the allotted institution and starts working, the institution shall issue a "Post Holding Certificate" mentioning date of joining. (Necessary guidance shall be provided by the office of the convener PG-Diploma Odisha).

J. EXECUTION OF THE SERVICE BOND:

1. Candidates need to submit the signed bond on the day of document verification and spot counseling. Request for delayed submission or any form of undertaking for the same shall not be entertained.
2. Details regarding the BOND document shall be notified on the web address below.
<http://dmetodisha.gov.in/PG%20DIPLOMA.html> / <http://dhsodisha.nic.in>

K. FEE STRUCTURE

The following fees (Non-refundable) are to be paid by the candidates.

1	Application Fee	INR 4,000/- for UR Category & INR 3000/- for Reserved Category
2	Enrolment Fee (Diploma)	INR 85,000/-
3	Permission for Examination Fees (Diploma)	INR 3,200/-
4	Examination Fee (Diploma)	INR 15,000/- (DGO & DCH) INR 20,000/- (DPB)
5	Convocation Fee(Diploma)	INR 2,500/- (In Person) INR 3,000/- (In Absentia)
6	Electronic Paperless Device (EPD)	INR 75,000/-

All the fees will be paid at their respective time and change of anything may be notified by CPS.

L. DUTIES, ATTENDANCE, SALARY & LEAVES:

1. Students shall be deputed to the respective institutions in their respective department and may be assigned with the duties by the medical superintendent or any other concerned higher authorities of their respective institutions.
2. Students will be assigned with regular duties under the department in which they have been allotted to pursue the course.
3. Students must complete two calendar years of the training in the subject they are enrolled for.
4. Students are allowed a maximum of eight days of casual leave in a year. They must take prior permission of the head of the institution. Balance casual leave cannot be carry forwarded to next year.
5. If a student avails a maternity leave, then the total period of such leave shall be repeated.
6. Students who do not comply with the above rules shall not be issued the completion certificate.
7. The candidates shall be paid salary as in the existing scale of pay.
NB: Students has to be active on their registered email ID and Mobile Number to follow timely instructions from CPS Mumbai on different events. Govt. of Odisha Shall not be responsible for any miscommunication between CPS, Mumbai and the candidates.

M. WEEDING OUT RULE

The documents relating to counselling & allotment will be kept preserved by the Convener till 30th September 2022.

Appendix I
(Refer Regulation 4 & 5)

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 eyelid 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 be 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 (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 up to 3/60 or up to 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 degree.
- 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;

- (c) "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) "hemophilia" 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 hemoglobin. (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) include 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 aboveschedule.
