

GUIDELINES

FOR

ADMISSION OF CANDIDATES

TO

**POST-GRADUATE DIPLOMA COURSES IN THE STATE
(AFFILIATED TO COLLEGE OF PHYSICIANS AND SURGEONS, MUMBAI)**



(Approved vide Govt. Letter No: HFW-MEII-MISC-0006-2016-19630/H, dt. 31.08.2020)

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 3rd batch of PG Diploma Courses)**

Applications are invited from eligible candidates for admission to PG Diploma Courses in the state in different disciplines in the academic session 2019-20. The courses are approved by the Dept of Health and Family Welfare Govt. of Odisha. The different institutions under State Government for imparting the course are affiliated to College of Physicians and Surgeons of Mumbai.

A. COUNSELLING & ADMISSION COMMITTEE & ITS FUNCTION: -

The Committee is constituted consisting of;

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|--|------------|
| 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. Joint 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 admission 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 **Aug 2020**, 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 Octo., 2020 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.

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.

E. NAMES OF THE AVAILABLE COURSES:

Names of the courses available for the 3rd 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 will be included in the un-reserved category.

***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 defence service OR the candidate himself/herself has served in defences 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 defences 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 recognized institution 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-2020 with the following qualifying conditionalities:
 - a. New score will be decided after adding 30 percent (%) of the score secured in the NEET-PG 2020 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-2020.

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 **five (5) years** of service including contractual or ad-hoc (under H&F.W Department, Govt. of Odisha) by 31st July, 2020, 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 counselling process.

H. Eligibility for the Spot Counselling: Spot counselling will be done in order to fill up the vacant seats if any.

Eligibility criteria for attending the spot counselling are as follows:

1. In Case more seats remain vacant after 1st selection, the candidates who are on regular service are eligible to apply provided they have completed a minimum of **1 (One) year of service** on the date of spot counselling. The ad-hoc or contractual service under H & F.W Dept. in Govt. of Odisha and contractual service under NHM, Odisha shall be considered while calculating the total year of service.
2. The candidate must have appeared in NEET PG-2020.
3. The new score will be calculated by adding the additional weightage of 10 percent per year of completion of service subject to a maximum of 30% of their NEET score with the score secured in NEET-PG-2020. The new score should be equal to or above the qualifying cut-off score set by MOH&FW for NEET PG-2020.
4. The candidate must have at least 10 years of service in hand before superannuation.
5. Candidates who have completed or undergoing P.G (Medical) course in any subject shall not be eligible to participate in the counselling process.

N.B:

a. Candidates from the first selection round can also attend the spot counselling for change of subject or institution.

b. Details about the spot counselling shall be informed/published later.

I. ADMISSION PROCESS

1. Candidate desirous for admission to CPS Diplomas need to register themselves online through official website of CPS - **www.cpsmumbai.org**
2. Candidate is required to register himself/herself with valid mobile number and email-id to create online login account. All the correspondence shall be made in the mobile number and email-id registered at the time of registration.
3. After registration, the candidate can log in and fill the online application form along with uploading of required documents and non-refundable application fee of Rs.15,000/-. The fees can be paid online by using Debit Card/Credit Card/ Net Banking etc. On submission of the form, the candidate shall receive ten-digit application number (e.g. 2019050001). The candidate is required to save / remember the ten-digit number, which shall be required for all further process.

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.*

J. SELECTION PROCESS

1. Selection shall be strictly based on the eligibility criteria mentioned under the para “G”

2. Document verification of the shortlisted candidates shall be done at Directorate of Health Service (DHS), Govt. of Odisha office. Date of document verification will be informed by CPS Mumbai along with contact details of the convener from DHS Odisha.
3. Merit list shall be displayed online, as per the schedule on the official website of CPS. (Shall be declared in due course of time)
4. Preference/choices shall be asked from students by email. (Format of preference form shall be available online on their respective CPS login).
5. Online allotment process will be done by CPS Mumbai in consultation with the convener PG Diploma Program Govt. of Odisha and the final list of the allotted candidates will be published on official website of CPS Mumbai.
6. Candidate who wishes to join any of the CPS courses mentioned under point “E” above is required to pay a sum of **Rs. 50,200/-** (for Diploma), by online which is non-refundable and shall be adjusted against enrolment fees. In addition, the candidate is required to pay non-refundable amount of **Rs. 75,000/-** (for Study Material) towards cost of **Electronic Paperless Device (EPD)**.

[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.]

7. After the payment of non-refundable amount to CPS, the candidate shall be able to download the letter of allotment along with the allotment letter, student shall report to selected institution.
8. Institution shall verify the allotment letter and issue “Appointment Letter” to the selected candidates. Institution shall immediately report to CPS Office by email about joining of selected candidates and his status about retention of the allotted seat.
9. 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).

***NB:** If at the end of counseling vacancy still exists due to any reason the convener may notify a spot counseling. Physical presence of the candidate is a must for the participation into the process of spot counseling.*

K. EXECUTION OF THE SERVICE BOND:

1. Candidates need to submit the signed bond on the day of document verification and spot counselling. 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>

ALLOTMENT AND ADMISSION:

1. Allotment will be made strictly on the basis of merit list of state prepared by Convener and as per the choice of subject & institution locked by the candidate. Candidates shall be admitted in the website of CPS and deposit required fees.
2. In-case of non-availability of any reserved candidates; such unfilled seats will be filled up by unreserved candidates. No interchangeability between ST & SC seats is allowed.
3. The details of institutions, syllabus, examination schedule etc. will be notified by the convener in due time.

L. TRAINING

1. The students must follow the monthly teaching schedule, which will include hands on training, bed-side clinics, lectures, seminars & practical.
2. Students shall maintain a record in log book of the work carried out by them and the training program undergone during the period of training with details of surgical operations seen, assisted or done independently. They will also maintain the record of the tutorials.
3. The log book shall be checked and signed by the teachers imparting the training.
4. The student should enter in the Log Book the journal clubs attended, articles read in journal club, papers and poster presentation at the city/district, State, Regional, & National conferences. The student should always have the completed log book.
5. At the end of every term, an internal assessment will be conducted in the form of written test and oral test. The assessment would cover theoretical knowledge, clinical skills, procedural skills, communication skills, knowledge of health care system, ethical and legal issues. The progressive report of the student shall be sent to CPS every six months. All the records of such training shall inspect as and when required by CPS authority.

M. FEE STRUCTURE

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

1	Application Fee	INR15,000/-
2	Enrolment fee (Diploma)	INR 50,200/-
3	Permission for Examination Fees (Diploma)	INR 3,200/-
4	Examination fee (Diploma)	1. INR 15,000/- (DOG, DCH, DOMS, DDV, DA, DORL, DORTHO, TDD, DFP, DTM, DTMH, DMRE Part-I & Part-II and DPM Part-I & Part-II) 2. INR 20,200 (DPH and DPB)
5	Convocation fee (Diploma)	INR 2,500/- (In Person) INR 3,000/- (Absentia)

6	Electronic Paperless Device (Colour EPD). (Study Material)	INR 75,000/-
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All the fees will be paid at their respective time.

O. 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.

P. WEEDING OUT RULE

The documents relating to counselling & allotment will be kept preserved by the Convener till 30th September 2020.

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 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;
- (d) "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 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 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 behaviour 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 behaviours.

3. Mental behaviour- "mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, 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 would 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.
