

GUIDELINES

FOR

ADMISSION OF CANDIDATES

TO

POST-GRADUATE DIPLOMA COURSES IN THE STATE

(AFFILIATED TO COLLEGE OF PHYSICIANS AND SURGEONS, MUMBAI)



**APPROVED BY THE
DEPARTMENT OF HEALTH & FAMILY WELFARE,
GOVERNMENT OF ODISHA**

(Approved vide Govt. letter No ME-II-M- 49/2017 - 5545/H Dt. 09.02.2018)

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 2018-19**

Applications are invited from eligible candidates for admission to PG Diploma Courses in different disciplines in the academic session 2018-19. The courses are recognized by Medical Council of India under College of Physicians and Surgeons of Mumbai. The different institutions under State Government for imparting the course are affiliated to College of Physicians and Surgeons of Mumbai. The seats will be filled up by way of online counselling.

A. COUNSELLING & ADMISSION COMMITTEE & ITS FUNCTION :-

The Committee is constituted consisting of;

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| 1. Special Secretary 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 Director Health Services, Odisha, and will carry out the following works. The Counseling Committee shall:

1. Prepare the seat matrix for counseling, incorporating the reservation policy.
2. Collect the list of NEET PG 2018 candidates of Odisha along with their marks secured from the National Board of Examinations or DMET Odisha.
3. Prepare the inter-se merit list of candidates.
4. 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.
5. The Convener is authorized to file affidavits in legal matters on behalf of the Chairman, Counselling Committee, and Govt., float advertisements, convene meetings, and conduct counselling/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 **1st May 2018**, 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. **1st May 2018** 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.

D. AVAILABILITY OF SEATS:

The available seats are subject to change from time to time. All the seats available at the time of counseling shall be filled up. The details will be notified by Convener in due time.

E. RESERVATION OF SEATS:

The reservation percentage will be 69% for UR category, 12% for ST category, 8% for SC category, 3% 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 other 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 having locomotor disorders of lower limbs between 50% to 70% provided that in case any seat in this 3% Quota remains unfilled on account of unavailability of candidates then such unfilled seat/s shall be filled up by candidates with locomotor disability of lower limbs between 40% to 50% .If still they are unfilled then such unfilled seats will be included in the unreserved 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 defence 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 defence service at the time of application are not eligible for reservation under this category.

F. ELIGIBILITY

To be eligible a candidate must have passed MBBS from any MCI recognized institution and must have the following criteria:

1. A candidate must be a permanent resident of Odisha.
2. Must have appeared in NEET PG 2018.
3. Must have completed one year of Compulsory Rotatory Internship/ Houseman ship by **31st March 2018**
4. Must have registered himself/ herself under State/ Central Council of Medical Registration.
5. Candidates who have completed or undergoing P.G. (Medical) Course in any subject shall not be eligible to participate in Counseling.
6. Must be under employment in Government of Odisha and has completed a length of five years of service including contractual, temporary, or ad-hoc, by **31st March, 2018**

Provided that at the time of application the candidates must be in regular service in State Government and must have at least 10 years of service in hand before superannuation.

G. ONLINE COUNSELING:

1. All the merit listed candidates who wish to participate in counseling procedure for admission must **register** in due time in the website of DMET i.e. www.dmetodisha.gov.in in appropriate admission sections. Registration means creating own username and password for logging in to the online counseling site. Without registration the candidate cannot proceed to next step of online application. The user name and password must not be shared with others.
2. After log-in to the site the candidate has to fill up the **online application** form and submit by clicking the “submit” button. A printout of the online application form must be taken.
3. The candidate has to attend the **document verification** session and get his/her online application authenticated. In case of emergency any authorized person on behalf of the candidate can attend on production of authorization letter of candidate. The candidate has to submit the counseling/application fees, of Rs. 1000/- in shape of bank draft from any SBI, drawn in favor of “**Convener Admission and Counseling Committee, DHS Odisha**”, payable at HOD Building Branch, Bhubaneswar, and self attested copies of documents along with originals. The counseling/application fee is not refundable. Only on successful verification of documents the candidate becomes eligible and name will appear in the merit list. The names of candidates who

fail to attend document verification on scheduled dates will not appear in the merit list and cannot participate in choice lock and subsequent process of counseling and admission.

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.*

4. Then the candidate has to submit his/her choice of course and college in order of preference as per schedule, in the online site and **lock the choice**.
5. College and course will be allotted on merit basis. The candidate can download the **allotment cum admission letter** and personally appear before the Convener on the notified date, time and venue along with required admission fees for provisional admission. The mode of deposit of admission fees will be notified by Convener. The candidate has to deposit the original College Leaving Certificate / School Leaving Certificate as the case may be and will be issued a provisional admission letter.
6. The candidate must **report before the authority of the institution** allotted with in stipulated date as notified and submit a copy of the provisional admission letter for completion of admission process at institutional level.
7. 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 participating the spot counseling. The procedure of spot counseling shall be as under:
 - 7.1. The CLC and the admission fees in shape of Bank Draft are mandatory failing which no admission will not be given and the next candidate in merit will be admitted.
 - 7.2. The candidates who have already taken admission in earlier rounds of counseling and have submitted CLC and admission fees need not deposit any fees again.
 - 7.3. The order of counseling in spot round of counseling shall be Scheduled Tribe (ST) – Scheduled Caste (SC) – Physically Challenged (PC) – Ex Servicemen (ES) – Green Card (GC) – General (GEN).
 - 7.4. Unfilled seats in reserve category shall be filled up by General candidates.
 - 7.5. Any candidate if surrender a seat during the spot counseling shall immediately be included in the vacancy list and will be available to next candidates in merit.
 - 7.6. Candidates once admitted in a seat in spot round are final and are not allowed to change the seat in the same spot counseling.
 - 7.7. Candidates reporting late in the spot counseling will be allotted seat from available seats at that point of time. They cannot claim a seat which is already allotted.
8. Other detail procedures & schedules of different rounds of counseling, choice locking, schedule of provisional admission & reporting etc. will be notified by the Convener in the web site of DMET, Odisha in appropriate section as and when required. Candidates are requested to be in constant touch with the website.

J. 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 provisionally admitted in the Convener's office by submitting the allotment letter, CLC and deposit of 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.

K. FEE STRUCTURE:

The following fees are to be paid by the students:

1. Enrollment fee: Rs. 50,200/-
2. Examination fees: Rs. 15,000/-
3. Convocation fees: Rs. 5,000/-

L. TRAINING

1. The students must follow the monthly teaching schedule, which will include hands on training, bed-side clinics, lectures & 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 inspected as and when required by CPS authority.

M. ATTENDANCE & LEAVES:

1. Students must complete the two calendar years of the training.
2. 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.
3. If a student avails a maternity leave then the total period of such leave shall be repeated.
4. Students not complying with the above rules shall not be issued the completion certificate.

N. SALARY:

The candidates shall be paid salary as in the existing scale of pay.

O. WEEDING OUT RULE

The documents relating to counselling & allotment will be kept preserved by the Convener till **30th September 2019.**
