

## ABSTRACT

Medical Services Recruitment Board(MRB) – Guidelines for maintenance of Accounts for the fees collected from candidates for conducting the competitive examinations – approved – Orders – Issued.

### HEALTH AND FAMILY WELFARE (C2) DEPARTMENT

G.O.(D) No.1384

Dated: 16.12.2014

ஐய, மார்சுழி -1

திருவள்ளூவர் ஆண்டு 2045

**Read:**

- 1) G.O.(Ms) No.1, Health and Family Welfare Department, dated:2.01.2012.
- 2) From the Chairman, Medical Services Recruitment Board, letter No.60/MRB/E4/2013, dated:24.11.2014.

### ORDER:

In the circumstances reported by the Chairman, Medical Services Recruitment Board (MRB), the Government approve the "Guidelines for maintenance of Accounts for the fees collected from candidates for conducting the competitive examinations" for Medical Services Recruitment Board (MRB) as annexed to this order.

**(BY ORDER OF THE GOVERNOR)**

**J.RADHAKRISHNAN,  
SECRETARY TO GOVERNMENT**

To

The Chairman, Medical Services Recruitment Board, Chennai-6.

The Accountant General, Chennai-18/35.

The Director of Stationery and Printing, Chennai-2

The Director of Employment and Training, Guindy, Chennai-32.

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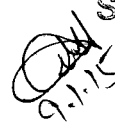
All Sections / Officers of Health and Family Welfare Department, Chennai-9.

Health and Family Welfare(Data Cell) Department, Chennai-9.

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**// FORWARDED BY ORDER //**

  
**SECTION OFFICER**

  
9.1.15

Annexure

**MEDICAL SERVICES RECRUITMENT BOARD (MRB)  
GUIDELINES FOR MAINTENANCE OF ACCOUNTS FOR FEES  
COLLECTED FROM THE CANDIDATES**

1.	Categories of expenditure for which funds could be utilised.	Advertisement charges, Rent for the Exam Hall, Meeting expenditure, Hardware / Software payments, expenditure incurred in connection with conduct of Examinations / Interviews, Refreshments, Office contingencies, other Incidental Expenditure related to Selection/ Recruitment process.
2.	Authority for authorisation of Expenditure.	1) Chairman -Expenditure above Rs.25,000/-. 2) Member Secretary - Expenditure above Rs.2000/- and below Rs.25,000/-. 3) Administrative Officer-Expenditure upto Rs.2000/-.
3.	Nature of Accounts to be maintained.	1) Savings Bank Account with any Nationalised Bank. 2) Cash for receipt / payment Bank Book in the format prescribed.
4.	Approval of Accounts	Once in a month by the Board. Accounts should be submitted along with the statement of expenditure, upto date and Bank Reconciliation Statement.
5.	Eligible Items of Expenditure	As detailed below:

**Eligible Items of Expenditure:**

- a) Conduct of Examination / interviews: Expenditure towards advertisement charges, on-line Application forms receipt and processing, Question paper setting, printing of question papers, OMR Sheet printing/scanning, conduct of on-line/off-line(OMR) exams, Refreshment charges etc.
- b) Engaging agencies for OARS (Online Application Registration System), RPMS (Recruitment Process Management System), On-line Exam management, Video Recording and Monitoring of online exam.
- c) Payment towards electricity consumed during the examination time at the centres and rent for Gensets, purchase of Diesel/Kerosene for Gensets in the examination centres/ Certificate Verification Halls.

- d) Purchase/ Printing of stationery items, cartridges, toners etc.
- e) Binding and maintenance of documents.
- f) Payment of rent for the buildings used as Examination Halls for conducting exams, interviews, verification hall, etc.
- g) Purchase/ Hiring of furniture for conducting exams interviews and verification of certificates, etc.
- h) Photo copying documents, whenever necessary.
- i) Purchase/Hiring Computer Systems (Hardware/software/accessories), data processing etc.
- j) Hiring vehicles during examination time and processing periods.
- k) Fuel charges, for the Government Vehicles over and above regular budget allocation, whenever required.
- l) Provision of refreshment to the Supervisory and Scrutinising staff engaged in the conduct of examination, scrutiny of application, etc.
- m) Outsourcing charges/ Contract payments to the staff engaged for such additional workload.
- n) Essential Office Equipments, office contingencies, etc.
- o) Travel expenditure in connection with the Examination (for outstation visits).
- p) Payment of Honorarium to the Invigilators and other staff engaged for Written Exam duty only. No overtime payment is allowed to Medical Services Recruitment Board staff.
- q) Refreshments to the staff (breakfast/lunch/dinner/tiffin/tea/coffee) during the period of recruitment, based on need. The staff will not be eligible for Over Time Allowance.[During actual recruitment and processing period requiring working late hours at office, staying in the office at night hours for certificate verification, during the exam process period etc.]
- r) Remuneration to the personnel employed for the conduct of written examination other than MRB staff (Remuneration per exam)
  - 1 Chief Examination Co-ordinator (In the cadre of Joint Director or above)(setting up of question

- paper, printing of question paper, setting Keys, - Rs. 5,000/-  
storage, distribution etc.)
- 2 Centre Co-ordinator (in the Grade of - Rs. 3,500/-  
Professor)(responsible for transport of question  
papers, answer sheet, co-ordination with the  
Chief invigilator of the exam centre)
- 3 Government Representatives (in the cadre of - Rs. 2,500/-  
Deputy/ Under Secretary)(Monitoring the  
examination process)
- 4 Centre Observers (in the cadre of - Rs. 2,500/-  
DRO)(Supervision of the entire examination  
process )
- 5 Government Representatives (in the cadre of - Rs. 1,000/-  
Section Officer).(Assist the Government  
representative in the examination process)
- 6 Statisticians who are assisting the Centre Co- - Rs. 1,000/-  
ordinator(Assist the Centre co-ordinator in the  
filling up of Forms 1-8 in the examination centre)
- 7 Assistant Observers - Rs. 750/-  
(Superintendents/S.O./Assistants)(to monitor the  
video feeds of the different rooms during the  
examination and taking follow-up action)

(ii) Remuneration for the Staff of MRB engaged in Written Exam Duty:


Official		Remuneration per Exam**
1	Member Secretary (in the cadre of DRO)	Rs.7,500/-
2	Member (in the cadre of JDM&RHS)	Rs.7,500/-
3	Administrative Officer	Rs.5,000/-
4	Special Officer	Rs.5,000/-

5	Office Superintendent	Rs. 2,000/-
6	Assistant	Rs. 1,500/-
7	Steno Typist	Rs.1,000/-
8	Junior Assistant	Rs.1,000/-
9	Computer Assistant	Rs.1,000/-
10	Typist	Rs.1,000/-
11	Driver	Rs.500/-
12	Record Clerk	Rs.750/-
13	Office Assistant/Sanitary workers / Sweeper	Rs.500/-

[\*\*- The MRB staff are not paid any over time allowance for examination or other works.]

**J.RADHAKRISHNAN,  
SECRETARY TO GOVERNMENT**

/ true copy /

  
**SECTION OFFICER**  
