



**ABSTRACT**

Para Medical Education – Admission to Para Medical Courses – Policy / Prospectus for admission to Paramedical Certificate / Diploma Courses for the Academic year 2014-2015 – Approved - Orders – Issued.

**HEALTH AND FAMILY WELFARE (PME-1) DEPARTMENT**

**G.O. (D) No.927**

**Dated: 16.09.2014  
Jaya, Aavani 31,  
Thiruvalluvar Aandu 2045**

**Read:**

From the Director of Medical Education (OSD) / Secretary, Selection Committee letter Ref. No. 3093/SCSIII (3) /2014, dated: 08.09.2014

\*\*\*\*\*

**ORDER:**

The Director of Medical Education (OSD) / Secretary, Selection Committee, Chennai in his letter read above, has sent the Draft Policy / Prospectus for admission to Paramedical Certificate / Diploma Courses for the year 2014 - 2015 with certain modifications and requested to approve the same.

2. The Government, after careful consideration, accept the modification and the tentative schedule suggested by the Director of Medical Education (OSD) / Secretary, Selection Committee for Paramedical Certificate / Diploma Courses for the year 2014 - 2015. A copy each of the approved Policy / Prospectus for admission of candidates to the Paramedical Certificate / Diploma Courses for the year 2014-2015 is annexed to this order.

3. The Director of Medical Education is directed to take action accordingly.

**(BY ORDER OF THE GOVERNOR)**

**J. RADHAKRISHNAN,  
SECRETARY TO GOVERNMENT.**

To  
The Director of Medical Education, Chennai-10.  
The Director of Medical Education (OSD) /  
Secretary, Selection Committee, Chennai-10.

**Copy to:**

The Special Personal Assistant to Hon'ble Minister (Health),  
Secretariat, Chennai- 9.

✓ The Health and Family Welfare (Data Cell) Department, Secretariat, Chennai-9  
SF/SCs.

**/FORWARDED BY ORDER /**

*B. Jayaram*  
**SECTION OFFICER.**

*BP*  
16/9/14



**GOVERNMENT OF TAMIL NADU**

**PROSPECTUS FOR ADMISSION TO PARA MEDICAL  
CERTIFICATE/DIPLOMA COURSES 2014-2015 SESSION**

**(As per G.O.(D) No.927, H & FW (PME) Dept., Dated: 16.09.2014  
and as amended from time to time)**



- PARAMEDICAL CERTIFICATE / DIPLOMA COURSES
- DIPLOMA IN OPTOMETRY COURSE
- NURSING ASSISTANT COURSE
- DIPLOMA IN MEDICAL RECORD SCIENCES

**LAST DATE FOR SUBMISSION OF APPLICATION  
07.10.2014 UPTO 5.00 P.M.**

SELECTION COMMITTEE,  
DIRECTORATE OF MEDICAL EDUCATION,  
162, E.V.R. PERIYAR HIGH ROAD, KILPAUK, CHENNAI-600010

Websites : 1) [www.tnhealth.org](http://www.tnhealth.org)  
2) [www.tn.gov.in](http://www.tn.gov.in)  
Phone No.044-28361674

SMS will be sent through the official ID – “TNMESC” regarding counselling  
only (if required)

Cost Rs. 250/-

### **AT A GLANCE**

- ❖ Commencement of sale of application : 22.09.2014
- ❖ Last date for issue of application & downloading : 06.10.2014 5.00 pm
- ❖ Last date for receipt of the application : 07.10.2014 5.00 pm
- ❖ Expected date for declaration of Merit : 17.10.2014
- ❖ Allotment of seats by Personal appearance : Last week of October
- ❖ Last date of admission : The time as mentioned in the allotment order of the candidate
- ❖ Merit list will be available in the websites [www.tnhealth.org](http://www.tnhealth.org) and [www.tn.gov.in](http://www.tn.gov.in).
- ❖ Candidates can purchase the Application form from **19 Government Medical Colleges / King Institute of Preventive Medicine & Research, Guindy, Chennai** and apply to **THE SECRETARY, SELECTION COMMITTEE, DIRECTORATE OF MEDICAL EDUCATION, # 162, Periyar E.V.R. High Road, KILPAUK, CHENNAI-10.**
- ❖ Applications can be downloaded from the websites [www.tnhealth.org](http://www.tnhealth.org) and [www.tn.gov.in](http://www.tn.gov.in) and the filled application along with necessary enclosures and Two self addressed envelopes measuring 23 x 10 cms should be sent in a large sized cover measuring 38cm X 28cm super scribed '**APPLICATION FOR PARA MEDICAL CERTIFICATE/DIPLOMA COURSES 2014 - 2015 SESSION**' addressed to the Secretary, Selection Committee, Kilpauk, Chennai -10 before the last date along with a Demand Draft for ₹ 250 /- towards the cost of application form **drawn in favour of The Secretary, Selection Committee** and payable at Chennai. The name of the candidate and the name of the course should be written on the reverse of the Demand Draft. The template with requisite details available for download should be printed and pasted on the cover. SC/SCA and ST candidates who are Natives of Tamil Nadu are exempted from paying the cost of the Application Form.
- ❖ AR Number will be assigned by the Selection Committee.
- ❖ Candidates can track their applications on the above websites by entering either their Application number or the Plus Two/Equivalent Examination Register number of first appearance with the year.
- ❖ Eligible candidates can download their call letters from the websites [www.tnhealth.org](http://www.tnhealth.org) and [www.tn.gov.in](http://www.tn.gov.in) by entering their AR No allotted by the Selection Committee and their Date of Birth. They are instructed to attend the counselling as per the date and time mentioned in the counselling schedule which will also be available on the websites. Candidates are requested to paste their photographs on the call letters which is to be attested by a Gazetted Officer. (The photograph must be a copy of the same one pasted on the application).

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**1. GENERAL INSTRUCTIONS:**

- a. Read all the instructions carefully before filling up of the Application form and OMR sheet.
- b. Different application forms are printed separately for each course in Medical Record Sciences/ Paramedical Certificate and Diploma Course/ Diploma in Optometry/ Nursing Assistant course. **Use separate application form for each course.** Details of Certificate / Diploma courses / Courses in Medical Record Sciences are furnished in Annexure - I.
- c. (i) Application form must be filled up by the candidates in their own handwriting.  
(ii) Fill up the Application form, OMR sheet legibly, neatly and correctly. Any mistake committed by the candidate will prejudice the selection.
- d. The Application form, OMR sheet should not be folded under any circumstances. Making hole, using pin or stapler on the OMR sheet should be avoided. Cutting, overwriting and erasing in the application form, OMR sheet/Scrutiny form should be strictly avoided.
- e. ALL PRESCRIBED ENCLOSURES SHOULD BE ONLY ATTESTED PHOTO COPIES.
- f. Application received after the due date and time will not be accepted.
- g. Incomplete applications will be rejected.
- h. Any request for extension of time for submission of documents called for after the prescribed date and time will not be entertained.
- i. Both Upper Limbs, Vision & hearing should be normal for all candidates (including for candidates applying under orthopaedically physically disabled category).
- j. Completed application forms with enclosures can be delivered in person or sent in the cover provided, by Registered Post / Courier service / Speed Post to reach **the Secretary, Selection Committee, Directorate of Medical Education, 162, Periyar E.V.R. High Road, Kilpauk, Chennai-10 before 5.00 P.M on 07.10.2014**

## 2. ELIGIBILITY

The candidate should be a citizen of India.

## 3. NATIVITY

- a. Candidate should be a Native of Tamil Nadu.
- b. Candidates who have studied from VIII to XII standards **in schools in the State of Tamil Nadu** need not enclose the "Nativity Certificate".
- c. Candidates who are native of Tamil Nadu but studied from VIII to XII standards either partly or completely in schools situated outside the State of Tamil Nadu should produce the "Nativity Certificate".
- d. The **Certificate of Nativity** in Tamil Nadu should be issued by the competent authority only **in the specified format** available in the application form and **supported by a copy of Passport / Ration Card / Birth Certificate**. If the copy of the supporting document is not produced, then the application form **will be rejected. Nativity Certificate submitted later will be summarily rejected**.
- e. Applications without a proper Nativity Certificate will not be considered.
- f. **Permanent Residence certificate will not be accepted.**
- g. Tamil Nadu Native candidates alone will be considered for communal reservations.

**Note:** a. Nativity Certificate should be produced as per instructions for nativity certificate in Annexure V

- b. Producing false Nativity Certificate, if detected, at any time later during the course of study will result in expulsion of the candidate and also initiation of criminal proceedings against the candidate as well as the Parents as per law.

## 4. AGE LIMIT

### a) Non-Service candidates:

Candidates should have completed 17 years of age and maximum age is 32 years as on 31<sup>st</sup> December 2014. For SC/SCA/ST candidates maximum age is raised to 37 years. Evidence should be produced.

### b) Service candidates: (Regular service candidate who have successfully completed the period of Probation are alone eligible for all Para-medical Certificate / Diploma Courses)

#### **Para Medical Certificate Courses including Nursing Assistant Course:**

The Service Candidates should not have completed **54 years** as on 31.12.2014. They should execute a bond to accept to serve the Government for thrice the period of training after completion of the course.

#### **Diploma in Radio Diagnosis Technology(DRDT)/Diploma in Radio Therapy Technology(DRTT)**

The Service Candidates should not have completed **50 years** as on 31.12.2014.

#### **Diploma in Medical Record Science :**

Service Candidate should not have completed **50 years** of age as on 31.12.2014

## 5. EDUCATIONAL QUALIFICATION:

### (A) PARA MEDICAL CERTIFICATE COURSES

Sl No	Name of the Course	Duration	Qualification	Eligible
1	Cardio Sonography Technician	One Year	Who have passed H.S.C. with following subjects in the State of Tamil Nadu or Equivalent.  a. Physics, Chemistry, Botany and Zoology (or) b. Physics, Chemistry, Biology with any other subject	<b>Both Service and Non-Service candidates.</b>
2	ECG / Tread Mill Technician			
3	Pump Technician			
4	Cardiac Catheterisation Lab Technician			
5	Emergency Care Technician			
6	Respiratory Therapy Technician			
7	Dialysis Technician			
8	Anaesthesia Technician			
9	Theatre Technician			
10	Orthopaedic Technician			
11	Audiometry			
12	Hearing Language and Speech			
13	Clinical, Therapeutic, Nutrition & Food Service Management			
14	Multi Purpose Hospital Worker Course			
15	E.E.G./E.M.G. Course	One Year	Who have passed H.S.C. with following subjects in the State of Tamil Nadu or equivalent. a. Physics, Chemistry, Botany and Zoology (or) b. Physics, Chemistry, Biology with any other subject.	<b>Non-Service candidates</b>
16	<b>Nursing Assistant Course Training</b> <b>(a) For service candidates</b> : 6 months inservice training <b>(b) For Non service candidates:</b> 6 months internship training	One year	<b>Service candidates:</b> Who have passed Eighth Standard in the State of Tamil Nadu.  <b>Non service candidates:</b> Who have passed S.S.L.C. in the State of Tamil Nadu or equivalent	Both Service and Non-Service candidates. <b>Service candidates:</b> Candidates who are working as Hospital Workers are eligible.

<b>(B) PARAMEDICAL DIPLOMA COURSES</b>				
Sl No	Name of the Course	Duration	Qualification	Eligible
17	Dental Mechanic (Male)	Two Years	<b>Non-Service candidates:</b> Who have passed H.S.C. with following subjects in the State of Tamil Nadu or equivalent. a. Physics, Chemistry, Botany and Zoology	<b>Dental Mechanic:</b> Non-Service Male candidates
18	Dental Hygienist (Female)	Two Years	(or) b. Physics, Chemistry, Biology with any other subject.	<b>Dental Hygienist:</b> Non-Service Female candidates
19	Diploma in Medical Laboratory Technology	Two years	<b>Non-Service candidates:</b> Who have passed H.S.C. with following subjects in the State of Tamil Nadu or equivalent. a. Physics, Chemistry, Botany and Zoology (or) b. Physics, Chemistry, Biology with any other subject (or) c. Vocational Medical Laboratory Assistant.	<b>Non-Service candidates</b>
20	Diploma in Radio Diagnosis Technology - (D.R.D.T.)	Two years	<b>Non-Service candidates :</b> Who have passed H.S.C. with following subjects in the State of Tamil Nadu or equivalent.	<b>Both Service and Non-service candidates.</b>  <b>Service candidates:</b> The candidates who are working as Radiographer/D RAS in the Government Institutions are eligible.
21	Diploma in Radio Therapy Technology - (D.R.T.T.)	Two Years	a. Physics, Chemistry, Botany and Zoology (or) b. Physics, Chemistry, Biology with any other subject <b>Service candidates:</b> i. Who have passed H.S.C. with following subjects in the State of Tamil Nadu or equivalent. a. Physics, Chemistry, Botany and Zoology (or) b. Physics, Chemistry, Biology with any other subject	
22	Diploma in Optometry	Two years	Who have passed H.S.C. with following subjects in the State of Tamil Nadu or equivalent. a. Maths, Physics, Chemistry, and Biology (or) b. Maths, Physics, Chemistry with any other subject.	<b>Non-service candidates</b>



<b>(C) COURSES IN MEDICAL RECORD SCIENCE</b>				
Sl No	Name of the Course	Duration	Qualification	Eligible
23	<p>Medical Record Technician</p> <p>10 candidates January- June (5 Service + 5 Non-service)</p> <p>10 candidates July – December (5 Service + 5 Non-Service)</p>	Six months	<p><b>For both Service and Non-service candidates:</b> Who have passed H.S.C with following subjects in the State of Tamil Nadu or equivalent.</p> <p>a. Physics, Chemistry, Botany and Zoology (or) b. Physics, Chemistry, Biology with any other subject</p> <p>2. Course certificate in M.S. Office in Computer from any institution.</p>	Both Service and Non-service candidates
24	Diploma in Medical Record Science	One year	<p>1. Who have passed any degree <b>in regular stream</b> in any recognized University. Open University stream will not be entertained.</p> <p>2. A Certificate / Degree / Diploma in Medical Record Technician Course in any one of the institutions recognized by Government of Tamil Nadu and Government of India which is essential</p> <p>3. Course certificate in M.S. Office in Computer from any institutions.</p>	Both Service and Non-service candidates

<b>6. MINIMUM ELIGIBILITY MARKS:</b>	
<b>Courses</b>	<b>Eligibility</b>
Paramedical Certificate Courses (except Nursing Assistant Course)	<p><b>a) Non-Service candidates:</b> A pass in H.S.C. in all the subjects and with not less than 45% aggregate in all the subjects and 40% aggregate for SC/ SCA/ST candidates</p> <p><b>b) Service candidates:</b> A pass in H.S.C with Physics, Chemistry, Botany and Zoology (or) Biology.</p>
Nursing Assistant Course	<p><b>a) Non service candidates:</b> Who have passed S.S.L.C. in the State of Tamil Nadu or equivalent. A pass in S.S.L.C. and with not less than 40% aggregate in all the subjects and a pass for SC/SCA/ST candidates.</p> <p><b>b) Service candidates:</b> Those who have passed Eighth standard in the State of Tamil Nadu and working as Hospital Workers are eligible.</p>

Paramedical Diploma Courses	<p>a) <b>Non Service candidates:</b> A pass in Physics, Chemistry, Botany and Zoology (or) Biology (or) Maths and with not less than 50% aggregate in the above subjects and 45% aggregate for SC/SCA/ ST candidates.</p> <p>b) <b>Service candidates:</b> A pass in H.S.C. with Physics, Chemistry, Botany and Zoology (or) Biology (or) Maths.</p>
Courses in Medical Record Science	<p>i. <b>Medical Record Technician -</b></p> <p>a) <b>Non-Service candidates:</b> A pass in Physics, Chemistry, Botany and Zoology (or) Biology and with not less than 50% aggregate in the above subjects and 45% aggregate for SC/SCA/ST candidates and a pass in MS Office in Computer in any institution.</p> <p>b) <b>Service Candidates:</b> A pass in H.S.C. with Physics, Chemistry, Botany and Zoology (or) Biology.</p> <p>ii. <b>Diploma in Medical Record Science: Service and Non-Service Candidates :</b> A pass in any degree in regular stream in any recognized University with a Certificate / Degree / Diploma in Medical Record Technician &amp; MS Office in Computer.</p>
<p><b>7. a.</b> Candidates who have passed H.S.C.Vocational stream are <u>not eligible</u> to apply to Para Medical Certificate/Diploma Courses.</p> <p><b>b.</b> Candidates who have passed H.S.C. in Open University system are <u>not eligible</u> to apply Para Medical Certificate/Diploma Courses.</p> <p><b>c.</b> In the case of candidates who have furnished the mark sheets of the qualifying examination, only in GRADES, the minimum marks of the grades alone will be taken into consideration while determining the marks in the select Science subjects of Physics, Chemistry and Biology or Botany and Zoology.</p>	
<p><b>8. Normalization of Marks: -</b></p> <p>As per the Tamil Nadu Act No 3 of 2007, dt 05.03.2007 and G.O( Ms) No 77 HE(J2) Dept , dt: 05.04.2007, the marks obtained by the students in the relevant subjects in the qualifying examination conducted by the various Boards or Authority shall be equated with the marks obtained by the students in the same subjects in the qualifying examination conducted by the State Board of Tamil Nadu by adopting the method of normalization.</p> <p>After normalization of marks in the relevant subjects in the qualifying examination conducted by different Boards, the qualified students of different Boards will be merged into a common merit list.</p> <p>In case of candidates who have qualified from National boards such as CBSE and ISCE etc., the highest marks obtained by the candidates at the National Level alone will be taken into consideration for normalization.</p>	

### III. PROCEDURE FOR FILLING AND SUBMISSION OF APPLICATION : -

9.a. Before filling up the application form and OMR sheet/Scrutiny form, read all the instructions carefully.

b. Each application form bears a unique number which is printed on the Application form and the OMR. Candidates are requested to check the number and ensure that the same number is printed on the Application form, OMR, Outer & Inner covers. In case any discrepancy is noted, it should be immediately brought to the notice of the Selection Committee before the last date for the receipt of applications. However the serial number of the OMR will be considered as the final number for correspondence purposes.

10. If a candidate applies for Para Medical Certificate/Diploma Courses in forms other than the prescribed one for the academic year i.e. 2014-2015 session, the application will be summarily rejected.

11. Filled up application without the signature of the candidate will be rejected.

12. a. Candidates should affix recent passport size photographs **taken with name and date (as shown in the Instructions- Annexure XI)** in places provided in the application form and the OMR. The Photograph pasted in the common application form alone should be duly attested by Group A or Group B officer of the Government of Tamil Nadu or Central Government or the Head of the Institution last studied.

**b. The photograph affixed in the OMR need not be attested.**

c. The Registration Number allotted by the Directorate of Government Examination / Concerned Boards should be **indicated** along with the year of +2 examination/ equivalent in the application, except Nursing Assistant course.

13. The candidate should ensure that all information including the marks in the qualifying examination furnished by him/her in the application and the enclosure are correct. The candidate is informed that if after proper scrutiny of his/her application, the marks furnished by him/her in the application are not correct or any other information is found to be incorrect, then;

- a. he/she will forfeit the admission no matter at what stage of the course, he / she will be at that time;
- b. he/she will be debarred from pursuing any other course for a period of three years;
- c. legal action will be instituted against the candidate and the parents/guardian for furnishing incorrect information;
- d. Criminal action will be initiated against him/her for furnishing false Mark Sheets / false Community Certificate/ false nativity certificate.

14. No document enclosed with the application will be returned. Candidates are required to enclose only the attested Photo copies or attested true copies of the following certificates along with the application. Attestation should have been made by Grade A or Grade B Officer of the State Government or Central Government or by Head of the institution where the candidate last studied. The relevant certificates related to the Courses he/she is willing to study must be enclosed.

- a. (1) Mark sheets of S.S.L.C. examination in an appearance or appearances (Both the sides of Mark Sheets should be Xeroxed).
- (2) Mark sheets of H.S.C. (Academic / Vocational) examinations in an appearance or appearances (Both the sides of Mark Sheets should be xeroxed)
- (3) Mark sheets of Degree Course examinations in an appearance or appearances (Both the sides of Mark Sheets should be xeroxed).

- b. Certificate Course in M.S. Office in Computer from any Institution.
- c. Transfer certificate obtained after the completion of H.S.C (Academic / Vocational or equivalent courses).
- d. Permanent Community Certificate Card.
- e. Nativity Certificate (Wherever necessary)
- f. Candidates seeking admission against Special Category seats should submit necessary certificates obtained from Appropriate Authorities in the prescribed forms and submit them along with the application (Please see format in the Annexure-VI)
- g. Medical Record Technician Certificate (for Diploma in Medical Record Science Course)
- h. The Service candidates should produce the Service Certificate from the Institution where they are working.
- i. The Proforma of Application for Service candidates should be filled in by the Head of Institution in which the candidate is working and should be forwarded along with the enclosures mentioned above.

**Note:**

- (i) Candidate belonging to Scheduled Tribe should produce Community Certificate obtained from a competent authority not below the rank of a Revenue Divisional Officer. If he/she claims ST status in application without producing any evidence or claiming that ST status is under process of scrutiny will be treated as Open Category candidates.
- (ii) Producing a false community, Nativity or any other certificate if detected later at any point of time during the course of study will result in expulsion of the candidate and also criminal proceedings will be initiated against the candidate as well as the parents as per provision of law.
- (iii) As number of bogus community certificates are being encountered off late and in order to curb such practices, the authentication of the above certificate has to be verified and confirmed by the concerned authority, before the individual completes the course. **The concerned candidate and parents should take necessary steps to that effect. Unless proof of authenticity of community certificate is received, the candidate will not be allowed to continue further.**
- (iv) Community Certificate obtained from other State will not be considered and such candidate will be treated as to the Open Category.

**IV. METHOD OF SELECTION AND ADMISSION:**

**15. a) Ranking of the candidates will be done based on the total marks computed to a maximum of 100 as detailed below: -**

**Paramedical Diploma Courses except Diploma in Optometry:**

- a) Physics and Chemistry taken together/  
Physics or Chemistry (For DMLT only) -50 Marks
- b) Biology or Botany and Zoology/  
Medical Laboratory Assistant course (DMLT only) -50 Marks

**Diploma in Optometry:**

- a) Physics and Chemistry taken together -50 Marks
- b) Mathematics -50 Marks

**Paramedical Certificate Courses except Nursing Assistant Course:**

- a) Physics and Chemistry taken together -50 Marks
- b) Biology or Botany and Zoology -50 Marks

**Nursing Assistant Course:**

Total marks computed to a maximum of 100 in all subjects in SSLC.

**Courses in Medical Record Science:**

Diploma in Medical Record Science: Marks obtained in the qualifying exams (Degree Course) held at the end of every year computed to a maximum of 100. Open University stream will not be entertained.

Medical Record Technician Course: HSC with Science as above with Course certificate in MS Office.

**Note:** Improvement marks in +2 examination of will not be considered.

- b) Normalization method will be adopted for calculating the minimum mark for the candidates who have passed other equivalent examination.

**16. Determination of Rank of the candidates obtained equal marks:**

In case where more than one candidate has secured the same number of marks in H.S.C. the tie shall be resolved on the basis of the following factors in the order of priority.

**Paramedical Diploma Courses:**

- a.(i) Marks obtained in Vocational subjects (For DMLT only)
- (ii) Marks obtained in Maths and Physics subjects (For Diploma in Optometry only)
- b. Marks obtained in Botany and Zoology (or) Biology (except Diploma in Optometry)
- c. Marks obtained in Chemistry and Physics
- d. Number of attempts
- e. Age (Candidate elder will be preferred to the younger).

**Paramedical Certificate Courses:**

- a. Marks obtained in Botany and Zoology (or) Biology
- b. Marks obtained in Chemistry and Physics
- c. Number of attempts
- d. Age (Candidate elder will be preferred to the younger).

**Courses in Medical Record Technician:**

- a. Marks obtained in Botany and Zoology (or) Biology
- b. Marks obtained in Chemistry and Physics
- c. Number of attempts
- d. Age (Candidate elder will be preferred to the younger).

**Diploma in Medical Record Science Course:**

- a) Number of attempts taken to pass in final year/ Semester in Degree
- b) Age(Candidate elder will be preferred to the younger).

**V. MERIT LIST:**

17. The Secretary, Selection Committee will publish the tentative merit list in the websites: [www.tnhealth.org](http://www.tnhealth.org) and [www.tn.gov.in](http://www.tn.gov.in)

**18. SELECTION OF CANDIDATES:**

Eligible candidates will be called for counselling under Single Window System. The date, time and venue of the counselling will be intimated by post and hosted in the websites ([www.tnhealth.org](http://www.tnhealth.org) and [www.tn.gov.in](http://www.tn.gov.in) ). Candidates should attend counselling at their own expense. Counselling does not ensure admission.

**VI. COUNSELLING PROCEDURE - SINGLE WINDOW SYSTEM**

**19.** For Non Service Candidates Selection will be made purely on merit basis on the aggregate of marks obtained in the qualifying examination and by applying the rule of reservation. Service Candidates will be selected based on their Service Seniority and by applying the rule of reservation.

The Rule of Reservation shall be as follows:

Open Competition (OC)	- 31 %
Backward Classes (BC)	- 30 %
Most Backward Classes/ Denotified Community (MBC)	- 20 %
Scheduled Caste (SC)	- 18 %
Scheduled Tribe (ST)	- 1 %

Within 30% reservation for BC, 3.5% reservation will be provided for BC Muslims and 16% of seats out of 18% quota earmarked to Scheduled Caste shall be allocated to the Arunthathiyar Community.

BC, BCM, MBC/DNC, SC, SCA & ST are eligible for selection under Open Competition as per merit in addition to the reservation made for them.

- a) Any remaining unfilled seats for want of adequate number of eligible candidates belonging to SCA community shall be filled by candidates belonging to SC Community other than Arunthathiyar as per merit and vice versa. (G.O.(Ms) No.55, P&AR Department, dated 08.04.2010)
- b) Any remaining reserved seats in ST Quota for want of adequate number of eligible candidates belonging to ST community shall be allotted to candidates belonging to SC Community as per merit. (G.O.(Ms) No.77, H & FW (MCA1) Department, dated 24.02.2011)
- c) Any remaining unfilled seats in BCM Community for want of adequate number of eligible candidates after exhausting the merit list shall be filled up on merit basis by candidates belonging to BC community without exceeding the quota for BC community as a whole (G.O.Ms.No.30, H& FW(MCA1) Department, dated 18.01.2012)
- d) Even after filling up of the required seats reserved for Arunthathiyars on preferential basis, if more number of qualified Arunthathiyars are available, such excess number of candidates of Arunthathiyars shall be entitled to compete with the Scheduled Castes other than Arunthathiyars in the inter-se merit among them (As per G.O.Ms.No.65, dated 27.07.2009 of P&AR(K) Department.

Note:

- i) However the percentage of allocation of seats for OC, BC, BCM, MBC/DNC, SC, SCA and ST or any other category under the Rule of reservation for admission shall be in accordance with the rule of reservation in force at the time of admission.

- ii) Candidates claiming admission against reservation of seats for BC, BCM, MBC/DNC, SC, SCA and ST in the above course should submit a certified Xerox copy of the permanent community card showing the social status (OC, BC, BCM, MBC/DNC, SC, SCA and ST) of the applicant issued by an authorized officer of the Revenue Department of the Government of Tamil Nadu duly attested by Grade A or Grade B officer of Government of Tamil Nadu or Central Government.
- iii. The candidates who belong to Scheduled Tribe should submit a certified xerox copy of the permanent community card obtained from the respective Revenue Divisional Officer of the revenue division duly attested by Grade A or Grade B officer of Government of Tamil Nadu or Central Government.

20. Counselling schedule will be available on the website. Candidates who have not received the call letter in time can also attend the counselling session as per schedule and as per their merit with call letters downloaded from the website.

21. a) Counselling for the Special Categories will be done before the General category.

**b) There will be no reallocation/change of college allotted for the Special category.**

**c) Mutual transfer will not be permitted.**

22. a) Option once exercised during counselling will be final and cannot be changed.

b) Candidates who fail to attend the counselling at the specified date and time will forfeit their right to admission and their name will not be considered later.

c) Due to unforeseen reasons, if a candidate is not able to attend the counselling on the specified date and time, he/she can attend on a subsequent time/date during that counselling phase and allowed to take the course and college available at the time of counselling when he/she actually attends.

(or)

He/She can authorize his/her parent on his/her behalf and the parent's decision will be binding on the candidate.

d) The authorization letter must be in the prescribed format in the Annexure XIII.

23. One of the Parents/Guardian will be allowed to attend the counselling. They should make their own arrangements for attending the counselling session. Individual intimation will be sent for regular counselling through call letter.

24. a. All communications will be sent only to the mailing address given in the application and self addressed envelopes (Size 23 X 10 cms). Candidates are requested to intimate any change of address immediately. The intimation / call letters will be sent either by Registered Post or Speed Post or Courier Service or by **e-Post** whichever is feasible. **Selection Committee is not responsible for any postal delay or non receipt of call letters.**

b. Any change or modification and relevant information pertaining to this admission process will be made available immediately on the websites ([www.tnhealth.org](http://www.tnhealth.org) / [www.tn.gov.in](http://www.tn.gov.in).) The candidates are instructed to frequently visit the website from the date of application till the end of counselling without fail. Please do not wait for counselling information to be received by post, as all information including the date of counselling will be put up in the websites. **Call letters can also be downloaded from the websites.** Candidates will be permitted for counselling accordingly.

25. All candidates attending the counselling for Para Medical Degree Courses will have to remit a non-refundable amount of Rs.200/- as processing fee by means of Demand Draft drawn in favour of "The Secretary, Selection Committee, Directorate of Medical Education, Chennai-10 from any one of the Nationalized Banks payable at Chennai..

## 26. INTERNSHIP TRAINING

As per G.O. (Rt.) No. 606, Health and Family Welfare (PME) Department dated: 01.04.2008, on completion of the above Course the students have to undergo internship training for a period of 3 months without payment of any stipend (or) collection of fees and the training will be given in the Govt. Medical Colleges and Hospitals as part of the course and the certificate will be issued to the students after completion of the said internship training. Non-Service Candidates of Nursing Assistant Course have to undergo internship training for a period of six months after completion of the course. The candidates selected for EEG/EMG Course, Medical Record Technician Course, Diploma in Medical Record Science, Dental Mechanic (Male), Dental Hygienist (Female) and Diploma in Optometry Courses need not undergo 3 months internship training.

The Service candidates after the completion of the Course need not undergo 3 months internship training. The Service candidates undergoing Nursing Assistant Course have to undergo six months of inservice training.

## 27. TUITION FEE:-

(a) Fee prescribed for the Paramedical Certificate Courses including E.E.G./E.M.G. Course, Nursing Assistant Course, Medical Record Technician Course, Diploma in Medical Record Sciences Course.

Sl. No.	Nature of fee	Fee per annum Rs.
1.	Tuition fee	200
2.	Special Fee	250
3.	Library fee	500
4.	Exam fee	500
	Total	1450

(b) Fee prescribed for the Diploma in Medical Laboratory Technology Course and Diploma in Radiological Technology (DRDT/DRTT) - Two years Course and Diploma in Optometry.

Sl. No.	Nature of fee	I Year Fee per annum Rs.	II Year Fee per annumRs.
1.	Tuition fee	500	500
2.	Special Fee	500	500
3.	Library fee	500	--
4.	Exam fee	--	500
	Total	1500	1500



(c) Fee prescribed for the Dental Mechanic (Male) / Dental Hygienist (Female) Courses - Two years.

Sl. No.	Nature of fee	I Year Fee per annum Rs.	II Year Fee per annum Rs.
1.	Tuition fee	500	500
2.	Special Fee	500	500
3.	Library fee	500	--
4.	Caution deposit	500	--
5.	Students fund	500	--
6.	Exam fee	--	500
	Total	2500	1500

(d) Fee prescribed for Multi Purpose Hospital Worker at Tamil Nadu Government Multi Speciality Hospital at Omandurar Government Estate, Chennai.

**Course fee: Rs.1,500/-per annum.**

(e) The selected candidates should pay the above fees. However they are liable to pay any revision in fee as and when fixed by the Government / Departments.

(f) Fees once paid will not be refunded under any circumstances.

(g) Candidates discontinuing the course cannot claim / refund of fees paid. The Transfer Certificate and Conduct Certificate will be issued to the discontinued candidates by the Head of the Institutions on receipt of declaration from the student and parent that they will not request for rejoining the Course or for the refund of fees paid.

(h) The selected Service candidates should pay the above fees and are exempted from paying Tuition fees alone.

**28.** Candidates should affix passport size photographs taken within three months prior to submission of application and duly attested by Grade A or Grade B officer of Government of Tamil Nadu or Central Government or the Head of Institution studied in the places provided in the application. **Two copies of additional passport size photos of the candidates should be enclosed.**

**29.** Those who fail to join the course on the prescribed date and time will not be eligible for admission on a later date.

**30.** Candidates selected for admission and his / her parents/ guardian will have to sign a discipline declaration form (Annexure II). Failure to sign the declaration will result in cancellation of selection.

**31.** On completion of duration of the Course, out of which 80% of attendance ( Of course period) during his /her study is a must for appearing for examination. A candidate lacking in the prescribed attendance shall not be allowed to appear in the first appearance (regular examination) and will be allowed only to appear in supplementary examination. Candidates who have successfully completed the course and the continuous internship training will be awarded a certificate.

**32.** Enquiry or any correspondence regarding the selection of candidates will not be entertained.

**33.** 10 % of the total number of seats for all Paramedical Certificate Courses are reserved for service candidates.**(Except E.E.G./E.M.G).**

**34.** If there are no eligible service candidates to fill up the vacant seats allotted to service candidates for Paramedical Courses, the same will be filled up with eligible private candidates.

**35.** Selection for the course is only provisional. The selection and admission is liable to be cancelled at any time as and when eligibility conditions are found to be defective in addition to facts suppressed or overlooked. The right of allotment to the selected candidates ultimately rests with The Secretary, Selection Committee, Directorate of Medical Education, Kilpauk, Chennai-10.

**36.** Candidates can exercise their option for the course and Institution at the time of counselling and allotment will be subject to availability of seats in that particular Institution. The selection made by the candidate is final. Individual request for transfer of college or change of course will not be entertained after the selection.

**37.** Candidates selected for admission have to undergo Medical Examination at the College to which they are allotted and to appear before the Medical Board on the date notified by the authorities of the college. Only those candidates found medically fit will be admitted and permitted to pay the fees.

**38.** The Secretary, Selection Committee, Directorate of Medical Education, will have the right to enforce any of the Govt. orders / norms / guidelines / adopt suggestions on the basis of court directions issued from time to time. **The Government orders issued and to be issued from time to time pertaining to any of the matters not contained in the Prospectus should be read as part and parcel of this Prospectus and such Terms and Conditions in the Government Orders are deemed to have been incorporated in this prospectus.** Such Government orders will be announced on the Website.

**39. SEATS RESERVED FOR ORTHOPEDICALLY PHYSICALLY DISABLED (LOWER LIMB ONLY)**

3 % of the total number of seats are reserved for orthopedically physically disabled candidates (Lower Limb only). The reservation of seats will be provided for the candidates with 50% to 70% locomotor disabilities of the lower limbs and in case candidates are not available in that category then only candidates with disability of lower limbs between 40% to 50% may be considered for admission. The other conditions for admission into Paramedical Certificate Courses will be applicable as in the case of the general category.

The above candidates are required to produce a certificate from the District Medical Board of the area concerned constituted for the purpose of assessing the nature and the extent of disability in the format prescribed in the Annexure VII.

The Medical Certificate issued by District Medical Board of the area concerned for this purpose is subject to the confirmation of the Expert Committee constituted by the Director of Medical Education at the time of counseling.

The candidate seeking admission under this category should produce the full size photograph exhibiting the deformity.

The Certificate must have been obtained within three months prior to submitting the application for seeking admission under this category. If the Certificate has been obtained earlier, the application will be rejected.

**Note:**

1. The selected candidates for PARAMEDICAL CERTIFICATE COURSES / DIPLOMA COURSES COURSE AND COURSES IN MEDICAL RECORD SCIENCE will be required to undergo second Medical examination by a Medical Board constituted for the purpose by Selection Committee Directorate of Medical Education to ascertain and confirm the nature and extent of physical disability. For these candidates, the date will be set apart exclusively for admission to the Paramedical Courses after confirming the nature of their physical disability.
2. Candidates with any other disability other than the locomotor disability of the lower limb will not be considered for admission under this Special Category. Such applications will be summarily rejected without any intimation to the candidate.
3. The decision of the Director of Medical Education in this regard will be final.
4. Candidates who previously applied for ParaMedical Courses under Orthopaedically Physically Disabled Category and were rejected by Special Medical Board constituted by the Director of Medical Education for this purpose are not eligible to apply under this category. Such application will be summarily rejected.

**40. BOND FOR SERVICE CANDIDATES:**

The Head of Medical Institutions are informed that the period of deputation of the selected Service candidates is treated as on duty and allowed to draw pay and allowances during the deputation period of Course except Special pay, if any, which they would have drawn but for their deputation. A bond will be obtained from the selected Service candidates for the selected Course agreeing to serve the Government for a minimum years of service as per rules in force. The above bond must be affixed in the Service Register of the individual. (Annexure IX) . The candidates after joining the Course will not be relieved in the middle of the Course.

**41. COMMUNICATION :-**

(a) All intimation for communication to the candidates will be sent only to the mailing address given by the candidate at the time of application. The Intimation / Call Letters will either be sent by Registered Post or Speed Post or Courier Service or e-Post or they can be downloaded from the Web Sites [www.tnhealth.org](http://www.tnhealth.org) & [www.tn.gov.in](http://www.tn.gov.in) as per Instructions on Page 2 of this Prospectus whichever is feasible depending on the availability of time before counselling. Selection Committee will not be held responsible for the Postal Delay and non-viewing of website.

(b) Candidates should inform the change of address, immediately to the Selection Committee. If the change of address is not intimated to the Selection Committee in time, the Selection Committee will not be responsible for delay in communication or its consequences.

**42. HEPATITIS-B-VACCINATION: -**

All Candidates selected for admission to first year Para Medical Certificate/Diploma Course should take the Hepatitis-B-Vaccine before admission and produce a certificate as in Annexure-VIII.

**43. RAGGING:-**

The candidates who join Para Medical Certificate/Diploma courses should not indulge or participate in any kind of ragging. If they are found to have indulged in ragging in the past or noticed later, the candidates will be removed from the roll of the institution at whatever stage of study and criminal action will be taken against the candidates.

**44.** Candidates applied for Para Medical Certificate/Diploma courses are deemed to have read the contents in the prospectus and agrees with all conditions / clauses and will not have the right to challenge any of the clauses contained in the prospectus.

J. RADHAKRISHNAN,  
SECRETARY TO GOVERNMENT.

// TRUE COPY //

*B. Jaya J. M.*  
SECTION OFFICER.  
16/9/14