



ABSTRACT

Medical Services Recruitment Board (MRB) – Rules of procedure approved - Orders – Issued.

HEALTH AND FAMILY WELFARE (C2) DEPARTMENT

G.O.(Ms) No.36

Dated: 12.02.2014

Vijaya, Thai 30,
Thiruvalluvar Aandu 2045

Read:

- 1) G.O.(Ms) No.1, Health and Family Welfare Department, dated.2.1.2012.
- 2) From the Chairman, Medical Services Recruitment Board, letter No.3/MRB/12, dated.14.05.2012.

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ORDER:

In the circumstances reported by the Chairman, Medical Recruitment Board, the Government approve "The Rules of procedure" for Medical Recruitment Board as annexed to this order.

**(BY ORDER OF THE GOVERNOR)**

**J.RADHAKRISHNAN,**  
SECRETARY TO GOVERNMENT

To

The Chairman, Medical Services Recruitment Board, Chennai -6

All Heads of Departments under the control of Health and Family Welfare Department, Chennai-9

All Deputy Directors of Health Services / Joint Directors of Health Services of all Districts

All Deans of Government Medical Colleges

The Secretary, Tamil Nadu Public Service Commission, Chennai-3

The Accountant General, Chennai-18 / 35

The Director of Stationery and Printing, Chennai-2

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

Copy to: Law Department, Secretariat, Chennai-9

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

Data Cell, Health and Family Welfare Department, Chennai-9

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**/ FORWARDED / BY ORDER/**

  
**SECTION OFFICER**

**ANNEXURE**  
**to G.O.(Ms) No.36, Health and Family Welfare Department, dated.12.02.2014**

**“RULES OF PROCEDURE OF THE MEDICAL SERVICES RECRUITMENT BOARD**  
**(constituted in G.O. (Ms.) No. 1, Health and Family Welfare(C2) Department, dated**  
**2.1.2012.)**

**1. Short title and commencement:-**

- i. These rules shall be called as the “Rules of Procedure of the Medical Services Recruitment Board, 2013”,
- ii. These rules shall come into force with immediate effect.

**2. Application:**

These rules shall apply to the posts (except the posts coming under the purview of TNPSC) classified under the following services, namely:-

- (i) Tamil Nadu Medical Service;
- (ii) Tamil Nadu Medical Subordinate Service;
- (iii) Tamil Nadu Public Health Service;
- (iv) Tamil Nadu Public Health Subordinate Service;
- (v) Tamil Nadu Basic Service; and
- (vi) Tamil Nadu General Subordinate Service.

**3. Method of Recruitment :**

The Medical Services Recruitment Board shall adopt the following methods of recruitment namely:-

**(A) Recruitment by calling for list of eligible candidates from the Employment Exchanges.**

All Direct recruitment posts except the posts coming under the purview of Tamil Nadu Public Service Commission shall be made generally by obtaining State-wide seniority list from the Directorate of Employment and Training. The Medical Services Recruitment Board shall also make recruitments by obtaining District-wise seniority list for the vacancies in respect of the posts coming under the basic services and Drivers.

**(B) Recruitment by Open advertisement:**

(i) In respect of Nurses and any other category of posts as may be ordered by the Government, recruitment shall be made through open advertisement by conducting written examination (through physical or electronic mode) without any reference to the employment exchange;

(ii) In addition, with the orders of the Government, the Medical Services Recruitment Board can recruit the candidates through open advertisement by conducting written examination, in those cases where adequate candidates are not available in the employment exchange.

**(4) List of vacancies and consideration of candidates:-**

(i) The Medical Services Recruitment Board shall call for the estimate of vacancies from the Heads of Departments as on 1<sup>st</sup> January of every year. The estimate of vacancy shall reach Medical Services Recruitment Board on or before 1<sup>st</sup> December of every year, from the Directorates concerned and the estimation period in normal course, shall be from 1<sup>st</sup> January to 31<sup>st</sup> December of every year. The Board shall call for the estimate of future vacancies from the Heads of Departments.

(ii) The Board shall call for the list of suitable candidates for future vacancies from the Employment Exchange or call for open advertisement, as the case may be. The Medical Services Recruitment Board shall consolidate and recruit candidates as per the seniority list furnished by the Directorate of Employment and Training, except in cases where recruitment is permitted to be made through open advertisement and written examination.

**5. Collection of particulars from the candidates:**

The Medical Services Recruitment Board shall call for copies of photographs of the candidates and such other particulars as may be required and specified in such form by the Medical Services Recruitment Board as well as the originals of certificates of Educational Qualifications, date of birth and any other certificates/ documents of relevance to the recruitment, so as to verify the eligibility / suitability of the candidates in addition to the particulars furnished by the Employment Exchanges in respect of candidates. The applications may be called for either by physical or electronic means. The Medical Services Recruitment Board shall cause further verification of documents/certificates, from the competent authorities, if deem necessary.

**6. Method of selection and seniority of selected candidates:-**

(A) The Medical Services Recruitment Board shall select candidates who fulfill the qualification as per the rules/norms governing the post;

(i) **For candidates recruited through Employment Exchange:-** The selection of eligible candidates who fulfill the qualification criteria shall be on the

basis of the seniority list furnished by the Directorate of Employment & Training, duly applying rules of reservation and other priorities assigned through specific orders of the Government.

- (ii) **For candidates recruited through open advertisement:-** The selection of eligible candidates who fulfill the qualification criteria shall be on the basis of rank/marks obtained in the written examination duly applying rules of reservation and other priorities assigned through specific orders of the Government.

**(B)** The candidates selected as per the provisions in A (I & ii) above shall be assigned seniority as in the same order of selection.

**(C)** In the event of two or more candidates scoring equal marks in the written examination, the following will be the basis of fixing the seniority:-

(a) Senior in age shall be placed above;

(b) If the age too, is equal, the following will be the basis of fixing the seniority.

- (i) In case of Optical Mark Reader (OMR) (Offline) applications, the date of receipt of application in the Medical Services Recruitment Board's office shall be taken into account to fix the seniority.
- (ii) In case of Online applications, the date and time of online registration of application shall be taken into account to fix the seniority.

#### **7. Reserve list:**

In respect of open advertisements, the Medical Services Recruitment Board shall keep not more than ten percent of the estimated vacancies in the reserve list. The reserve list shall lapse after the expiry of one year from the date of declaration of selection list or till the date of notification of next recruitment whichever is earlier.

#### **8. List of approved candidates:**

**(A)** The term 'approved candidate' shall mean a candidate who is selected for appointment against an existing vacancy.

**(B)** The Medical Services Recruitment Board shall maintain a list of selected candidates duly following the procedure in para 6 above. As soon as the selection is finalized, the Board shall approve the same and the list of selected candidates shall be

published forthwith in the Medical Recruitment Board's website besides individual communication to the selected candidates through - electronic or physical means. The Board shall also approve the reserve list separately.

**9. Deletion of names from the approved list:**

(A) The Medical Services Recruitment Board, at any time, shall delete the name of the candidate from the approved list if any information furnished by an approved candidate is found to be incorrect or false or has suppressed relevant information.

(B) If an approved candidate selected by the Medical Services recruitment Board for appointment fails to join duty within a maximum of 30 days from the date of receipt of the order directing the candidate concerned to join duty or within an earlier date if so specified by the appointing authority (in special circumstances), the candidate shall forfeit his / her right for appointment to the post and his / her name shall be removed from the approved list.

**10. Interpretation:**

(A) Any question, doubt or difference at a meeting of the Medical Services Recruitment Board shall be decided by the Chairman, or in his absence, by the senior most Member present. Such decision shall be final in so far as the particular matter is concerned.

(B) In the event of any doubt about the interpretation of these rules, the decision of the Chairman, Medical Services Recruitment Board shall be final."

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J.RADHAKRISHNAN  
SECRETARY TO GOVERNMENT

/True copy/

  
SECTION OFFICER