



NOTIFICATION NO.: 07/2014

DATE: 09.11.2014

GOVERNMENT OF TAMIL NADU  
**MEDICAL SERVICES RECRUITMENT BOARD (MRB)**

7<sup>th</sup> Floor, DMS Buildings, 359, Anna Salai, Teynampet, Chennai - 6.

Website: [www.mrb.tn.gov.in](http://www.mrb.tn.gov.in)

E.mail: [mrb.tn@nic.in](mailto:mrb.tn@nic.in)

Twitter: [twitter.com/mrb\\_tn](https://twitter.com/mrb_tn)

1. Applications are invited only through online mode up to 01.12.2014 for Walk-in Selection for recruitment to the following posts on temporary basis in Tamil Nadu Medical Service:

Sl. No	Name of the Speciality	Post Code	No. of Vacancies*
<b>Assistant Surgeon (Speciality)*</b>			
1.	ANAESTHESIOLOGY	001	453
2.	ANATOMY	002	23
3.	BIOCHEMISTRY	003	11
4.	DERMATOLOGY	005	16
5	DIABETOLOGY	006	1
6	ENT	007	9
7	FORENSIC MEDICINE	008	29
8	GENERAL MEDICINE	009	100
9	GENERAL SURGERY	010	63
10	GERIATRICS	011	1
11	MICROBIOLOGY	012	5
12	OBSTETRICS & GYNAECOLOGY	013	557
13	OPHTHALMOLOGY	014	17
14	ORTHOPAEDICS	015	27
15	PAEDIATRICS	016	84
16	PATHOLOGY	017	27
17	PHARMACOLOGY	018	20
18	PHYSICAL AND REHAB MEDICINE	019	10
19	PHYSIOLOGY	020	14
20	PSYCHIATRY	021	14
21	RADIO DIAGNOSIS	022	33
22	RADIO THERAPY	023	7
23	SOCIAL PREVENTIVE MEDICINE	024	28
24	TB & CHEST DISEASE	025	16
25	CARDIOLOGY	026	20
26	GASTRO ENTEROLOGY	027	1
27	MEDICAL ONCOLOGY	029	4
28	NEPHROLOGY	031	18
29	NEUROLOGY	032	18
30	CARDIO THORACIC SURGERY	034	10
31	NEURO SURGERY	036	23
32	PAEDIATRIC SURGERY	037	22
33	PLASTIC SURGERY	038	17
34	SURGICAL ONCOLOGY	040	5
35	UROLOGY	041	19
36	VASCULAR SURGERY	042	5
<b>TOTAL</b>			<b>1727</b>

[\*Explanation: PG Diploma holder will be considered for selection, only if PG Degree holder is not available]

<b>2. IMPORTANT DATES:</b>	
Date of Notification	09.11.2014
Last date for submission of Applications (only through Online Registration)	01.12.2014

Last date for payment of Fee through Indian Bank (offline payment)	03.12.2014
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Note: [Words of Masculine gender in these instructions should wherever the context so requires, be taken to include female]

**3. SCALE OF PAY:** Rs.15,600-39,100 + Grade Pay Rs. 5,400. Details can be seen in Annexure-6 of this notification.

**4. RESERVATION AND RELATED INFORMATION:**

a)	The rule of reservation is applicable as per the rules in force. Detailed instructions with regard to reservation can be seen in Annexure-2 and 3 of this notification.													
b)	The number of vacancies advertised is only an indicative number and is liable for change with reference to vacancy position at any time before finalisation of selection for appointment.													
c)	If no qualified and suitable women candidates are available for selection against the vacancies reserved for them, those vacancies will be filled by male candidates belonging to the respective communal categories.													
d)	Defence personnel released or likely to be released from the Armed Forces due to disability incurred in forward areas while on duty, will also be selected if they are found to be otherwise qualified and if the Medical authorities are satisfied that the disability is not such as would render them incapable of efficiently discharging the duties of an Assistant Surgeon.													
f)	Separate reservation of 3.5% within the 30% reservation available for Backward Classes is applicable only to Backward Class Muslims (BCMs). All the concessions / relaxations / benefits applicable to BC candidates are applicable to BC Muslim candidates as well.													
g)	The expression B.C (i.e. Backward Class) wherever it occurs including online application form, should be read as "B.C. (other than BCM) and B.C. (Muslims)", [BCMs denotes Backward Class Muslims].													
h)	<p>There will be no written or oral examination for these posts. The walk-in selection will be based on the marks obtained (in percentage up to two decimal) by the candidate in PG Degree / PG Diploma (as the case may be) in Speciality as per communal roster duly following the rules of reservation of Government of Tamil Nadu.</p> <p>In a speciality, Post Graduate Degree holders will be preferred over Post Graduate Diploma holders.</p> <p>The applicants should be willing to serve in the Speciality Department of any of the Hospitals in the District (i.e) in the District Headquarters Hospitals, Taluk Headquarters Hospitals, T.B. Sanatorium, PHC etc. at least for a period of three years.</p>													
i)	<p>As per <a href="#">G.O.Ms.No.25 Welfare of Differently Abled Persons Department, dated 14.03.2013</a>, <a href="#">G.O.Ms. No.53 Welfare of Differently Abled Persons Department, dated 31.05.2013</a> and <a href="#">G.O.Ms. No.26 Welfare of Differently Abled Persons Department, dated 27.05.2014</a> the Government has issued orders for the reservation of 3% vacancies for Differently abled persons. The details of posts that can be reserved for Differently abled persons are furnished below in so far as Tamil Nadu Medical Service and their eligibility is as follows:</p> <table border="1"> <thead> <tr> <th colspan="3"><b>Tamil Nadu Medical Service</b></th> </tr> </thead> <tbody> <tr> <td>Assistant Surgeon (Specialties in Anatomy)</td> <td>S/ST/W/RW/BN/MF</td> <td>OL (40% to 70%)</td> </tr> <tr> <td>Assistant Surgeon (Specialties in Community Medicine)</td> <td>S/ST/W/RW/BN/MF</td> <td>OL (40% to 70%)</td> </tr> <tr> <td>Assistant Surgeon (Specialties in Dermatology)</td> <td>S/ST/W/RW/BN/MF</td> <td>OL (40% to 70%)</td> </tr> </tbody> </table>		<b>Tamil Nadu Medical Service</b>			Assistant Surgeon (Specialties in Anatomy)	S/ST/W/RW/BN/MF	OL (40% to 70%)	Assistant Surgeon (Specialties in Community Medicine)	S/ST/W/RW/BN/MF	OL (40% to 70%)	Assistant Surgeon (Specialties in Dermatology)	S/ST/W/RW/BN/MF	OL (40% to 70%)
<b>Tamil Nadu Medical Service</b>														
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Assistant Surgeon (Specialties in Dermatology)	S/ST/W/RW/BN/MF	OL (40% to 70%)												

Assistant Surgeon (Specialties in Physiology)	S/ST/W/RW/MF/BN/SE	OL (40% to 70%)																
Assistant Surgeon (Specialties in Radiology)	S/ST/W/RW/MF/BN/SE	OL (40% to 70%)																
Assistant Surgeon (Specialties in Radio Therapy)	S/ST/W/RW/MF/BN/SE	OL (40% to 70%)																
<b>ABBREVIATION</b>																		
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<b>5. QUALIFICATION:</b>		
<b>5A. AGE (as on 01.07.2015) :</b>		
<b>Sl. No</b>	<b>Category of Candidates</b>	<b>Maximum Age</b>
a.	SCs, SC(A)s, STs, MBC&DCs, BCs, BCMs (including Ex-Servicemen belonging to these communities)	58 Years as on 01.07.2015
b.	(i) Others' (i.e. candidates not belonging to other than the categories referred to in Sl.No. a above). (ii) Ex-Servicemen belonging to 'others'	For Asst. Surgeon (Speciality) 35 Years of age (As on 01.07.2015)  48 Years as on 01.07.2015

**EX-SERVICEMEN:**

Persons who have been demobilized from the Army, Navy or Air Force,

(i) Who will be below 53 years of age in the case of Scheduled Castes, Scheduled Castes (Arunthathiyars), Scheduled Tribes, Most Backward Classes / Denotified Communities, Backward Classes (other than Muslim) and Backward Classes (Muslim), 48 years of age in the case of "Others" on the 1st July of the year in which the selection is made.

(ii) May also apply even if they do not fully satisfy all the prescribed qualifications including the age-limit announced in the Advertisement/Notification.

(iii) The case of each such applicant will be considered on merits and the question of relaxing any technical restriction including the age limit will be considered, if he/she is selected.

(iv) Those who are still serving in the Armed Forces shall be eligible to apply for a Civil Post, if they are due to complete the specified terms of his engagement in the Armed Forces within one year from the last date prescribed by the appropriate authority for receipt of application in respect of a particular result/examination. At the time, when they come up for selection, if they are otherwise qualified, they can claim the concession for ex-serviceman as per the rules issued by the Government of India.

**Note: (1):-** "Ex-servicemen" means,

1) any person who had served in any rank (whether as Combatant or not) in the Armed Forces of the Union and has been released there from on or before the 30th June 1968 otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or

**II)** any person who had served in any rank (whether as Combatant or not) in the Armed Forces of the Union for a continuous period of not less than six months after attestation and released between 1st July 1968 and 30th June 1979 (both days inclusive) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency; or

**III)** any person who had served in any rank (whether as Combatant or not) in the Armed Forces of the Union for a continuous period of not less than six months after attestation if released between 1st July 1979 and 30th June 1987 (both days inclusive)

(i) for reasons other than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency; or (ii) at his own request after serving for a period of not less than five years; or

**IV)** any person who had served in any rank (whether as Combatant or not) in the Armed Forces of the Indian Union and was released or retired on or after 1st July 1987 with any kind of pension from Defence Budget or released on or after 1<sup>st</sup> July 1987 on completion of specific terms of engagement with gratuity otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency; or

**V)** any person of the Territorial Army of the following categories, namely, pension holder for continuous embodied service, person with disability attributable to military service and gallantry award winner retired on or after 15th November 1986; or

**VI)** any person of the Army Postal Service, who retired on or after 19th July 1989 directly from the said service without reversion to Postal & Telegraph Department with pension or who has been released on or after 19th July 1989 from such service on medical grounds attributable to military service or circumstances beyond his control and awarded medical or other disability pension; or

**VII)** any person discharged on or after July 1987 under Army Rule 13(3) III (V) for the reason that his service is no longer required and in receipt of pension;

**Note: (2)** a Recruit is not an ex-serviceman

**Note: (3)** a person discharged before July 1987 under Army Rule 13 (3) III (V) for the reason that his Service is no longer required is not an ex-serviceman.

A candidate who claims to have been demobilised from the Army or Navy or Air Force should produce in support of his claim properly authenticated extract from his Discharge Certificate in the following form :-

- (a) Name of the candidate
- (b) Rank held
- (c) Date of enrolment
- (d) Date of discharge
- (e) Reasons for discharge
- (f) Conduct and Character while employed in the military

**Note:** "Others" Candidates not belonging to SCs -Scheduled Caste, SC (A)s - Scheduled Caste(Arunthathiyar), STs- Scheduled Tribes, MBC&DCs Most Backward Class & Denotified Community, BCs- Backward Class, BCMS- Backward Class(Muslim) who have put in five years of service in the State/Central Government are not eligible even if they are within the age limit.

## **5B. EDUCATIONAL QUALIFICATION:**

Candidates should possess the following or its equivalent qualification awarded by a University or Institution recognised by the University Grants Commission for the purpose of its grants. The courses must have been approved by the Medical Council of India. The applicants shall possess these qualifications on or before the date of this notification viz., 09.11.2014.

For Assistant Surgeon (Speciality) - MBBS Degree with PG Diploma / PG Degree / Super Speciality Degree/DNB in the concerned Speciality.

In addition to the above, the candidate

- i. Must be a registered practitioner within the meaning of the Madras Medical Registration Act, 1914.
- ii. Must have served as House Surgeon (CRR) for a period of not less than twelve months.

- iii. Candidates should have registered their names in the Tamil Nadu Medical Council on or before the date of this notification.
- iv. If a candidate claims that the educational qualification possessed by him/her is equivalent though not the same as those prescribed for the appointment, the onus of proof rests with the candidate.
- v. Candidate on the date of the Board's Notification for the post should possess adequate knowledge in Tamil. Candidates who do not possess an adequate knowledge in Tamil may also apply. If selected, they should pass the Second Class Language Test (Full Test) in Tamil within a period of two years from the date of their appointment, failing which they will be discharged from service.

S.NO	SPECIALITY	SUPER SPECIALITY**	ELIGIBLE COURSES**	
			PG DEGREE	PG DIPLOMA
1.	CARDIOLOGY	DM CARDIOLOGY	-	-
2.	GASTRO ENTEROLOGY	DM GASTRO ENTEROLOGY	-	-
3.	MEDICAL ONCOLOGY	DM MEDICAL ONCOLOGY	-	-
4.	NEPHROLOGY	DM NEPHROLOGY	-	-
5.	NEUROLOGY	DM NEUROLOGY	-	-
6.	CARDIO THORACIC SURGERY	MCh CARDIO THORACIC SURGERY	-	-
7.	NEURO SURGERY	MCh NEURO SURGERY	-	-
8.	PAEDIATRIC SURGERY	MCh PAEDIATRIC SURGERY	-	-
9.	PLASTIC SURGERY	MCh PLASTIC SURGERY	-	-
10.	SURGICAL ONCOLOGY	MCh SURGICAL ONCOLOGY	-	-
11.	UROLOGY	MCh UROLOGY	-	-
12.	VASCULAR SURGERY	MCh VASCULAR SURGERY	-	-
13.	ANAESTHESIOLOGY	-	M.D. Anaesthesiology	D.A.
14.	ANATOMY	-	M.D. Anatomy/ M.S.Anatomy	-
15.	BIOCHEMISTRY	-	M.D. Biochemistry	-
16.	DERMATOLOGY	-	M.D.D.V.L.	D.D.V.L
17.	DIABETOLOGY	-	M.D.(Diab)/M.D.(GM)with D.Diab.	Dip. in Diabetology
18.	ENT	-	M.S.E.N.T	D.L.O
19.	FORENSIC MEDICINE	-	M.D. Forensic Medicine	-
20.	GENERAL MEDICINE	-	M.D. General Medicine	-
21.	GENERAL SURGERY	-	M.S. General Surgery	-
22.	GERIATRICS	-	M.D. Geriatrics	-
23.	MICROBIOLOGY	-	M.D. Microbiology	-
24.	OBSTETRICS & GYNAECOLOGY	-	M.S. Obstetrics & Gynaecology & M.D.(O&G)	D.G.O
25.	OPHTHALMOLOGY	-	M.S. Ophthalmology	D.O.
26.	ORTHOPAEDICS	-	M.S. Orthopaedics	D.ORTHO
27.	PAEDIATRICS	-	M.D. Paediatrics	D.C.H.
28.	PATHOLOGY	-	M.D. Pathology	D.C.P.
29.	PHARMACOLOGY	-	M.D. Pharmacology	-
30.	PHYSICAL AND REHAB MEDICINE	-	M.D. PMR	Dip. Physical Medicine
31.	PHYSIOLOGY	-	M.D. Physiology	-
32.	PSYCHIATRY	-	M.D. Psychiatric Medicine	D.P.M.
33.	RADIO DIAGNOSIS	-	M.D. Radio Diagnosis	D.M.R.D
34.	RADIO THERAPY	-	M.D. Radio Therapy	D.M.R.T.
35.	SOCIAL PREVENTIVE MEDICINE	-	M.D. (S.P.M.)/M.D.(CM)	D.P.H.
36.	TB & CHEST DISEASE	-	M.D. T.B. & Chest Diseases / MD(RD)/M.D.(Pulmonology)	D.T.C.D / D.T.R.D.

[ \*\*- DNB qualified persons in the concerned Speciality/Superspeciality are eligible as per MCI norms ]

**Note:** If candidates with M.D (Pathology) are not available, candidates possessing DCP (i.e. Diploma in Clinical Pathology) will be considered for the Post of Assistant Surgeon (Speciality of Pathology).

#### **5C.CITIZENSHIP:**

That he is -

- i. A person of Indian Origin,
- ii. who has migrated from Pakistan, Burma, Sri Lanka, Vietnam, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tankaika and Zanzibar) Zambia, Malawi, Zaire and Ethiopia with the intention of permanently settling in India, should obtain a certificate of eligibility given by the Government of Tamil Nadu.
- iii. a subject of Nepal or Bhutan should also obtain a certificate of eligibility given by the Government of Tamil Nadu.
- iv. A candidate in whose case a certificate of eligibility is necessary will be admitted to an examination and he will provisionally be appointed subject to the necessary certificate being given to him by the Government of Tamil Nadu.

#### **5D. CONDITIONS AND QUALIFICATION:**

- a. The claims of the candidates with regard to the date of birth, educational/technical qualifications and community are accepted only on the information furnished by them in their on-line application without physical verification of their claims. Their candidature therefore will be provisional and subject to the Board satisfying itself, about their age, educational/technical qualifications, community etc. The candidature is therefore provisional at all stages, and the Board reserves the right to reject any candidature at any stage, even after the selection has been made.
- b. Candidates who consider themselves eligible to appear in the walk in selection may apply and appear at their own risk, with an undertaking/declaration to that effect viz. before appearing for the walk in selection, it should be ensured by the candidates that on the date of notification of a post he fulfils all the conditions in regard to age, educational qualifications, etc. as provided in the rules. The candidature of candidates, if found ineligible shall stand cancelled even after declaration of their result.
- c. Candidate shall not have any adverse character or antecedents.
- d. Candidate shall not have more than a living spouse
- e. Candidates already working in Government or Public Sector Undertaking or Local Bodies shall produce a No Objection Certificate, as in Annexure-5 of this notification, from their appointing authority, at the time of certificate verification (if provisionally selected)

#### **6. PROCEDURE OF SELECTION:**

- There will be no written or oral examination for these posts. The walk-in selection will be based on the marks obtained (in percentage up to two decimals) by the candidate in PG Degree / PG Diploma/ Super speciality (as the case may be) in concerned Speciality/Super speciality as per the communal roster, duly following the rules of reservation of Government of Tamil Nadu.
- In a speciality, Post Graduate Diploma holder will be considered only if Post Graduate Degree holder is not available.

#### **7. FEE AND SERVICE CHARGES:**

**Rs.750/-** (Rupees Seven hundred and fifty only) be paid by all the candidates (excluding SC/SCA/ST candidates). SC/SCA/ST candidates have to pay **Rs.375/-** (Rupees Three Hundred

and Seventy Five Only).

In addition, candidates have to pay the service charges applicable to the Indian Bank (in case of offline payments) or Net Banking charges (Credit / Debit Card) over and above the mandatory fees. The charges for the same will be about 2% of the transaction (approximately Rs. 15) (Rupees Fifteen Only).

The details regarding on-line/off-line remittance can be seen in Annexure-1.

#### **8. ON-LINE REGISTRATION:**

- a. Interested candidates are first required to log on to the Medical Services Recruitment Board's website [www.mrb.tn.gov.in](http://www.mrb.tn.gov.in)
- b. On the Home Page, click "Online Registration" to open up the On-Line Application Form.
- c. Select the name of the Speciality.
- d. All the required particulars be entered without skipping any field.
- e. Mobile number and e-mail are mandatory. All communication from MRB will be sent only to the registered mobile number by SMS and to registered e-mail.
- f. Candidates are required to upload their scanned copy of colour photograph and scanned copy of signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature. An online application is incomplete without the photograph and signature upload.
- g. At the time of application candidates need to apply only in online mode. They shall not send copies of certificates / printed application to MRB. In the online application, candidates need to furnish the details such as: Community Certificate number; Issuing Authority; Date of issue, in support of the claims made with regard to Community, Medical Council Registration, etc., failing which the application will not be considered under the respective categories.

Please read the instructions on "How to Apply On-line" in Annexure-1.

#### **9. COMMUNICATION WITH THE MRB:**

- i. Any communication intended for the Board must be made in writing and addressed only to the Medical Services Recruitment Board, 7<sup>th</sup> floor, 359, Anna Salai, Teynampet, Chennai 600 006.
- ii. If a reply is sought, it must be accompanied by an envelope affixed with sufficient postage stamps with the address to which the reply is to be sent.
- iii. Communications asking for reasons for non-selection and request for exemption from age limit or other qualifications will receive no attention.
- iv. The Board will receive communication only from candidates. Communication in the name of pleader or agent will receive no attention.
- v. Requests for furnishing causes of failure (non-selection) will not be complied with.
- vi. Details of provisionally selected candidates will be hosted in the Board's website [www.mrb.tn.gov.in](http://www.mrb.tn.gov.in).
- vii. After the selection is made by the Board, the postings of Assistant Surgeon (Specialties) will be made by the Head of Department after counselling.
- viii. Any claim relating to the selection should be received within 30 days from the date of announcement of results. Claims received thereafter will receive no attention.

#### **10. CERTIFICATE OF PHYSICAL FITNESS:**

Candidates provisionally selected for appointment to the posts will be required to produce a certificate of physical fitness after their selection in the form prescribed for "Executive Posts". The

Standard of vision prescribed for the posts “Standard – III” - is as follows:

	Better eye		Other eye
Distant vision without glasses	6/9	or	6/9
Distant vision with glasses	6/6		6/12

**11. SPECIAL INSTRUCTIONS:**

All the candidates wishing to apply shall abide by the following undertaking and declaration in the on-line application. In addition, candidates who are called for certificate verification shall submit the following undertaking / declaration in writing to the Board.

**A. UNDERTAKING BY THE CANDIDATE**

- i) In the event of selection, the candidate shall also be willing to serve in Government Primary Health Centres for a period of not less than three years excluding any period spent on training, leave or higher education (Asst. Surgeon-General and Speciality).
- ii) Successful candidate shall join duty within 30 days the date of receipt of appointment orders and shall not claim extension of joining time citing that he was undergoing higher studies or for any other reason. He / She shall abide by the condition that his/her name will be removed from the approved list without assigning any reasons therefor, if he/she fails to join duty within the stipulated time.
- iii) He / She shall abide by the condition that if he is selected and appointed as Assistant Surgeon (Speciality), after joining duty, he / she shall not be permitted to undergo any course within the period of two years excluding the period of leave.
- iv) In the event of his selection to the Speciality side vacancy, he / she shall serve in the Speciality Department of any of the Hospitals in the Districts i.e. In the District Headquarters Hospitals, Taluk Headquarters Hospitals, T.B Sanatorium, PHCs etc. at least for a period of 3 years.(Asst Surgeon-Speciality)
- v) If the candidate is under any contractual obligation, to serve under any State Government / Central Government / Private Institutions he must produce a No Objection Certificate from the Appointing Authority concerned.

(Signature)

**B. DECLARATION BY THE CANDIDATE**

- I. I hereby declare that all the particulars furnished in this application are true, correct and complete to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the selection, action can be taken against me by the MRB.



- II. I hereby declare that I will not be a party to any kind of canvassing on my behalf.
- III. I further declare that I fulfil all the eligibility conditions prescribed for admission to this post.
- IV. I have informed my employer in writing that I am applying for this post and furnish the NOC for this purpose (if applicable).
- V. I have gone through the instructions etc. to candidates and the Board's Notification for this recruitment before submitting the application form.
- VI. I declare that I possess the Medical Standards prescribed for the post(s) for which I am now applying.
- VII. I certify that I have not been debarred / disqualified by the Board or any other recruiting agency.
- VIII. I am not a dismissed Government Employee.
- IX. There is no criminal case filed against me in any Police Station / Court.
- X. There is no Vigilance Case filed against me.
- XI. I hereby declare that my character / antecedents are suitable for appointment to this post.
- XII. I declare that I do not have more than one living spouse / I am Unmarried.

(Signature)

**12. Candidates are advised to read and familiarize themselves with this detailed notification before filling the online application in [www.mrb.tn.gov.in](http://www.mrb.tn.gov.in) .**

**Member Secretary**

**DETAILED INSTRUCTIONS IN ANNEXURE**

<b>Annexure No.</b>	<b>Detail</b>
<b>1</b>	<b>How to Apply On-line?</b>
<b>2</b>	<b>Reservation</b>
<b>3</b>	<b>List of Documents to be produced at the time of Certificate Verification</b>
<b>4</b>	<b>Disqualification / Debarment</b>
<b>5</b>	<b>No Objection Certificate</b>
<b>6</b>	<b>Pay, Allowances, Joining Time, etc.</b>

## ANNEXURE- 1

### HOW TO APPLY ON-LINE?

- a. Candidates should apply only through online in the Board's Website [www.mrb.tn.gov.in](http://www.mrb.tn.gov.in).
- b. Before applying, the candidates should keep a scanned image of their colour photograph and scanned image of their signature. (Preferably stored in a CD/DVD/Pen drive as per their convenience).
- c. A valid e-mail ID and Mobile Number is mandatory for registration and email ID and the given mobile number should be kept active till the declaration of results. MRB will send intimation regarding certificate verification, Other Memos etc. only through the registered e-mail ID.
- d. Please note that all the particulars mentioned in the online application including Name of the Candidate, Post Applied, Communal Category, Date of birth, Address, Email ID, etc. will be considered as final and **no modifications will be allowed after the last date specified for applying online**. Candidates are requested to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained.
- e. The candidates shall register their mobile number in the application to receive SMSs. **All communications from the MRB will be through e-mail and SMS to the candidate's registered email/mobile number only.**
- f. Payment of fee can be done through either on-line mode or offline mode

#### **Online Payment (Net Banking, Credit card/Debit card)**

- g. In case of candidate wishes to pay fees through the online payment gateway, i.e. Net Banking, Credit Card and Debit card Payment, **an additional page of the application form will be displayed** wherein candidates may follow the instructions and fill in the requisite details to make payment.
- h. After submitting your payment information in the online application form, please wait for the intimation from the server, **DO NOT press Back or Refresh button in order to avoid double charge.**
- i. If the online transaction has been successfully completed a Registration Number and Password will be generated. Candidates should note the same for future reference.

#### **Offline Payment through Indian Bank**

- j. For offline mode of payment candidates have to select **Indian Bank**.
- k. Click "SUBMIT" to submit the Application form.
- l. On Submission, system will generate the payment challan which the candidate need to take print out and go to any of the branches of **Indian Bank** to make the payment.(Please note that offline Indian bank payment challans will be generated only during 7 am to 9 pm only.)

After remittance, collect the candidate's copy of the fee payment challan from the Branch. Please check that the challan is properly signed and the details of Transaction Number, Branch Name and DP Code Number, Deposit Date have been noted in the challan by the Branch authorities.

- m. Online Application Registration will be taken as successful one, only if the payment is made in any of the Indian Bank branches **within two working days from the date of registration/submission of application, failing which the application will be rejected.**
- n. If the transaction is successful, Registration number and password will be generated. The same should be noted for future reference

**Print Option:**

- o. After submitting the application, candidates can save/ print their application in PDF format.
- p. On entering Registration Number and password, Candidates can download their application and print, if required.
- q. Candidates need not send the printout of the online application or any other supporting documents to the Board. The certificates will be normally verified only when the candidates become eligible for next stage of selection.
- r. The certificates in support of claim(s) made by the candidates, as per Notification, should be produced, whenever required as directed by the Board without fail.

**Note:**

- i. Candidates are advised in their own interest to apply on-line and remit fee much before the closing date and not to wait till the last date to avoid last-minute internet connectivity issues.
- ii. MRB will not be responsible for delayed submission.
- iii. Under no circumstances, a candidate should share/mention e-mail ID or Mobile Number with any other person. In case a candidate does not have a valid personal e-mail ID, they should create a new e- mail ID before applying on-line and must maintain that email account.
- iv. No modification in fee payment through on-line mode is permitted.
- v. Candidates should carefully fill in the details in the On-Line Application at the appropriate places and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify each and every particular filled in the application. The name of the candidate or his /her father/husband's name etc. should be spelt correctly in the application as it appears in the certificates. Any change/alteration found may disqualify the candidature.
- vi. Any clarification regarding on-line registration may be obtained from the Help Desk Phone No.**1800 419 2929 (option 7)** between 9 am and 6 pm.

## ANNEXURE-2

### RESERVATION

The rule of reservation and communal rotation is applicable as per the existing orders of the Government of Tamil Nadu in this regard. Candidates belonging to the Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Most Backward Classes/ Denotified Communities, Backward Classes (other than Muslim) and the Backward Classes (Muslim) will also be eligible for selection against the vacancies to be filled under General turns on the basis of merit and where a Scheduled Caste/Scheduled Caste (Arunthathiyars)/ Scheduled Tribe, Most Backward Class/ Denotified Community or Backward Class (other than Muslim)/Backward Class (Muslim) candidate is selected on the basis of merit against the General turn, the vacancy reserved for them will not in any way be affected.

List for Scheduled Castes, Scheduled Tribes, Most Backward Classes/ Denotified Communities and Backward Classes and Backward Classes (Muslim) can be seen in the Document section under the Instructions to the candidates in MRB website in [http://www.mrb.tn.gov.in/pdf/MRB\\_LIST\\_COMMUNITIES\\_020614.pdf](http://www.mrb.tn.gov.in/pdf/MRB_LIST_COMMUNITIES_020614.pdf)

#### **Note: -**

- (i) Persons belonging to Tamil Nadu, and to one of the communities mentioned in the lists indicated above alone shall be treated as Scheduled Caste or Scheduled Tribe or Most Backward Classes/Denotified Communities or Backward Classes and Backward Classes (Muslim) as the case may be. Persons belonging to other States shall not be treated as belonging to the Scheduled Caste or Scheduled Tribe or Most Backward Classes/Denotified Communities or Backward Class and Backward Class (Muslim) even though they may belong to one of the Communities specified in the list.
- (ii) Persons belonging to Christian Communities, who are converts from any Hindu Community included in the list of Backward Classes, will be considered as Backward Classes with effect from 24-2-1986.
- (iii) A member of the Scheduled Caste on conversion to Christianity will be considered only under Backward Classes (other than Muslim) and not under Scheduled Castes.
- (iv) "Arunthathiyar" refers to, Arunthathiyar, Chakkiliyan, Madari, Madiga, Pagadai, Thoti or Adi Andhra.

#### **Reservation for Women:**

The Rule of 30% reservation of appointments for female candidates will be followed. Accordingly, due number of vacancies out of the total vacancies in each communal category will be reserved for female candidates. If no qualified and suitable female candidates are available for selection against such vacancies, those vacancies shall be filled by male candidates belonging to the respective communal categories.

### ANNEXURE-3

#### List of Documents to be produced at the time of Certificate Verification

- a. Evidence of Date of Birth (Birth Certificate/SSLC / HSC)
- b. Evidence of Educational qualification (SSLC / HSC / MBBS/BDS/ PG Diploma / PG Degree / Ph.D. Degree or Provisional certificate etc.)
- c. Medical Council Permanent Registration Certificate.
- d. Certificate of character and conduct issued by Group A or Group B Officer on or after issue of the current notification.
- e. Certificate of character and conduct issued by the Head of the Institution in which he / she last studied.
- f. Evidence of Tamil qualification (*viz.*, SSLC / HSC / Certificate for having passed the second class Language Test (Full Test) in Tamil conducted by the Tamil Nadu Public Service Commission).
- g. Community certificate from the competent authority (Permanent Community Certificate)
- h. No Objection Certificate from the Appointing Authority concerned (if applicable)
- i. An undertaking and a Declaration as in para 11a and 11b etc.
- j. Differently abled certificate issued by the competent authority (if applicable).
- k. Two (2) passport size colour photographs.
- l. Any one of the photo ID card issued by Government Authority.
- m. Proof of Payment of Exam fee / Challan copy.
- n. Signature on the printed copy of the on-line application.
- o. In respect of Ex-Servicemen, they have to produce the Discharge Certificate, PPO No. etc.

#### PRODUCTION OF EVIDENCE FOR CLAIMS MADE IN THE APPLICATION

The Original Certificates in support of the claims made in the application, should be produced at the time of attending the certificate verification, when called for. One set of duly attested photo copies of all certificates along with two copies of colour photograph identical to the one uploaded in the application, should also be handed over while attending the certificate verification, when called for.

##### **(a) Evidence of date of birth viz.,**

- (i) Birth certificate with name; (ii) the Secondary School-Leaving Certificate; or (ii) Higher Secondary Course Certificate

##### **(b) Community Certificate**

In the case of an applicant who claims to be a member of SC/ SC(A) or ST or MBC/DC or BC(Other than BCM) or BCM, a certificate from the following authority noted against each should be produced in the form as specified in G.O.Ms. No. 781, Revenue department, dated 2nd May 1988:-

Sl. No.	Name of the Community	Competent authority to issue the certificate
1.	ST	R.D.O/Asst. Collector / Sub Collector/ Personal Assistant (General) to the Collector of Chennai/ District Adi-Dravidar Welfare Officer.
2.	SC/SC(A)	Taluk Tahsildar.
3.	MBC/ DC, BC (other than Muslim and BCM)	Revenue Officer not lower in rank than a Tahsildar or Head Quarters Deputy Tahsildar or Special Deputy Tahsildar appointed to issue Community Certificate. Additional Head Quarters Deputy Tahsildar and Zonal Deputy Tahsildar
4.	Thottia Naicker (including Rajakambalam, Gollavar, Sillavar, Thockalavar, Thozhuva Naicker and Erragollar) included in the list of MBC/DC)	Head Quarters Deputy Tahsildar

Community Certificate should have been issued by the competent authorities referred to above, in whose jurisdiction the candidate claims to have permanent residence, after personal enquiries and proper verification. The certificate obtained by the candidates in the form other than the one prescribed in G.O.Ms.No. 781, Revenue department, dated 2nd May 1988 and solely based on the entries in S.S.L.C or Transfer Certificate or other School/College records will not be accepted.

Candidates are warned that if the community recorded in the certificate produced by them from the competent authority is not included in the list of Scheduled Castes, Scheduled Tribes, Most Backward Classes/Denotified Communities or Backward classes given in the list of communities in [http://www.mrb.tn.gov.in/pdf/MRB\\_LIST\\_COMMUNITIES\\_020614.pdf](http://www.mrb.tn.gov.in/pdf/MRB_LIST_COMMUNITIES_020614.pdf), they will not be considered as belonging to Scheduled Caste, Scheduled Tribes or Most Backward Classes/Denotified Communities or Backward Classes as the case may be. They will, in that case, be considered only under 'Others' and if they are not qualified to be considered under 'Others', their applications will be rejected.

**(c&d) Documents evidencing the qualification prescribed for the appointment, including qualification in Tamil**

Copies of Degree or Provisional Certificate alone will be accepted as evidence of qualification. However, in case the Degree Certificate is lost or is not immediately available for reasons to be specified, extract from the Convocation Register will be accepted as evidence of qualification. Copies of Mark Sheets or Grade Certificates will not be accepted as sufficient evidence. In the case of an applicant, who claims to possess adequate knowledge in Tamil, whether his mother-tongue is Tamil or not, a certificate evidencing that he had taken Tamil as a language in his S.S.L.C. Public Examination or had taken all the non language subjects in the S.S.L.C. Public Examination in Tamil Medium or he had passed the Second Class Language Test (Full Test) in Tamil.

**(e) Medical Council Registration Certificates**

Candidates applying for the posts for appointment to which registration of their names in Tamil Nadu Medical Council as the case may be, is a pre-condition. They should have registered their names on or before the date of the Board's notification. The registration shall be valid one. Original of the same has to be produced at the time of certificate verification along with other certificates.

**(f & g) Two certificates of Character and Conduct**

(i) From the Head of the Institution in which the candidate last studied. (ii) From a Government Officer belongs to Group A or B who knows the candidate personally, obtained not prior to the date of current notification. This certificate must be based on personal knowledge and experience of the candidate and not from a relative. Note:-(i) If the period of study at the Institution in which the candidate last studied, is less than one academic year, he must produce also another certificate from the Head of the Institution, in which he last studied for not less than one academic year. (ii) No two certificates may be obtained from the same person.

## ANNEXURE-4

### DISQUALIFICATION / DEBARMENT

#### Disqualification

If a candidate attempts to canvas to bring influence on the Chairman or any Member of the Board personally / by letter / through relatives, friends, patrons, officials or other persons will be disqualified.

#### Debarment:

- (a) If the applicant attempts any tampering, alteration with the documents or certificates, he is liable to be debarred from appearing for any of the selections and examinations conducted by the Board and consequently from entry into public service itself.
- (b) (i) Candidates furnishing false particulars in the matter of qualification or the nature of pass in various subjects, experience gained, their religion or community etc.,
  - (ii) Suppression of material information regarding
    - (a) Employment in Government or Local Bodies, Public Corporations etc.,
    - (b) Arrests, convictions debarment or disqualification by Union Public Service Commission / State Public Service Commission.
    - (c) Participation in agitation or any political organization.
    - (d) Candidature in election for Parliament/ State Legislature/ Local Bodies etc.,
- (iii) Making false or vexatious allegations against the Board in petitions addressed to it or any other authority will be viewed seriously and that the candidate responsible for such act will be debarred from appearing for the selection held by this Board permanently or for such period of years as the Board may decide.





## ANNEXURE-6

### PAY, ALLOWANCES, JOINING TIME ETC.

The scale of pay is **Rs.15600-39100 + Grade Pay Rs. 5400/-**

- i) Successful candidate shall join duty within 30 days the date of receipt of appointment order and shall not claim extension of joining time citing that he was undergoing higher studies or for any other reason. He / She shall abide by the condition that his/her name will be removed from the approved list without assigning any reasons there for, if he/she fails to join duty within the stipulated time.
- ii) Candidates selected and appointed to a post should undergo such probation and training and should pass such tests as may be prescribed in the rules by the Government from time to time and are liable to face such penalties as prescribed by the Government for failure to pass such tests.
- iii) At any time before the end of the prescribed period of probation, the probation of a candidate / appointment may be terminated and he / shall may be discharged from the service.
- iv) A candidate who is in the service of a Government other than the Government of Tamil Nadu, if selected and appointed, will not be entitled on the basis of the previous service under that Government to any concession in the matter of leave, transit pay, etc., under the Government of Tamil Nadu.
- v) If a rate of pay actually in force at the time of appointment of selected candidate is different from that announced, he / she will be paid only at that rate. The pay of the post is also subject to such modification, as may be made from time to time.

**END OF NOTIFICATION**