

## 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 with a placard indicating name of candidate and date of taking 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. Email ID and the given mobile number should be kept active till the declaration of results. MRB will send intimation regarding certificate verification, Other Messages 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 communication from the MRB will be through e-mail and SMS to the candidate's registered email ID /mobile number only.**
- f. Payment of fee can be done through on-line mode
- g. **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, Debit card and Mobile wallet 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.

#### **Print Option:**

- j. After submitting the application, candidates can save/ print their application in PDF format.
- k. On entering Registration Number and password, Candidates can download their application and print, if required.
- l. 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.

The certificates produced in support of claim(s) made by the candidates, as per Notification, should be, 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: **9840586582** between 9.30 am to 5.30 pm from Monday to Friday and 9.30 am to 12.30 pm on Saturday.

## ANNEXURE-2

### RESERVATION (Communal Category and Women)

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 and 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 (SSLC / HSC)
- b. Community certificate from the competent authority of Government of Tamil Nadu (Permanent Community Certificate)
- c. Evidence of Educational qualification (SSLC, HSC, CRRJ completion certificate / MBBS and PG Diploma / PG Degree if any).
- d. 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).
- e. Medical Council Permanent Registration Certificate.
- f. Certificate of character and conduct issued by Group A or Group B Officer on or after the date of issue of this Notification.
- g. Certificate of character and conduct issued by the Head of the Institution in which he / she last studied.
- h. Differently abled certificate issued by the competent authority (if applicable) as in Annexure – 7 of this Notification.
- i. No Objection Certificate from the Appointing Authority concerned (if applicable)
- j. An undertaking and declaration as in para 11A and 11B of this Notification to be given during Certificate Verification.
- k. In respect of Ex-Servicemen, they have to produce the Discharge Certificate, PPO No. etc.
- l. A photo ID card issued by Government showing the address as in the application.

#### **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 by recording his/her registration number on the reverse side on the colour photo.

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

- (i) the Secondary School-Leaving Certificate; or
- (ii) A certificate from a University or college or School authority showing date of birth, according to the University or College or School Records ( The certificate of Baptism or extract from Register of Births can not be accepted) or
- (iii) Extract from the Service Register showing date of birth in respect of persons holding regular appointment under the state Government.

**(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 BC(M)) or BC(M), 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)	TalukTahsildar.
3.	MBC/ DC, BC (other than Muslim and BC(M))	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.	ThottiaNaicker (including Rajakambalam, Gollavar, Sillavar, Thockalavar, ThozhuvaNaickerandErragollar) 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.

In case of women candidates, the community certificate should bear her father's name.

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

Degree / Diploma / Certificate alone 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/she had passed the Second Class Language Test (Full Test) in Tamil.

**(e) Registration Certificate**

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 a valid one and should be uploaded along with the other documents evidencing their qualification. 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.

**(h)** Differently abled candidates should furnish the certificate issued by the competent authority (if applicable) as in Annexure – 7 of this Notification.

**(i)** The candidates who are working in the private institutions and Quasi Government organisation, Boards, Corporations etc. must produce No Objection Certificate for the candidates to apply for the post and relief etc.

**(j)** An undertaking and declaration as in Para 15 ((A) and (B)) of this Notification.

**(k)** The Ex-Servicemen should produce the Discharge Certificate from the Defence Services, Pension Payment Order No. and other details.

**(l)** The proof of payment and bank account details for online payment has to be furnished as a proof for payment of fees.

**(m).** The correct address as furnished by the candidates in their online application should tally with the Photo ID card furnished by the candidate issued by the Government authorities.

**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-5

### No Objection Certificate

Persons who are in the service of the Indian Union or a State in India or in the employment of Local Bodies or Universities, or Quasi Government Organizations constituted under the authority of the Government of India or of a State in India whether in regular service or in a temporary service need not send their applications through their Head of Department or Employer. Instead, they may directly apply to the Board duly informing their Employer in writing that they are applying for the particular recruitment and with the condition that they should produce "No Objection Certificate" in the form prescribed below, from the appointing authority.

#### NO OBJECTION CERTIFICATE BY THE APPOINTING AUTHORITY

- i. Name of the Candidate.....
- ii. Name of the Post held .....
- iii. Whether the Candidate is employed temporarily under the emergency provisions or whether the candidate is a probationer or an approved probationer or a full member of any of the sub-ordinate/State Services?
- iv. Whether any criminal cases/disciplinary action is pending against the individual?
- v. Details of disciplinary/criminal action taken against the individual, if any
- vi. Period of Employment                      From (date) To (date)

I have no objection to the candidate's application being considered for the post of Assistant Surgeon (Speciality).

Signature, Designation, and Seal with Date

#### Note:

(i) Persons who get employment after the submission of their applications and before the receipt of intimation of certificate verification requiring to produce original documents for verification should also produce the "No objection Certificate" (ii) In case any Criminal /Disciplinary action is taken against or if any punishment is imposed against such persons after the production of "No objection Certificate" and before the actual appointment, such candidates should report this fact forthwith to the Board indicating their Registration/ Application Number and other details at the earliest opportunity.



## **ANNEXURE-6**

### **PAY, ALLOWANCES, JOINING TIME ETC.,**

The scale of pay is **Level 22 Rs.56100-177500**

- i) Successful candidate shall join duty within 30 days from 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 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 appointed may be terminated and he 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 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.

## ANNEXURE-7

- i. Medical Certificate for Differently Abled Persons eligible for reservation as per [G.O.\(Ms\) No.20, Welfare of Differently Abled Persons \(DAP.3.2\) Department, dated: 20.06.2018.](#) If a candidate claims reservation under the category of Differently Abled, he/she shall produce the certificate issued by the District Medical Board of Government Medical Colleges constituted for this purpose.

**ANNEXURE – 8**

**FORM OF UNDERTAKING AND CERTIFICATE TO BE FURNISHED BY THE  
SERVING PERSONNEL**

**Schedule XII**

**[See Section 63 (2)]**

**Annexure - 8A**

Undertaking to be given by the candidate

I hereby accept that, if selected on the basis of the recruitment / examination to which this application relates, I will produce documentary evidence to the satisfaction of the appointing authority that I have been duly released / retired / discharged from the Armed forces and I am entitled to the benefits admissible to Ex –servicemen given under Section 63 of Tamil Nadu Government Servants (Conditions of Service) Act - 2016 as amended from time to time.

Place:  
candidate.

Signature of the

**Annexure - 8B**

Form of certificate for serving personnel

I hereby Certify that, according to the information available with me  
( No ) ( Rank ) ( Name ) is due  
to complete the specified term of his engagement with the Armed Forces on the ( date )

Place:  
officer Date:

Signature of the Commanding

### **DISCLAIMER**

“The applicants while applying for the recruitment should furnish the details of equivalence of qualification declared in the form of Government order issued prior to the date of this Notification, if any, and produce the same when called for by Medical Services Recruitment Board, failing which their application will be rejected. The Government Orders regarding equivalence of qualification issued after the date of this Notification will not be accepted.”

**Member Secretary**

END OF NOTIFICATION