

GUIDELINES FOR COUNSELLING AND ADMISSION OF CANDIDATES FOR POST-GRADUATEDIPLOMA COURSES IN THE STATE OF MEGHALAYA FOR THE ACADEMIC SESSION 2022-23

(Admission for the 1st batch of PG Diploma Courses)

Applications are invited from eligible candidates for admission to Diploma Courses in the State in different disciplines in the academic session **2022-23**.

A. COUNSELLING & ADMISSION COMMITTEE & ITS FUNCTION: -

The Committee is constituted consisting of:

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| 1. The Principal Secretary/ Commissioner/ Secretary to the Govt. of Meghalaya, Health & FW Department. | - Chairman |
| 2. Director of Health Services (MI) | - Member |
| 3. Director of Health Services(MCH&FW) | - Member |
| 4. Director of Health Services (R) | - Member |
| 5. Medical Superintendent, DMCH Tura, West Garo Hills | - Member |
| 6. Medical Superintendent, MCH Jowai | - Member |
| 7. The Superintendent, Jowai Civil Hospital | - Member |
| 8. Joint Director of Health Services (MI) (Admn) | - Convenor |

The Committee will function in the office of the Directorate Health Services, Govt. of Meghalaya, and will carry out the following works. The Counseling Committee shall:

1. Prepare the seat matrix for counseling, incorporating the reservation policy.
2. Coordinate and verify all the process of application, selection and admission shall be conducted as per the directions of College of Physicians & Surgeons, Mumbai (CPS).
3. The Chairman will be the controlling & supervising authority and must see that the counseling and admissions are done in strict conformity with the rules laid down and notify the tentative dates. He will approve the budget of expenditure and will release funds in time for smooth counseling and admission.
4. The Convener is authorized to file affidavits in legal matters on behalf of the Chairman, Counseling Committee, and Govt., float advertisements, convene meetings, and conduct counseling/allotment/admission strictly as per the guidelines in consultation with the Committee members. He is the custodian of all documents including vouchers of expenditure of counseling process and will produce as and when required. All expenditures shall be made strictly as per the Govt. approved guidelines. A savings bank account shall be opened in the name of "Director of Health Services (MI)" in any nationalized bank for transaction of all sale proceeds and other receipts from candidates.

B. COMMENCEMENT OF SESSION:

The admission will be made once a year. The academic session will commence tentatively from the month of **March, 2023/ April, 2023**, unless otherwise notified.

C. DURATION OF THE COURSE:

1. The Post Graduate Diploma courses are of 2 years duration from the date of Commencement of the course. In case of any shortfall of two years of tenure, the candidate is to repeat the course for the shortfall period.
2. The courses of study and the registration of candidates for post-graduate diploma study at the respective institutions in the subjects concerned will be regulated by the College of Physicians and Surgeons, Mumbai in consultation with convener CPS Diploma Courses Meghalaya.

D. AVAILABILITY OF SEATS:

Seats matrix with available subjects for the In-service candidates of Meghalaya will be displayed in the official website of CPS, Mumbai www.cpsmumbai.org and official website of the Directorate of Health Services (MI), Shillong <https://meghealth.gov.in/>.

E. NAMES OF THE AVAILABLE COURSES:

Names of the courses available for the 1st batch of PG Diploma program are mentioned below.

SI No	Name of Course	Number of Seats	Name of the Institute
1	Diploma in Gynaecology & Obstetrics	2	Ialong Civil Hospital, Jowai
2	Diploma in Paediatrics	2	

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1	Diploma in Gynaecology & Obstetrics	2	DMCH Tura, West Garo Hills, Tura
2	Diploma in Paediatrics	2	

F. RESERVATION OF SEATS:

The reservation percentage will be 40% for Khasi/ Jaintia category, 40% for Garo category, 15% for Open category, 5% for other Scheduled Tribe and Scheduled Castes.

Note: The above allotment of seats is as per Reservation Policy of the State of Meghalaya and may be amended from time to time as per changes adopted by the Government.

G. ELIGIBILITY CRITERIA

To be *eligible* a candidate must have passed MBBS [from an MCI/NMC recognized institution / qualified Foreign Medical Graduates Examination - MCI FMGE] and must have the following criteria:

1. The candidate must be a permanent resident of Meghalaya.
2. The candidate must have appeared in NEET PG-2022 with the following qualifying conditionality:
 - a) The Candidate must have qualified NEET PG 2022.
3. At the time of application, he/she must be employed on regular basis under regular basis/Adhoc 3(f) the Dept. of Health & Family Welfare Government of Meghalaya provided that they have at least 10 years of service in hand before superannuation.
4. Candidates fulfilling criteria 1 & 2 who are not regular In-Service/Adhoc 3(f) serving in any Private Health Institution in the State may also submit their application forms. However, the order of preference is –
 1. In-Service Doctors.
 2. Adhoc 3(f).
 3. Non In-Service Doctors.

H. APPLICATION PROCESS

1. Interested Candidates need to send their application form along with the required documents and Non-refundable application fee of INR 1000/- in the form of DD in favour “Director of Health Services (MI) and send to The Office of the Director of Health Services (MI), Laitumkhrah, Shillong Meghalaya, PIN-793003 **or** through Registered post, speed post or courier or by email: dhsmimeghalaya@gmail.com latest by 21/03/2023 before 5:00 PM. Application received after the due last date shall not be accepted.
2. Applications shall be verified soon after completion of the application process and the list of provisionally shortlisted eligible candidates shall be put up in the official website <https://meghealth.gov.in/> and CPS, Mumbai www.cpsmumbai.org website along with the date for 1st round of counseling.
3. Candidates contacted for the counseling shall bring all the original documents along with the Non-refundable enrollment fee of INR 85,000/- in the form of DD (In favor of “ College of Physicians and Surgeons of Mumbai, Payable at Mumbai) INR 88,500 inform of DD in favour of “Paptronics Pvt.Ltd.” payable at Pune.

N.B.: In case any candidate is found to have provided a false information or certificate etc. or is found to have withheld or concealed any information, his/her application shall be rejected and admission will be cancelled as the case may be and disciplinary/legal action as deemed proper will be initiated against him/her. Besides the same candidate will not be allowed to participate in the admission process in next three academic years.

I. SELECTION PROCESS

1. Document verification and counseling to the course shall be done on the same day at the O/o Directorate of Health Service (MI), Shillong and Candidates shall receive Provisional Allotment Letter and Retention Form.
2. Candidates who wish to join any of the CPS courses mentioned under point “E” above is required to pay a sum of **INR 85,000/-** in the form of D.D (Non-Refundable) in favor of “College of Physicians and Surgeons of Mumbai, Payable at Mumbai. In addition, the candidate is required to pay non-refundable amount of **INR 88,500/-** in the form of DD (In favor of “Paptronics Pvt. Ltd.” Payable at Pune) towards the cost of Electronic Monitoring Device (EMD).

NB:

a) EMD contains study material, shall record daily attendance and shall be used for 360 degree monitoring of academic activity of CPS students, with the help of data collected and uploaded by EMD on CPS server.

b) Fees once deposited in the form of ‘DD’ are not refundable.

3. After submission of DD in the O/o the Director of Health Services (MI), **Letter of Appointment** and Joining Order will be issued to the Candidates.
4. After the payment of non-refundable amount for the allotment to CPS, the candidates
5. shall be enrolled with CPS and receive enrollment number and other essential documents directly from CPS either through email or post.
6. Undertaking (In Service) and Bond (Non In Service) should be executed at the time of receipt of the Letter of Appointment/Joining Order stating their willingness to serve in any posting in their respective subject as deemed fit by the Government. On completion of the training (i.e 24 month’s/course).

Candidates are also required to submit a duly signed Retention Form.

7. Once the candidate joins the allotted institution and starts working, they should submit a Joining Report at the Institution.

The Institution shall issue a “Post Holding Certificate” mentioning date of joining for every 6 months along with Post Completion Certificate at the end of every 6 months. (Necessary guidance shall be provided by the office of the convener PG-Diploma Meghalaya).

J. EXECUTION OF THE SERVICE BOND:

1. Candidates need to submit the signed bond on the day of document verification and spot counseling. Request for delayed submission or any form of undertaking for the same shall not be entertained.
2. Details regarding the BOND document shall be notified on the web address below.

<https://meghealth.gov.in/>

K. FEE STRUCTURE

The following fees (Non-refundable) are to be paid by the candidates to CPS.

1	Application Fee	INR 1,000 /-
2	Enrolment Fee (Diploma)	INR 85,000/-
3	Permission for Examination Fees (Diploma) Examination form (Diploma)	INR 3,200/- INR 15,200/-
4	Convocation Fee(Diploma)	INR 2,500/- (In Person) INR 3,000/- (In Absentia)
5	Electronic Monitoring Device (EMD)	INR 75,000/- 13,500/- (18% GST) Total amount INR 88,500/-

All the fees will be paid at their respective time and change if any may be notified by CPS.

L. DUTIES, ATTENDANCE, SALARY & LEAVES:

1. Students shall be deputed to the respective institutions in their respective department and may be assigned with the duties by the medical superintendent or any other concerned higher authorities of their respective institutions.
2. Students will be assigned with regular duties under the department in which they have been allotted to pursue the course.
3. Students must complete two calendar years i.e 24 months of the training in the subject they are enrolled for.
4. Students are allowed a maximum of eight days of casual leave in a year. They must take prior permission of the head of the institution. Balance casual leave cannot be carry forwarded to next year.
5. If a student avails a maternity leave, then the total period of such leave shall be repeated.
6. Students who do not comply with the above rules shall not be issued the completion certificate.
7. The candidates shall be paid salary as in the existing scale of pay.

NB: Students has to be active on their registered email ID and Mobile Number to follow timely instructions from CPS Mumbai on different events. Govt. of Meghalaya Shall not be responsible for any miscommunication between CPS, Mumbai and the candidates.

The documents relating to counselling & allotment will be kept preserved by the Convenor.