

BULLETIN

POST DOCTORAL & POSTGRADUATE FELLOWSHIP ADMISSIONS January 2013

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This bulletin may be downloaded free from the website. It gives essential details to candidates and helps them in their application for the various Post Doctoral & Postgraduate Fellowship courses beginning January **2013**. **PLEASE GO THROUGH THIS CAREFULLY BEFORE FILLING THE FORM.**

THE APPLICATION PROCESS

Application forms can be accessed only on-line through the College website on <http://home.cmcvellore.ac.in/admissions/admin.htm> till **20th October 2012** and submitted with a basic administrative fee of Rs.1000/-. Candidates applying from SAARC countries should send Rs.2000/- or its equivalent and those from other foreign countries US dollars 100 or its equivalent.

Money can be remitted using any of the following methods:

1. Demand draft in favour of "C.M.C. Vellore Association a/c" on any scheduled bank, payable in Vellore.
2. As a challan at no extra cost at any branch of ICICI bank in India. Please mention 'FC – CMC – V' on the challan.

Send the DD, original payment Challan or receipt to: Office of the Registrar, CMC, Thorapadi PO, Vellore 632002. State your full postal address with Pin-code. Mention your telephone number and email address if available. No additional money, stamps or envelopes are required.

ADMISSION TIME TABLE 2013**

- | | | |
|---------------------------|---|--|
| 20 th Oct 2012 | - | Last date for access of online application forms |
| 26 th Oct 2012 | - | Last date for receipt of completed application forms |
| 03 rd Nov 2012 | - | Last date for receipt of completed sponsorship forms |
| 24 th Nov 2012 | - | Written test at various centres (Afternoon 2:00 pm to 3.00 pm) |
| 30 th Nov 2012 | - | Announcement of list of candidates who qualify for interview and practical tests (Evening) |
| 21 st Jan 2013 | - | Medical examination |
| 22 nd Jan 2013 | - | Interviews and practical tests in Town Campus, Vellore. |
| 23 rd Jan 2013 | - | Announcement of final selection list |
| 24 th Jan 2013 | - | Acceptance by 10.00 am |
| 29 th Jan 2013 | - | Registration for the course |
| 29 th Jan 2013 | - | Courses begin |

**** dates are subject to change**

POST DOCTORAL & POSTGRADUATE FELLOWSHIP SELECTIONS
January 2013

CC	Course Name	Eligibility	Duration	No of seats*
F03	Allergy, Asthma & Immunology	MD/DNB Resp. Med/Gen Med / Paed	2 years	2
F05	Anaesthesia (<i>Neuro Anaesthesia</i>)	MD/DNB Anaesthesia	1 year	1
F09	Critical Care Medicine **	MD / DNB in any clin. Subject	2 years	1
F11	Diabetes <i>both 1 year & 2 years</i> **	MBBS	2 years	2
		MD General Medicine	1 year	2
F17	Infectious Disease **	MD / DNB General Medicine	2 years	1
F18	Medical Oncology	MD / DNB Gen Med / Radiotherapy / Paed	2 years	2
F21	Neuropathology	MD Pathology	2 years	1
F23	Paediatric Intensive Care	MD / DNB Paediatrics DCH (<i>2 year course</i>)	1 year / 2 years	1
F25	Pulmonology	MD / DNB Resp Med / Gen. Med	2 years	1
F30	Vascular Surgery	MS / DNB General Sur	1 year	1
F31	Accident & Emergency	MBBS	2 years	6
F32	Bone Marrow & Stem Cell Transplantation	DM in Clinical Haematology / Med Oncol	2 years	2
F34	Family Medicine	MBBS	1 years	2
F35	General Dentistry	BDS	2 years	4
F36	Palliative Medicine	MBBS / Dip / MD / DNB	1 years	2
F38	Paediatric Radiology	<i>MD / DNB. Preference / weightage will be given to post-degree experience</i>	1 year	1
F41	PET - CT Certificate Course	MD/DNB /Dip in Nuclear Med	1 year	2
F42	Audio vestibular Diseases	MS ENT (<i>2 years post – MS in academic ENT</i>)	2 years	2
F43	Gynaecologic Oncology	MD/MS OG / MS Gen Sur	2 years	2
F44	Head & Neck – General, Oral and Reconstructive Surgery	MS / DNB General Surgery / MS/ DNB ENT(minimum 2 years post MS experience in head and neck surgery is mandatory)	2 years	2
F45	Hepatic Pancreatic & Biliary Surgery	MS / DNB General Surgery	2 years	1
F46	Implant Otology	MS ENT (<i>Two years post MS ENT in academic ENT / active supervised ENT practice</i>)	2 years	2
F47	Upper GI & Bariatric Surgery	MS / DNB General Surgery	2 years	1
F48	Laboratory Haematology	MD Pathology	2 years	2

* *Variable number*

** Courses accredited by the Tamil Nadu Dr. M.G.R. Medical University, Chennai.

NOTE: POST GRADUATE COURSES IN THIS INSTITUTION ARE IN- SERVICE TRAINING PROGRAMMES.

INSTRUCTIONS FOR SUBMITTING APPLICATIONS

PLEASE DOWNLOAD THE BULLETIN AND READ THE INSTRUCTIONS CAREFULLY BEFORE FILLING THE FORM.

THE INFORMATION PROVIDED ON THE APPLICATION FORM WILL BE TAKEN AS FINAL.

ACCESS FORMS ONLINE:

1. Fill the form online and click submit. If successful, a message will appear on the screen with instructions
2. Take a print out of the form. A provisional registration slip will also be printed at the same time.
3. Check the details for accuracy. Paste a recent photograph (passport size) on it and sign the form.
4. Make your PAYMENT by one of the methods mentioned on page 1
5. Send in the signed form with proof of payment and other required ENCLOSURES to the Office of the Registrar, CMC, Vellore – 632 002 to reach on or before the last date.

Please keep your application number and Registration number safely to access your hall ticket and results from the website.

IN CASE OF DOUBT, PLEASE CONTACT THE REGISTRAR'S OFFICE.

Please note

1. **CANDIDATES MAY NOT APPLY FOR MORE THAN TWO COURSES.**
2. **NO CANDIDATE WILL BE ALLOWED TO CHANGE THE CHOICE OF SUBJECT**
3. *The application form should be complete*
4. *Self – attested clear photo copies of Certificate of completion of Sponsorship obligation (applicable to those who have been sponsored previously) signed by the authorised signatory of the sponsoring body should be enclosed*
5. *Candidates are advised to submit their applications as early as possible. Applicants employed in Government or similar establishments who have to route their applications through “proper channels” for the purpose of permission/leave, etc., are advised to submit an application as detailed above for the desired course, complete with all the required enclosures directly to the **Office of the Registrar** before the closing date. A photocopy of the completed application may be routed through the “proper channels”. This would avoid rejection of the applications from such candidates due to receipt after the closing date on account of delays in various sanctioning offices*
6. *Completed applications with all the required enclosures must reach the Office of the Registrar, Christian Medical College, Vellore 632 002, on or **before 26th October 2012**. APPLICATIONS RECEIVED AFTER THIS TIME LIMIT WILL NOT BE CONSIDERED. Applications which lack any of the required enclosures will also not be considered **after 26th October 2012**.*
7. *All foreign students require a “No Objection Certificate” from The Secretary, Government of India, Ministry of Health & Family Welfare, Nirman Bhavan, New Delhi – 110011 after offer of admission to the College.*

SINCE THE APPLICATION FORM IS READ BY A COMPUTER, FOLLOW THE INSTRUCTIONS CAREFULLY. FILL IN ALL THE DATA PROPERLY. MAKE SURE THAT THE CORRECT CODE NUMBERS ARE FILLED IN UNAMBIGUOUSLY IN THE CLEAR TEXT FORMAT AS SHOWN. ERRORS ARISING OUT OF INCORRECT OR IMPROPER DATA ENTRY WILL BE THE SOLE RESPONSIBILITY OF THE CANDIDATE.

SPONSORSHIP RULES:

1. Any Christian Church or Organization which is a member of the Christian Medical College Vellore Association or Council which operates its own medical work is eligible to sponsor candidates for the various educational courses run by CMC, Vellore, provided the organization does not run the said course. In addition the Christian Medical College, Vellore is also a recognized sponsoring body.
2. All bodies that are eligible to sponsor candidates for selection to the M.B.B.S. course are eligible to sponsor candidates for Post doctoral & Postgraduate fellowship courses provided they do not offer the same course/s in hospitals or colleges of their own sponsoring body. This rule does not apply to CMC, Vellore.
3. Candidates sponsored to medical postgraduate courses should have served a minimum period of two years in one or more mission hospitals of any of the supporting bodies. This may include training periods after graduation for postgraduate course in CMC, Vellore or any teaching / mission hospital of any supporting body.
4. The duration of service obligation for post doctoral & postgraduate fellowship course will be a minimum of two years. (Cl. 1.1.5)
5. Sponsored candidates on completion of their postgraduate courses opting for re-sponsorship from the same sponsoring body for the Post doctoral fellowship may have their service obligation deferred till after the Post doctoral fellowship course and shall fulfil the total service obligation subsequent to completion of the course.
6. A sponsoring body that has a sponsored student in training in a Post Doctoral & Postgraduate Fellowship course may not be permitted to sponsor a second candidate in the same speciality while the first candidate is still in training, unless they show adequate evidence for need of a second candidate in a hospital run by that sponsoring body.
7. If a sponsoring body after agreeing to provide necessary infrastructure for a new higher speciality does not fulfil the same, the sponsorship privileges of the sponsoring body for the specific higher speciality course shall be suspended after review by SPORC.(Cl 7093:1-92)
8. No Sponsored candidates shall be considered for admission unless they achieve a set minimum standard in the admission test which indicates that they can successfully complete the course. The candidates should also fulfil the requirements of the respective certifying Board.
9. NO FEES OR DONATION are to be paid for sponsorship other than the stipulated sponsorship fee, which should not exceed Rs.250/-.
10. The service obligation arising from sponsorship should be given as service, and non-fulfilment of service violates the spirit of sponsorship and the aim and objectives of the Association.
11. Students who do not fulfil the service obligation will not be eligible for admission to postgraduate studies or for appointment as staff of CMC, Vellore. They will not be given any certificates other than those statutorily mandated by the University and respective Professional Council / Regulatory Body.
12. The Principal is authorized to withhold transcripts and other non-statutory certificates issued by the College until the sponsorship obligations are fulfilled.

THE SELECTION PROCESS

The selection of candidates for fellowship courses will be according to the directives of the CMC Vellore Council. Fifty percent of the seats in each course are reserved for sponsored candidates, provided they fulfil other criteria for eligibility for admission. However, more than 50% of the available seats may be allotted to sponsored candidates based on their ranking in the selection test. The wait list is based on ranking in the selection tests. The first sponsored candidate on the waiting list will ordinarily fill vacancies arising by sponsored candidates not accepting a seat to make up 50% reservation for sponsored candidates. In the event that more than 50% of the seats in any course are filled by sponsored candidates and one of the sponsored candidates does not accept the seat, it will be offered to the next candidate on the wait list by rank irrespective of whether he or she is sponsored or open.

HALL TICKETS

Hall Tickets are generated and available at the link <http://home.cmcvellore.ac.in/admissions/admin.htm> after **12th November 2012**. Please access the website and print it out. Check for accuracy of detail. In case of non-receipt or availability of the hall ticket one week prior to the date of the written test, candidates may contact the Office of the Registrar by post, fax, email or the telephone. Please keep your application/registration number handy.

ENTRANCE TESTS (See also Annexure 1)

Candidates for all Fellowship courses conducted by the College are ranked on the basis of a written test, clinical examination and interview.

1. The written test will be conducted at Bangalore, Chennai, Delhi, Hyderabad, Kolkata, Mumbai, Puducherry, Trivandrum, and Vellore .
2. The written test paper consists of multiple choice questions in the speciality for which the candidate has applied.

The duration of the paper is 1 hour (50 questions). All candidates who wish to take the written test are required to be in their assigned seats at the time, date and place stipulated on the Hall ticket. No candidate will be permitted to enter the examination hall after 30 minutes of the stipulated examination commencement time.

For those taking the exams in Vellore: Please note that accommodation will not be available in the Hospital Annexe or any of the institutional guest houses or hostels during this period for candidates.

INFORMATION ON ENTRANCE TESTS

- The entrance tests are of 'objective' multiple choice answer type. There will be questions printed in the test booklet.
- In the answer sheet, the serial numbers of each question will be printed and against each number, there will be boxes provided for you to shade the correct answer.
- You should have your Hall Ticket bearing your roll number with you.
- USING A PEN, Write your name, hall ticket number and sign at the bottom of your answer sheet in the space provided. Shade in your hall ticket number into the boxes provided.
- For shading answers you may use a pen or a pencil .Using a pencil is to your advantage as you can make corrections if any easily
- Bring two HB pencils and an eraser or a pen .
- You will NOT be permitted to take rough paper, scale, calculators, slide rule, logarithm tables, drawing instruments, CELLULAR PHONES or pagers into the examination hall.
- There is no negative mark for wrong answers.

RESULTS:

Results of all candidates who have attended the entrance examination will be put up on the website <http://home.cmcvellore.ac.in/admissions/admin.htm>

INTERVIEWS AND PRACTICAL TESTS:

A list of those candidates who are selected and are eligible for the tests and interviews will be put up on notice boards in the College and Town campuses and on the website <http://home.cmcvellore.ac.in/admissions/admin.htm> Please refer to the time table on Page 1. The Tests and Interviews will usually be conducted at the CMC Hospital (Town campus], located on Ida Scudder Road, Vellore .During the tests in Vellore, the candidate's medical fitness to undergo the course will also be assessed. A Medical Check up will be held the day prior to the interview. All candidates invited for the interviews are advised to bring their **Chest X-ray of size 15" x 12" taken within the last six months.**

Note: Candidates who are currently pregnant / or pregnancy is a possibility will be exempted from the Chest X-ray.

CANDIDATES WHO ARE INVITED TO BE INTERVIEWED MUST HAVE THE FOLLOWING DOCUMENTS IN ORIGINAL:

(Attested photocopies of the Certificates are acceptable only for interview purpose)

- a) **Degree Certificate or Provisional Pass Certificate or Official Final Mark Sheet** issued by the University, for each course done- MBBS and MD or MS.

CERTIFICATES ISSUED BY OTHER AUTHORITIES ARE NOT ACCEPTABLE

- b) **Course and Conduct Certificate** issued by the Principal/Dean of the College and stamped with the Seal of the office giving the dates of commencement and completion of course, stating clearly that the candidate does not have any pending obligation of service - one certificate for each course done. M.B.B.S or Diploma or Degree.

CERTIFICATES ISSUED BY OTHER AUTHORITIES ARE NOT ACCEPTABLE.

- c) **STATE MEDICAL COUNCIL REGISTRATION CERTIFICATE** (Temporary or Permanent)

All selected candidates who wish to accept the Post Doctoral Fellowship seat offered, must give their acceptance in writing by the date and time stipulated in the Selection Notice.

REGISTRATION OF SELECTED CANDIDATES:

All selected candidates must report to the Principal's Office to register themselves for the Post Doctoral Fellowship course for which they have been selected as per time-table on page 1. All selected candidates are expected to join their respective courses on the stipulated date without fail after registration. **Failure to join the course on the stipulated date** will lead to automatic forfeiture of the seat offered and the candidates in the waiting list (in the order listed) will be invited to join the course.

All documents should be submitted in Original with one photocopy at the time of Registration. The courses will commence on **29th January 2013.**

Those candidates who are required to complete their service obligation prior to joining will need to complete the same at the latest by 31st December 2012.

WITHDRAWALS:

Candidates who accept the offer of selection and join the course will be expected to complete the whole training period. If due to any extra-ordinary circumstances a candidate is forced to discontinue, the desire to withdraw should be notified to the Principal in writing by **31st January 2013**. Those who withdraw from the course thereafter will not be selected for any training course or staff appointment subsequently in this institution. They will be required to pay the fees for the full course and make compensatory payment at the rate of the stipend normally paid to them, an amount that is proportional to any shortage of notice for withdrawal that is less than one month. Tuition fee and College fees once paid will not be refunded.

Waitlisted candidates should keep the Office of the Registrar updated about the address and phone number up to **15/01/2013**.

The following certificates are required in Original to register for admission:

1. MBBS Degree certificate in original issued by the University.
2. MBBS Course and conduct certificate in original issued by the Principal/Dean.
3. Certificate of completion of CRRI training in original issued by the Principal / Dean.
4. MD/MS/ Degree or DNB certificate or Provisional pass certificate in original issued by the University or Board.
5. MD/MS/DNB course and conduct certificate in original issued by the Principal/Dean/Head of Institution.
6. Migration Certificate in original to be obtained from their respective University.
7. Transfer certificate in original issued by the Principal / Dean.
8. Eligibility Certificate obtained from the Registrar, The Tamil Nadu Dr. M.G.R. Medical University, Chennai for graduates of Universities other than Tamil Nadu Dr. M.G.R. Medical University (Please note that a Migration certificate is needed for obtaining the Eligibility certificate). **Required only for the courses accredited by the Tamil Nadu Dr. M.G.R. Medical University, Chennai.**
9. Tamil Nadu Medical Council Registration Certificate for MBBS and additional qualification. Please note that a 'No objection certificate' from the concerned medical council will be required in order to obtain the Tamil Nadu Medical Council Registration.
10. Original and attested clear photocopy of date of birth certificate. (SSLC/H.Sc. Mark sheet)
11. Service obligation completion certificate in original in the case of former sponsored students of this college, giving full details of date of commencement and completion of service obligation.
12. Sponsored candidates should submit a clear attested photocopy of the agreement signed on stamp paper, by the candidate and the sponsoring agency. Non-compliance will result in automatic cancellation of selection.
13. Sponsored candidates should also submit a certificate of completion of two years of service in one / more Mission Hospitals of any supporting body of this institution after graduation.
14. Four passport size colour photographs for issue of identity card and for University registration.
15. A CD which contains the following files: (i) A passport size colour photograph in JPEG form and (ii) a scanned copy of the candidates signature. Both the files and the CD cover should be labelled with the name of the candidate and the course. The image file size should not exceed 100 KB.

16. Foreign Nationals must produce a "No Objection Certificate" from the Government of India.
17. **Candidates who have done DNB** as their qualifying exam, should have the necessary experience as recommended by MCI, to be considered equivalent to MD/MS/DM/MCh.
18. Proof of identity (Passport /Voter ID /Driving License)
19. PAN Card
20. Form 16 (If available)

In addition to the originals three copies of all the above certificates are required at the time of admission.

Tuition fees of the whole course must be paid as one instalment at the time of registration.

STIPEND & ACCOMMODATION

The medical Post Doctoral & Postgraduate Fellowship Courses are conducted in accordance with the regulations of the Academic Committee of the CMC Vellore Association and the training is an "in service" type. Selected candidates will be paid a consolidated stipend as per rules, and provided free partly furnished single accommodation as per availability.

SOME FACILITIES AVAILABLE FOR POST DOCTORAL/GRADUATE TRAINEES:

Medical Records Department: In clinical areas, special emphasis is given to medical record keeping. There is a well organized Medical Record Library in the institution as well as a departmental record system. Facilities are provided in these areas for trainees to conduct retrospective case studies from records.

Research activity of each Department: The Christian Medical College supports an active medical research programme. To broaden this experience, the trainees are encouraged to participate in research activities. A Research Methodology course will be conducted for all newly selected postgraduate students. Attendance for this is mandatory. Failure to do so will result in the candidates forfeiting the privilege of obtaining research grants from the CMC Research Committee.

Accommodation: Partly furnished accommodation will be provided for all post doctoral & postgraduate trainees depending on availability. Candidates are required to vacate their accommodation within 2 weeks of finishing their course. Meals can be obtained from the canteen run by the National Y.W.C.A in the hospital premises, or from one of the many hotels in the vicinity of the hospital. Meals can also be had either from the mess run at the Men Intern's Quarters or Lady Doctor's Hostel.

Recreation: Facilities for tennis, badminton, basketball, volleyball and table tennis are available

Staff Student Health Clinic: The medical needs of the students and staff of the Christian Medical College are met through the clinic provided for this purpose.

Hepatitis B Vaccination is mandatory for all students. The selected candidates should contact the Staff Student Health Service within one week of joining the course. The candidates have to pay for Vaccination (3 doses and 1 booster dose). Failure to take the Vaccination will make the candidate ineligible for free immunoglobulin in the event of accidental exposure of Hepatitis-B. If the candidate has already been vaccinated elsewhere the serum antibody titres should be confirmed through the Staff Student Health Service. The candidates have to pay for this test.

FEES

All Candidates should pay the following fees at the time of registration for the course. The fees will be collected for the whole course as one instalment, at the time of registration for admission.

COLLEGE FEE STRUCTURE

Fee	1Year Course	2 Year Course
*University Reg. Fee + Appl. Fee	6000	6000
College Administrative Fee	5000	6000
College Admission Fee	500	500
Medical Attendance Fee	500	1000
Tuition Fee	500	1000
Alumni Association Life Membership	3000	3000
Library Fee (College)	500	1000
Examination Expenses Fee	5000	7500
One time establishment Fee	7500	15000
Total	28500	41000

Roughly indicative and subject to change.

* only for university affiliated courses

ANNEXURE I

List of Bodies and Churches that may certify candidates under the sponsored category

Code bodies / Churches

1. Andhra Evangelical Lutheran Church #
2. Arcot Lutheran Church #
3. Assemblies of God in North India
4. Baptist Church of Mizoram
5. Chaldean Syrian Church of the East
6. Christian Assemblies in India
7. Christian Service Society of the Bengal, Orissa & Bihar #
8. Church of North India, Nagpur Diocese
9. Church of North India Synod – The Synodical Board of Health services
10. C.S.I. Coimbatore Diocese
11. C.S.I. Dornakal Diocese
12. C.S.I. Kanyakumari Diocese
13. C.S.I. Karimnagar Diocese #
14. C.S.I. Karnataka Diocese Inter Diocesan Medical Board
15. C.S.I. Krishna - Godavari Diocese
16. C.S.I. Madras Diocese
17. C.S.I. Madhya Kerala Diocese
18. C.S.I. Madurai-Ramnad Diocese
19. C.S.I. Medak Diocese #
20. C.S.I. North Kerala Diocese
21. C.S.I. Rayalaseema Diocese
22. C.S.I. South Kerala Diocese
23. C.S.I. Tiruchy-Tanjore Diocese
24. C.S.I. Tirunelveli Diocese
25. C.S.I. Vellore Diocese
26. Council of Baptist Churches in North East India
27. Council of Christian Hospitals
28. Eastern Regional Board of Health Services
29. Emmanuel Hospital Association
30. Evangelical Lutheran Church in Madhya Pradesh
31. Gossner Evangelical Lutheran Church #

Code bodies / Churches

32. India Evangelical Lutheran Church
33. Inter Ashram Fellowship
34. Jeypore Evangelical Lutheran Church
35. Khasi Jaintia Presbyterian Assembly
36. Kolhapur Church Council #
37. Malankara Jacobite Syrian Orthodox Church
38. Malankara Orthodox Syrian Church Catholicate of the East
39. Marathi Mission
40. Mar Thoma Syrian Church of Malabar
41. Mennonite Medical Board of the Mennonite Church in India.
42. Methodist Church in India
43. Mizo Presbyterian Church Synod
44. North Bank Baptist Christian Association
45. Poona Christian Medical Association
46. The Salvation Army India South Eastern Territory
47. The Salvation Army India South Western Territory
48. The Salvation Army India Western Territory
49. Samavesam of Telugu Baptist Churches #
50. Southern Asia Division of Seventh Day Adventists
51. Tamil Evangelical Lutheran Church
52. U.P. Regional Board of Health Services
53. The Leprosy Mission
54. Christoffel Blinden Mission
55. C.S.I. Jaffna Diocese
56. International Mission Board, Southern Baptist Convention
58. South East Asia Union Mission of SDA Singapore
59. United Mission to Nepal
60. Christian Medical College, Vellore.
63. Value Programme, CMC Ludhiana

NOT ELIGIBLE TO CERTIFY THIS ACADEMIC YEAR