



# Union Public Service Commission

EXAMINATION NOTICE NO.07/2012-CMS

DATED 24.03.2012

(LAST DATE FOR SUBMISSION OF APPLICATIONS : 23.04.2012)  
**COMBINED MEDICAL SERVICES EXAMINATION, 2012**  
 (Commission's website - www.upsc.gov.in)

**No. 14/1/2011-E.I(B)** : A combined examination for recruitment to the services and posts mentioned in para 2 below will be conducted by the Union Public Service Commission on the **17th June, 2012** in accordance with the Rules published by the Ministry of Health & Family Welfare (Dept. of Health) in the Gazette of India dated the **24th March, 2012**.

**Centres of Examination** : The Examination will be held at the following centres :

AGARTALA	GANGTOK	PANAJI (GOA)
AHMEDABAD	HYDERABAD	PATNA
AIZWAL	IMPHAL	PORT BLAIR
ALLAHABAD	ITANAGAR	RAIPUR
BANGALORE	JAIPUR	RANCHI
BAREILLY	JAMMU	SAMBALPUR
BHOPAL	JORHAT	SHILLONG
CHANDIGARH	KOCHI	SHIMLA
CHENNAI	KOHIMA	SRINAGAR
CUTTACK	KOLKATA	THIRUVANANTHAPURAM
DEHRADUN	LUCKNOW	THIRUPATI
DELHI	MADURAI	UDAIPUR
DHARWAD	MUMBAI	VISHAKHAPATNAM
DISPUR	NAGPUR	

The centres and the dates of holding the examination as mentioned above are liable to be changed at the discretion of the Commission. While every effort will be made to allot the candidates to the centres of their choice for examination, the Commission may, at their discretion allot a different centre to a candidate, when circumstances so warrant. Candidates admitted to the examination will be informed of the time table and place or places of examination.

**Candidates should note that no request for change of centre will be considered/granted.**

**2. (a)** The Services/Posts to which recruitment is to be made and the approximate number of vacancies to be filled are given below :-

(i) Assistant Divisional Medical Officer in the Railways.	250
(ii) Assistant Medical Officer in Indian Ordnance Factories Health Service.	66
(iii) Junior Scale Posts in Central Health Services.	150
(iv) Medical Officers in the Municipal Corporation of Delhi.	204
(v) General Duty Medical Officer in New Delhi Municipal Council	32

**Note:** (i) 7 (Seven) vacancies of Assistant Divisional Medical Officer in the Railways are reserved for Physically Handicapped candidates, belonging to Locomotor Disability or Cerebral Palsy having functional classification OL, OA, BL.

(ii) 1 (One) vacancy of Assistant Medical Officer in Indian Ordnance Factories Health Service is reserved for Physically Handicapped candidates belonging to Locomotor Disability having Functional Classification OA, OL.

## IMPORTANT

### 1. CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE EXAMINATION:

The candidates applying for the examination should ensure that they fulfil all eligibility conditions for admission to the Examination. Their admission at all the stages of the examination will be purely **provisional** subject to satisfying the prescribed eligibility conditions.

**Mere issue of e-Admission Certificate to the candidate will not imply that his candidature has been finally cleared by the Commission.**

Verification of eligibility conditions with reference to original documents is taken up only after the candidate has qualified for Interview/Personality Test.

### 2. HOW TO APPLY

Candidates are required to apply **online** by using the website **www.upsconline.nic.in** Brief instructions for filling up the online Application Form have been given in the Appendix-II. Detailed instructions are available on the above mentioned website.

### 3. LAST DATE FOR SUBMISSION OF APPLICATIONS :

The online Applications can be filled upto **23rd April 2012 till 11.59 pm** after which the link will be disabled.

**4. The eligible candidates shall be issued an e-Admission Certificate three weeks before the commencement of the examination. The e-Admission Certificate will be made available in the UPSC website [www.upsc.gov.in] for downloading by candidates. No Admission Certificate will be sent by post. All the applicants are required to provide valid and active E-mail I.D. while filling up Online application form as the Commission may use electronic mode for contacting them.**

### 5. PENALTY FOR WRONG ANSWERS :

Candidates should note that there will be penalty (**Negative Marking**) for wrong answers marked by a candidate in the Objective Type Question Papers.

**6. For both writing and marking answers in the OMR sheet [Answer Sheet], candidates must use black ball pen only. Pens with any other colours are prohibited. Do not use Pencil or Ink pen. Candidates are further advised to read carefully the "Special Instructions" contained in Appendix-III of the Notice.**

### 7. FACILITATION COUNTER FOR GUIDANCE OF CANDIDATES :

In case of any guidance/information/clarification regarding their applications, candidature etc. candidates can contact UPSC's Facilitation Counter near Gate 'C' of its campus in person or over **Telephone No.011-23385271/011-23381125/011-23098543** on working days between 10.00 hrs. and 17.00 hrs.

### 8. MOBILE PHONES BANNED:

- (a) Mobiles phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.
- (b) Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers or any valuable/costly items to the venue of the examination, as arrangements for safekeeping cannot be assured. Commission will not be responsible for any loss in this regard.

**CANDIDATES ARE REQUIRED TO APPLY ONLINE ONLY. NO OTHER MODE IS ALLOWED FOR SUBMISSION OF APPLICATION**

(iii) 5 (Five) vacancies of Junior Scale Posts in Central Health Services are reserved for Physically Handicapped candidates belonging to Locomotor Disability having functional classification OL, OA or BL.

(iv) 13 (Thirteen) vacancies of Medical Officers in the Municipal Corporation of Delhi are reserved for Physically Handicapped candidates belonging to Locomotor Disability.

**The number of vacancies is liable to alteration.**

Reservation will be made for candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes and Physically Disabled

Categories in respect of vacancies as may be fixed by the Government.

A candidate will be eligible to get the benefit of community reservation only in case the particular caste to which the candidates belong is included in the list of reserved communities issued by the Central Government. If a candidate indicates in his/her application form for Combined Medical Service Examination that he/she belongs to General category but subsequently writes to the Commission to change his/her category to a reserved one, such request shall not be entertained by the Commission.

While the above principle will be followed in general, there may be a few cases where

there was a little gap (say 2-3 months) between the issuance of a Government Notifications enlisting a particular community in the list of any of the reserved communities and the date of submission of the application by the candidate. In such cases the request for change of community from General to Reserved may be considered by the Commission on merit.

The closing date fixed for the receipt of the application will be treated as the date for determining the OBC status (including that of creamy layer) of the candidates.

(b) A candidate may apply for admission to the examination in respect of any one or more of the services/posts mentioned in para 2 (a) above. Candidates will be required to indicate preferences for services/posts at the appropriate time. If a candidate wishes to be admitted for more than one service/post he/she need send in only one application. He/she will be required to pay the fee mentioned in para 4 below once only and will not be required to pay separate fee for each of the services/posts for which he/she applies.

### 3. Conditions of Eligibility :

#### (I) Nationality

A candidate must be either :

- (a) a Citizen of India, or  
 (b) a subject of Nepal, or  
 (c) a subject of Bhutan, or  
 (d) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India, or  
 (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African Countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire and Ethiopia or from Vietnam with the intention of permanently settling in India.

Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary, may be admitted to the examination but the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

**(II) Age Limit :** (a) A candidate for this examination must not have attained the age of **32 years as on 1st January, 2012**, i.e. the candidate must have been born not earlier than **2nd January, 1980**.

(b) The upper age limit is relaxable as follows.

- (i) Upto a maximum of five years if a candidate belongs to a Scheduled Caste or a Scheduled Tribe.  
 (ii) Upto a maximum of three years in the case of candidates belonging to Other Backward Classes who are eligible to avail of reservation applicable to such candidates.  
 (iii) Upto a maximum of five years if a candidate had ordinarily been

Contd....

**"Government strives to have a workforce which reflects gender balance and women candidates are encouraged to apply."**

domiciled in the State of Jammu & Kashmir during the period from the 1st January, 1980 to the 31st day of December, 1989.

- (iv) Upto a maximum of three years in the case of Defence Services personnel disabled in operations during hostilities with any foreign country or in a disturbed area and released as a consequence thereof.
- (v) Upto a maximum of five years in the case of Ex-servicemen including Commissioned Officers and ECOs/SSCOs who have rendered at least five years Military Service as on 1st January, 2012 and have been released (i) on completion of assignment (including those whose assignment is due to be completed within one year from 1st January, 2012) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency, or (ii) on account of physical disability attributable to Military Service or (iii) on invalidment.
- (vi) Upto a maximum of five years in the case of ECOs/SSCOs who have completed an initial period of assignment of 5 years Military Service as on 1st January, 2012 and whose assignment has been extended beyond 5 years and in whose case the Ministry of Defence issues a certificate that they can apply for civil employment and that they will be released on 3 months notice on selection from the date of receipt of offer of appointment.
- (vii) Upto a maximum of ten years in the case of blind, deaf-mute and Orthopaedically handicapped candidates.

(viii) The ad hoc Doctors appointed after 1.10.1984 in the Ministry of Railways will be granted relaxation in age to the extent of the period of service rendered by them as ad-hoc Doctors in Railways, in the light of the Supreme Court's orders dated the 24th September, 1987 on the Writ Petitions (Nos. 822, 875, 180 & 200 of 1987 with Nos. 370, 298 & 73 of 1987 with Nos. 1165, 1328, 1619, 1735, 1275, 1457, 1087, 1034, 1263, 1294, 1327, 1349, 1370, 1353, 1400, 1451, 1504, 1564, 1650 & 1609 of 1986 and with Nos. 845 of 1986) filed by some ad-hoc Doctors of the Railways.

The Ad-hoc Doctors claiming the relaxation in upper age limit under this provision shall be required to obtain a certificate of eligibility to this effect from the Ministry of Railways and produce the same along with the Detailed Application Form by candidates who are declared qualified for Personality Test/Interview.

**NOTE 1 :** Candidates belonging to the Scheduled Castes, the Scheduled Tribes and the Other Backward Classes who are also covered under any other clauses of para 3(ii) (b) above, viz. those coming under the category of Ex-servicemen, persons domiciled in the State of J & K, physically handicapped etc. will be eligible for grant of cumulative age-relaxation under both the categories.

**NOTE 2 :** The term ex-servicemen will apply to the persons who are defined as ex-servicemen in the Ex-servicemen (Re-employment in Civil Services and Posts) Rules, 1979, as amended from time to time.

**NOTE 3 :** The age concession under Para 3(ii) (b)(v) and (vi) will not be admissible to Ex-servicemen and Commissioned Officers including ECOs/SSCOs, who are released on their own request.

**NOTE 4 :** Notwithstanding the provision of age-relaxation under para 3 (ii) (b) (vii) above, a physically handicapped candidate will be considered to be eligible for appointment only if he/she (after such physical examination as the on the Government or appointing authority, as the case may be, may prescribe) is found to satisfy the requirements of physical and medical standards for the concerned Services/posts to be allocated to the physically handicapped candidates by the Government.

**Save as provided above the Age-Limit prescribed can in no case be relaxed.**

The date of birth accepted by the Commission is that entered in the Matriculation or Secondary School Leaving Certificate or in a certificate recognised by an Indian University as equivalent to Matriculation or in an extract from a Register of Matriculates maintained by a University which must be certified by the proper authority of the University or in the Higher Secondary or an equivalent examination certificate. These certificates are required to be submitted only after the declaration of the result of the written part of the examination.

No other document relating to age like horo-scopes, affidavits, birth extracts from Municipal Corporation, service records and the like will be accepted. The expression Matriculation/Higher Secondary Examination Certificate in this part of the instruction includes the alternative certificate mentioned above.

**NOTE 1 :** Candidates should note that only the Date of Birth as recorded in the Matriculation/Higher Secondary Examination Certificate or an equivalent certificate as on the date of submission of applications will be accepted by the Commission and no subsequent request for its change will be considered or granted.

**NOTE 2 :** Candidates should also note that once a Date of Birth has been claimed by them and entered in the records of the Commission for the purpose of admission to an Examination, no change will be allowed subsequently (or at any other Examination of the Commission) on any ground whatsoever.

**NOTE 3 :** THE CANDIDATE SHOULD EXERCISE DUE CARE WHILE ENTERING THEIR DATE OF BIRTH IN THE RESPECTIVE COLUMN OF THE ONLINE APPLICATION FORM. IF ON VERIFICATION AT ANY SUBSEQUENT STAGE, ANY VARIATION IS FOUND IN THEIR DATE OF BIRTH FROM THE ONE ENTERED IN THEIR MATRICULATION OR EQUIVALENT EXAMINATION CERTIFICATE, DISCIPLINARY ACTION WILL BE TAKEN AGAINST THEM BY THE COMMISSION UNDER THE RULES.

#### (III) Educational Qualification :

For admission to the examination a candidate should have passed the written and practical parts of the final M.B.B.S. Examination.

**NOTE-1:** A candidate who has appeared or has yet to appear at the final M.B.B.S. Examination may also apply. Such candidates will be admitted to the examination if otherwise eligible but the admission would be deemed to be provisional and subject to cancellation, if they do not produce proof of having passed the written and practical part of the final M.B.B.S. Examination along with the detailed application which will be required to be submitted to the Commission by the candidates who qualify on the result of the written part of the examination.

**NOTE-2 :** A candidate who has yet to complete the compulsory rotating internship is educationally eligible for admission to the examination but on

selection he/she will be appointed only after he/she has completed the compulsory rotating internship.

#### (IV) Physical and Medical Standards:

Candidates must be physically and medically fit according to the physical/medical standards for the **Combined Medical Services Examination 2012** as per regulations contained in **Appendix III** to the Rules of the Examination.

#### 4. FEE :

Candidates (excepting Female/SC/ST/Physically Handicapped who are exempted from payment of fee) are required to pay a fee of **Rs. 100/- (Rupees One Hundred only)** either by remitting the money in any branch of SBI by cash, or by using net banking facility of SBI, State Bank of Bikaner & Jaipur/State Bank of Hyderabad/State Bank of Mysore/State Bank of Patiala/State Bank of Travancore or by using Visa/Master Credit/Debit Card.

For the applicants in whose case payments details have not been received from the bank they will be treated as fictitious payment cases and a list of all such applicants shall be made available on the Commission website within two weeks after the last day of submission of online application. These applicants shall also be intimated through e-mail to submit copy of proof of their payment to the Commission at the address mentioned in the e-mail. The applicant shall be required to submit the proof within 10 days from the date of such communication either by hand or by speed post to the Commission. In case, no response is received from the applicant their application shall be summarily rejected and no further correspondence shall be entertained in this regard.

**ALL FEMALE CANDIDATES AND CANDIDATES BELONGING TO SCHEDULED CASTE/SCHEDULED TRIBE/PHYSICALLY HANDICAPPED CATEGORIES ARE EXEMPTED FROM PAYMENT OF FEE. NO FEE EXEMPTION IS, HOWEVER, AVAILABLE TO OBC CANDIDATES AND THEY ARE REQUIRED TO PAY THE PRESCRIBED FEE IN FULL.**

Physically handicapped persons are exempted from the payment of fee provided they are otherwise eligible for appointment to the Services/Posts to be filled on the results of this examination on the basis of the standards of medical fitness for these Services/Posts (including any concessions specifically extended to the physically handicapped). A physically handicapped candidate claiming age relaxation/fee concession will be required by the Commission to submit alongwith their detailed application form, a certified copy of the certificate from a Government Hospital/Medical Board in support of his/her claim for being physically handicapped.

**NOTE :** Notwithstanding the aforesaid provision for age relaxation/fee exemption, a physically handicapped candidate will be considered to be eligible for appointment only if he/she (after such physical examination as the Government or the appointing authority, as the case may be, may prescribe) is found to satisfy the requirements of physical and medical standards for the concerned Services/Posts to be allocated to Physically Handicapped candidates by the Government.

**NB 1 :** Applications without the prescribed Fee (Unless remission of Fee is claimed) shall be summarily rejected.

**NB 2 :** Fee once paid shall not be refunded under any circumstances nor can the fee be held in reserve for any other examination or selection.

**NB 3 :** If any candidate who took the Combined Medical Services Examination held in 2011 wishes to apply for admission

to this examination, he/she must submit his/her application so as to reach the Commission's Office by the prescribed date without waiting for the results or an offer of appointment.

#### 5. How to Apply:

- (a) Candidates are required to apply **Online** by using the link **www.upsconline.nic.in**. Detailed Instructions for filling up Online Applications are available on the above mentioned website.

The applicants are advised to submit only single application; however, if due to any unavoidable situation, if he/she submits another/multiple applications, then he/she must ensure that application with the higher RID is complete in all respects like applicants details, examination centre, photograph, signature, fee etc. The applicants who are submitting multiple applications should note that only the applications with higher RID (Registration ID) shall be entertained by the Commission and fee paid against one RID shall not be adjusted against any other RID.

- (b) All candidates, whether already in Government Service or Government owned industrial undertakings or other similar organisations or in private employment should submit their applications online direct to the Commission.

Persons already in Government service, whether in a permanent or temporary capacity or as workcharged employees other than casual or daily rated employees or those serving under the Public Enterprises are however, required to submit an undertaking that they have informed in writing their Head of Office/ Department that they have applied for the Examination. Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for/appearing at the examination, their application shall be rejected/ candidature shall be liable to be cancelled.

**NOTE 1 :** While filling in his application form, the candidate should carefully decide about his/her choice for the centre.

**If any candidate appears at a centre other than the one indicated by the Commission in his/her e-Admission Certificate, the papers of such a candidate will not be valued and his/her candidature will be liable to cancellation.**

**NOTE 2 :** Incomplete or defective applications shall be summarily rejected. No representation or correspondence regarding such rejection shall be entertained under any circumstances. Candidates are not required to submit alongwith their applications any certificates in support of their claims regarding Age, Educational Qualifications, Scheduled Castes/Scheduled Tribes/Other Backward Classes and Physically Handicapped etc. **The candidates applying for the examination should ensure that they fulfil all the eligibility conditions for admission to the Examination. Their admission at all the stages of examination for which they are admitted by the Commission viz. Written Examination and Interview/ Personality Test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the written Examination or Interview/ Personality Test, it is found that they do not fulfil any of the eligibility conditions, their candidature for the examination will be cancelled by the Commission.**

Candidates are requested to keep ready the attested copies of the following documents for submission to the Commission soon after the declaration of the result of the written examination which

is likely to be declared in the month of September/October, 2012.

1. Certificate of Age.
2. Certificate of Educational Qualification.
3. Certificate in support of claim to belong to Scheduled Caste, Scheduled Tribe and Other Backward Classes where applicable.
4. Certificate in support of claim for age/fee concession, where applicable.
5. Certificate in support of being physically handicapped (where applicable).
6. Certificate of eligibility for grant of age relaxation for ad-hoc doctors of Ministry of Railways [Refer Para 3(II) (b) (viii)].

Immediately after the declaration of the written results, successful candidates will be required to submit online, a Detailed Application requiring additional information to be furnished. Attested copies of the above mentioned certificates will have to be sent to the Commission at that time. The originals will have to be produced at the time of interview. If any of their claims is found to be incorrect, they may render themselves liable to disciplinary action by the Commission in terms of Rule 11 of the Rules for the **Combined Medical Services Examination, 2012**, reproduced below:

A candidate who is or has been declared by the Commission to be guilty of:

- (i) obtaining support for his candidature by any means, or
- (ii) impersonating, or
- (iii) procuring impersonation by any person, or
- (iv) submitting fabricated documents or documents which have been tampered with, or
- (v) making statements which are incorrect or false or suppressing material information, or
- (vi) resorting to any other irregular or improper means in connection with his/her candidature for the examination, or
- (vii) using unfair means during the examination, or
- (viii) writing irrelevant matter, including obscene languages or pornographic matter, in the script (s), or
- (ix) misbehaving in any other manner in the examination hall, or
- (x) harassing or doing bodily harm to the Staff employed by the Commission for the conduct of their examination, or
- (xi) being in possession of or using mobile phone, pager or any electronic equipment or device or any other equipment capable of being used as a communication device during the examination; or
- (xii) violating any of the instructions issued to candidates along with their Admission Certificates permitting them to take the examination, or
- (xiii) attempting to commit or as the case may be abetting the commission of all or any of the acts specified in the foregoing clauses, may in addition to rendering himself/herself liable to criminal prosecution be liable.

- (a) to be disqualified by the Commission from the examination for which he/she is a candidate and/or
- (b) to be debarred either permanently or for a specified period:-

(i) by the Commission from any examination or selection held by them;

(ii) by the Central Government from any employment under them; and

(c) if he/she is already in service under Government to disciplinary action under the appropriate rules.

Provided that no penalty under this rule shall be imposed except after.

- (i) giving the candidate an opportunity of making such representation, in writing as he/she may wish to make in that behalf; and
- (ii) taking the representation, if any, submitted by the candidate within the period allowed to him/her into consideration.

#### 6. Last date for submission of applications :

The Online Application can be filled upto **23rd April 2012 till 11.59 p.m.**, after which the link will be disabled.

#### 7. Correspondence with Commission:

The Commission will not enter into any correspondence with the candidates about their candidature except in the following cases:

- (i) The eligible candidates shall be issued an e-Admission Certificate three weeks before the commencement of the examination. The e-Admission Certificate will be made available in the UPSC website [[www.upsc.gov.in](http://www.upsc.gov.in)] for downloading by candidates. No Admission Certificate will be sent by post.

**If a candidate does not receive his/her e-Admission Certificate or any other communication regarding his/her candidature for the examination three weeks before the commencement of the examination, he/she should at once contact the Commission.**

Information in this regard can also be obtained from the Facilitation Counter located in the Commissions office either in person or over phone Nos. 011-23385271/011-23381125/011-23098543. **In case no communication is received in the Commission's Office from the candidate regarding non-receipt of his/her e-Admission Certificate at least three weeks before the examination, he/she himself/herself will be solely responsible for non-receipt of his/her e-Admission Certificate.** No candidate will ordinarily be allowed to take the examination unless he/she holds an e-Admission Certificate for the examination. On the receipt of e-Admission Certificate, candidates should check it carefully and bring discrepancies/errors if any, to the notice of UPSC immediately.

**The mere fact that an e-Admission Certificate to the Examination has been issued to a candidate, will not imply that his/her candidature has been finally cleared by the Commission or that entries made by the candidate in his/her application for the examination have been accepted by the Commission as true and correct. Candidates may note that the Commission takes up the verification of eligibility conditions of a candidate, with reference to original documents, only after the candidate has qualified for interview for Personality Test on the results of the Written Examination. Unless candidature is formally confirmed by the Commission, it continues to be provisional. The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the Examination shall**

be final. Candidates should note that the name in the e-Admission Certificate in some cases, may be abbreviated due to technical reasons.

(ii) In the event of a candidate downloading more than one admission certificate from the Commission's website, he/she should use only one of these admission certificates for appearing in the examination and report about the other(s) to the Commission Office.

(iii) **Candidates must ensure that their e-mail ids given in their application are valid and active as the Commission may use electronic mode of communication while contacting them.**

(iv) A candidate must see that communications sent to him/her at the address stated in his/her application are redirected, if necessary. Change in address should be communicated to the Commission at the earliest opportunity. Although the Commission make every effort to take account of such changes, they cannot accept any responsibility in the matter.

(v) If a candidate receives an e-Admission Certificate in respect of some other candidate, the same should be immediately brought to the Commission's notice with a request to issue the correct e-Admission Certificate. Candidates may note that they will not be allowed to take the examination on the strength of an e-Admission Certificate issued in respect of another candidate.

**IMPORTANT :** All communications to the Commission should invariably contain the following particulars.

1. NAME AND YEAR OF THE EXAMINATION.
2. REGISTRATION ID (RID)
3. ROLL NUMBER (IF RECEIVED)
4. NAME OF CANDIDATE (IN FULL AND IN BLOCK LETTERS)
5. COMPLETE POSTAL ADDRESS AS GIVEN IN THE APPLICATION.

**N.B. : (I) COMMUNICATION NOT CONTAINING THE ABOVE PARTICULARS MAY NOT BE ATTENDED TO.**

**N.B. : (II) IF A LETTER/COMMUNICATION IS RECEIVED FROM A CANDIDATE AFTER AN EXAMINATION HAS BEEN HELD AND IT DOES NOT GIVE HIS/HER FULL NAME AND ROLL NUMBER, IT WILL BE IGNORED AND NO ACTION WILL BE TAKEN THEREON.**

8. For being considered against the vacancies reserved for them, the physically handicapped person should have disability of Forty per cent (40%) or more. However, such candidates shall be required to meet one or more of the following physical requirements/abilities which may be necessary for performing the duties in the concerned Services/ Posts:-

CODE	PHYSICAL REQUIRMENTS
F	1. Work performed by manipulating (with Fingers)
PP	2. Work performed by pulling and pushing
L	3. Work performed by lifting
KC	4. Work performed by kneeling and crouching
B	5. Work performed by bending
S	6. Work performed by sitting (on bench or chair)
ST	7. Work performed by standing
W	8. Work performed by walking
SE	9. Work performed by seeing

H 10. Work performed by hearing/ speaking

RW 11. Work performed by reading and writing

The functional classification in their case shall be, one or more of the following, consistent with the requirement of the concerned Services/Posts:-

#### FUNCTIONAL CLASSIFICATION

##### CODE FUNCTIONS

BL	1. both legs affected but not arms.
BA	2. both arms affected <ol style="list-style-type: none"> <li>a. impaired reach.</li> <li>b. weakness of grip.</li> </ol>
BLA	3. both legs and both arms affected
OL	4. one leg affected (R or L) <ol style="list-style-type: none"> <li>a. impaired reach.</li> <li>b. weakness of grip.</li> <li>c. ataxic.</li> </ol>
OA	5. one arm affected (R or L) <ol style="list-style-type: none"> <li>a. impaired reach.</li> <li>b. weakness of grip.</li> <li>c. ataxic.</li> </ol>
BH	6. stiff back and hips (cannot sit or stoop)
MW	7. muscular weakness and limited physical endurance
B	8. the blind
PB	9. partially blind
D	10. the deaf
PD	11. partially deaf

#### 9. Withdrawal of applications :

**NO REQUEST FOR WITHDRAWAL OF CANDIDATURE RECEIVED FROM A CANDIDATE AFTER HE/SHE HAS SUBMITTED HIS APPLICATION WILL BE ENTERTAINED UNDER ANY CIRCUMSTANCES.**

10. The form and manner of communication of the result of the examination to individual candidates shall be decided by the Commission in their discretion and the Commission will not enter into correspondence with them regarding the result.

11. Subject to other provisions contained in this Notice, successful candidates will be considered for appointment on the basis of the order of merit assigned to them by the Commission and preferences expressed by them for various posts.

**12. Success in the examination confers no right to appointment unless Government are satisfied after such enquiry as may be considered necessary that the candidate having regard to his/her character and antecedents is suitable in all respects for appointment to the service. The appointment will be further subject to the candidate, satisfying the appointing authority of his/her having satisfactorily completed the compulsory rotating internship.**

13. A candidate must be in good mental and bodily health and free from any physical defect likely to interfere with the discharge of his/her duties as an officer of the Service. A candidate who after such physical examination, as Government or the appointing authority, as the case may be, may prescribe, is found not to satisfy these requirements, will not be appointed.

#### 14. No person -

- (a) who has entered into or contracted a marriage with a person having a spouse living; or
- (b) who having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment of service; provided that the Central Government may if satisfied that such marriage is

permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing exempt any person from the operation of this rule.

15. The details regarding (a) Scheme and Syllabi of the examination, (b) Instructions/Guidelines for filling up the application form, (c) Special Instructions to the candidates for objective type tests and (d) Brief particulars of the services to which recruitment is made are given in Appendix I, II, III and IV of this notice respectively.

(Kuldeep Kumar Saharawat)

Deputy Secretary

Union Public Service Commission

#### APPENDIX-I

#### SCHEME OF EXAMINATION

The examination shall be conducted according to the following plan:-

##### Part-I

#### WRITTEN EXAMINATION - (500 marks)

The candidates will take the written examination in two Papers, each Paper carrying a maximum of 250 marks. Each Paper will be of two hours duration.

##### Part-II

#### Personality Test : (100 Marks):

Personality test carrying 100 marks of such of the candidates who qualify on the results of the written examination.

#### (A) Written Examination:

1. The components and syllabus of two Papers and the weightage to different components in the two papers are given below: -

Paper I (Code No. 1)	Maximum Marks : 250	Paper II (Code No. 2)	Maximum Marks : 250
(a) General Ability	30 questions	(a) Surgery	40 questions
(b) General Medicine	70 questions	(b) Gynaecology & Obstetrics	40 questions
(c) Paediatrics	20 questions	(c) Preventive & Social Medicine	40 questions

Total questions in Paper I = 120 (30 General Ability, 70 General Medicine and 20 Paediatrics).

#### Syllabus of Paper-I

##### (a) General Ability

- Indian Society, Heritage & Culture, Polity, Economy, Human Development Indices and the Development Programmes;
- Natural Resources, their distribution, exploitation, conservation and related issues;
- Basic concepts of Ecology and Environment and their impact on health and economy;
- Impact of changing demographic trends on health, environment and society;
- Indian Agriculture, Industry, Trade,

Transportation and Service Sectors;

- Natural and man made disasters and their management;

- Food adulteration, Food processing, food distribution, food storage and their relevance to public health;

- Recent trends in Science and Technology.

#### (b) General Medicine

(General Medicine including Cardiology, Neurology, Dermatology and Psychiatry)

- Cardiology
- Respiratory diseases
- Gastro-intestinal
- Genito-Urinary
- Neurology
- Hematology
- Endocrinology
- Metabolic disorders
- Infections/Communicable Diseases

- Virus
- Ricketts
- Bacterial
- Spirochetal
- Protozoan
- Metazoan
- Fungus
- Nutrition/Growth
- Diseases of the skin (Dermatology)
- Musculoskeletal System
- Psychiatry
- General

(c) Paediatrics

Total questions in Paper II = 120 (40 Surgery, 40 Gynaecology & Obstetrics and 40 Preventive & Social Medicine).

#### Syllabus of Paper - II

(a) Surgery  
(Surgery including ENT, Ophthalmology, Traumatology and Orthopaedics)

##### I General Surgery

- Wounds
- Infections
- Tumours
- Lymphatic
- Blood vessels
- Cysts/sinuses
- Head and neck

- Breast
- Alimentary tract
  - Oesophagus
  - Stomach
  - Intestines
  - Anus
  - Developmental
- Liver, Bile, Pancreas
- Spleen
- Peritoneum
- Abdominal wall
- Abdominal injuries

#### II Urological Surgery

#### III Neuro Surgery

#### IV Otorhinolaryngology E.N.T.

#### V Thoracic surgery

#### VI Orthopedic surgery

#### VII Ophthalmology

#### VIII Anesthesiology

#### IX Traumatology

#### (b) GYNAECOLOGY & OBSTETRICS

##### I OBSTETRICS

- Ante-natal conditions
- Intra-natal conditions
- Post-natal conditions
- Management of normal labours or complicated labour

##### II GYNAECOLOGY

- Questions on applied anatomy
- Questions on applied physiology of menstruation and fertilization
- Questions on infections in genital tract
- Questions on neoplasia in the genital tract
- Questions on displacement of the uterus

##### III FAMILY PLANNING

- Conventional contraceptives
- U.D. and oral pills
- Operative procedure, sterilization and organization of programmes in the urban and rural surroundings
- Medical Termination of Pregnancy

##### (c) PREVENTIVE SOCIAL AND COMMUNITY MEDICINE

- Social and Community Medicine
- Concept of Health, Disease and Preventive Medicine
- Health Administration and Planning
- General Epidemiology
- Demography and Health Statistics
- Communicable Diseases
- Environmental Health
- Nutrition and Health

- Non-communicable diseases
- Occupational Health
- Genetics and Health
- International Health
- Medical Sociology and Health Education
- Maternal and Child Health
- National Programmes

2. The written examination in both the papers will be completely of objective (Multiple choice answer) type. The question Papers (Test Booklets) will be set in English only.

3. Candidates must write the Papers in their own hand. In no circumstances will they be allowed the help of a scribe to write answers for them.

4. The Commission have discretion to fix qualifying marks in any or both the papers of the examination.

5. Penalty for wrong answers

**There will be penalty (Negative Marking) for wrong answers marked by a candidate in the objective type question papers.**

(i) There are four alternatives for the answers to every question. For each question for which a wrong answer has been given by the candidate, **one third (0.33)** of the marks assigned to that question will be deducted as penalty.

(ii) If a candidate gives more than one answer, it will be treated as a **wrong answer** even if one of the given answers happens to be correct and there will be same penalty as above for that question.

(iii) If a question is left blank i.e. no answer is given by the candidate, there will be **no penalty** for that question.

6. Candidates are not permitted to use calculators for answering objective type papers. They should, therefore not bring the same inside the Examination Hall.

#### (B) PERSONALITY TEST - (100 marks):

Candidates who qualify in the written examination will be called for Interview/ Personality Test to be conducted by the Union Public Service Commission. The Interview/Personality Test will carry 100 marks.

The interview for Personality Test will be intended to serve as a supplement to the written examination for testing the General Knowledge and ability of the candidates in the fields of their academic study and also in the nature of a personality test to assess the candidate's intellectual curiosity, critical powers of assimilation, balance of judgment and alertness of mind, ability for social cohesion, integrity of character, initiative and capability for leadership.

## APPENDIX-II

### INSTRUCTIONS TO THE CANDIDATES FOR FILLING ONLINE APPLICATION

Candidates are required to apply online by using the website [www.upsconline.nic.in](http://www.upsconline.nic.in)

Salient Features of the system of Online Application Form are given hereunder :

- Detailed instructions for filling up Online Applications are available on the above mentioned website.
- Candidates will be required to complete the Online Application Form containing two stages viz. Part-I and Part-II as per the instructions available in the above mentioned site through drop down menu.
- The candidates are required to pay a fee of Rs. 100/- (Rupees One Hundred Only) [excepting SC/ST/Female/PH candidates who are exempted from payment of fee] either by remitting the money in any branch of SBI by cash or by using net banking facility of State Bank of India/State Bank of Bikaner & Jaipur/State Bank of Hyderabad/State Bank of Mysore/State Bank of Patiala/State Bank of Travancore or by using any Visa/Master Credit/Debit Card.
- Before start filling up Online Application, a candidate must have his/her photograph and signature duly scanned in the .jpg format in such a manner that each file

should not exceed 40 KB and must not be less than 3 KB in size for the photograph and 1 KB for the signature.

- The Online Applications (Part I and II) can be filled from **24th March, 2012 to 23rd April, 2012 till 11.59 p.m.**, after which link will be disabled.
- Applicants should avoid submitting multiple applications. However, if due to any unavoidable circumstances any applicant submits multiple applications then he must ensure that the applications with higher RID is complete in all respects.
- In case of multiple applications, the applications with higher RID shall be entertained by the Commission and fee paid against one RID shall not be adjusted against any other RID.
- The applicants must ensure that while filling their application form, they are providing their valid and active E-mail IDs as the Commission may use electronic mode of communication while contacting them.
- Candidates are strongly advised to apply Online well in time without waiting for the last date for submission of Online Application.**

**APPENDIX III  
SPECIAL INSTRUCTIONS TO CANDIDATES FOR OBJECTIVE TYPE TESTS**

**1. Articles permitted inside Examination Hall**

Clip board or hard board (on which nothing is written), a good quality black ball pen for making responses on the Answer Sheet. For writing also they should use black ball pen only. Answer Sheet and sheet for rough work will be supplied by the Invigilator.

**2. Articles not permitted inside Examination Hall**

Do not bring into the Examination Hall any article other than those specified above, e.g., books, notes, loose sheets, electronic or any other type of calculators, mathematical and drawing instruments, Log Tables, stencils of maps, slide rules, Test Booklets and rough sheets pertaining to earlier session(s), etc.

**Mobile phones, pagers or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations.**

**Candidates are advised in their own interest not to bring any of the banned items including mobile phones/pagers to the venue of the examination, as arrangement for safekeeping cannot be assured.**

**3. Penalty for Wrong Answer**

**THERE WILL BE PENALTY (NEGATIVE MARKING) FOR WRONG ANSWERS MARKED BY A CANDIDATE IN THE OBJECTIVE TYPE QUESTION PAPERS.**

- (i) There are four alternatives for the answer to every question. For each question for which a wrong answer has been given by the candidate, one third (0.33) of the marks assigned to that question will be deducted as penalty.
- (ii) If a candidate gives more than one answer, it will be treated as a **wrong answer** even if one of the given answers happens to be correct and there will be same penalty as above for that question.
- (iii) If a question is left blank i.e. no answer is given by the candidate, there will be **no penalty** for that question.

**4. Unfair means strictly prohibited**

No candidates shall copy from the papers of any other candidate nor permit his papers to be copied nor give nor attempt to give nor obtain nor attempt to obtain irregular assistance of any description.

**5. Conduct in Examination Hall**

No candidates should misbehave in any manner or create disorderly scene in the Examination Hall or harass the staff employed by the Commission for the conduct of the examination. Any such misconduct will be severely penalised.

**6. Answer Sheet particulars**

- (i) Write in black ball pen your Centre and subject followed by test booklet series (in bracket), subject code and roll number at the appropriate space provided on the answer sheet at the top. Also encode (with black ball pen) your booklet series (A, B, C or D, as the case may be), subject code and roll number in the circles provided for the purpose in the answer sheet. The guidelines for writing the above particulars and for encoding the above particulars are given in Annexure. In case the booklet series is not printed on the test booklet or answer sheet is un-numbered, please report immediately to the Invigilator and get the test booklet/answer sheet replaced.
  - (ii) All corrections and changes in writing the roll number must be initialed by the candidates as well as by the Invigilator and countersigned by the Supervisor.
  - (iii) Immediately after commencement of the examination please check that the test booklet supplied to you does not have any unprinted or torn or missing pages or items etc. If so, get it replaced by a complete test booklet of the same series and subject.
7. Do not write your name or anything other than the specific items of information asked for, on the answer sheet/test booklet/sheet for rough work.
  8. Do not fold or mutilate or damage or put any extraneous marking in the Answer Sheet. Do not write anything on the reverse of the answer sheet.
  9. Since the answer sheets will be evaluated on computerized machines, candidates should exercise due care in handling and filling up the answer sheets. **They should use black ball pen only to darken the circles. For writing in boxes also, they should use black ball pen. Since the entries made by the candidates by darkening the circles will be taken into account while evaluating the answer sheets on computerized machine, they should make these entries very carefully.**

**10. Method of marking answers**

In the "Objective Type" of examination, you do not write the answers. For each question (hereinafter referred to as "Item") several suggested answers (hereinafter referred to as "Responses") are given. You have to choose one response to each item.

The question paper will be in the Form of Test Booklet. The booklet will contain item bearing numbers 1, 2, 3 ..... etc. Under each item, Responses marked (a), (b), (c), (d) will be given. Your task will be to choose the correct response. If you think there is more than one correct response, then choose what you consider the best response.

In any case, for each item you are to select only one response. If you select more than one response, your response will be considered wrong.

In the Answer Sheet, Serial Nos. from 1 to 160 are printed. Against each numbers, there are circles marked (a), (b), (c) and (d). After you have read each item in the Test Booklet and decided which one of the given responses is correct or the best,

you have to mark your response by completely blackening with **black ball pen** to indicate your response.

For example, if the correct answer to item 1 is (b), then the circle containing the letter (b) is to be completely blackened with Black ball pen as shown below :-

Example : (a) ● (c) (d)

**11. Signature on Attendance List**

You are required to write the serial number of the Answer Sheet and Test Booklet and Series of Test Booklet issued to you on the Attendance List and to sign in appropriate column against your name. Any change or correction in these particulars should be authenticated by the candidate by putting his/her signatures.

- 12. Please read and abide by the instructions on the cover of Test Booklet. If any candidate indulges in disorderly or improper conduct, he/she will render himself/herself liable for disciplinary action and/or imposition of a penalty as the Commission may deem fit.

**ANNEXURE**

**How to fill in the Answer Sheet of objective type tests in the Examination Hall**

Please follow these instructions very carefully. You may note that since the answer sheets are to be evaluated on machine, any violation of these instructions may result in reduction of your score for which you would yourself be responsible.

Before you mark your responses on the Answer Sheet, you will have to fill in various particulars in it.

As soon as the candidates receive the Answer Sheet, he/she should check that it is numbered at the bottom. If it is found unnumbered he/she should at once get it replaced by a numbered one.

You will see from the Answer Sheet that you will have to fill in the top line, which reads thus :

केन्द्र	विषय	विषय कोड	अनुक्रमांक
Centre	Subject	S. Code	Roll Number

If you are, say, appearing for the examination in Delhi Centre for the General Studies Paper\* and your Roll No. is 081276 and your Test Booklet series is 'A', you should fill in thus, using black ball pen.

\* This is just illustrative and may not be relevant to the Examination concerned.

केन्द्र	विषय	विषय कोड	अनुक्रमांक
Centre Delhi	Subject General Studies (A)	S. Code 99	Roll Number 081276

You should write in black ball pen the name of the centre and subject in English or Hindi.

The test Booklet Series is incited by Alphabets A, B, C, or D at the top right hand corner of the Booklet.

Write your Roll Number exactly as it is in your Admission Certificate in black ball pen in the boxes provided for this purpose. Do not omit any zero(s) which may be there.

The next step is to find out the appropriate subject code from the Time Table. Now encode the Test Booklet Series, Subject Code and the Roll Number in the circles provided for this purpose. Do the encoding with black ball pen. The name of the Centre need not be encoded.

Writing and encoding of Test Booklet Series is to be done after receiving the Test Booklet and confirming the Booklet Series from the same.

For General studies\* subject paper of 'A' Test Booklet Series you have to encode the subject code, which is 99. Do it thus.

पुस्तिका क्रम	विषय	9	9
Booklet Series (A)	Subject	9	9
●		0	0
Ⓐ		①	①
Ⓑ		②	②
Ⓒ		③	③
Ⓓ		④	④
		⑤	⑤
		⑥	⑥
		⑦	⑦
		⑧	⑧
		●	●

अनुक्रमांक  
Roll Numbers

0	8	1	2	7	6
---	---	---	---	---	---

●	Ⓐ	Ⓑ	Ⓒ	Ⓓ
①	①	●	①	①
②	②	②	●	②
③	③	③	③	③
④	④	④	④	④
⑤	⑤	⑤	⑤	⑤
⑥	⑥	⑥	⑥	⑥
⑦	⑦	⑦	⑦	●
⑧	⑧	⑧	⑧	⑧
⑨	⑨	⑨	⑨	⑨

All that is required is to blacken completely the circle marked 'A' below the Booklet Series and below the subject code blacken completely the Circles for '9' (in the first vertical column) and '9' (in the second vertical column). You should then encode the Roll No. 081276. Do it thus similarly :

**Important :** Please ensure that you have carefully encoded your subject, Test Booklet series and Roll Number.

\*This is just illustrative and may not be relevant to your Examination.

**APPENDIX IV  
BRIEF PARTICULARS OF THE SERVICES**

Brief particulars relating to the Services to which recruitment is being made through this examination are given below.

**I. Assistant Divisional Medical Officer in the Railways :**

(a) The post in Group A - The revised pay structure of the post is Pay Band - 3 of Rs. 15600-39100 with Grade Pay Rs. 5400 plus Non-Practising Allowance as per orders in force from time to time. The rate of Non-Practising Allowance at present is 25% of Basic Pay (i.e. aggregate of Pay in Pay Band and Grade Pay) subject to the condition that the Basic Pay plus Non-Practising Allowance does not exceed Rs. 85000/-.

The candidates will be bound to observe the orders which the Ministry of Railways or any higher authority may issue from time to time restricting or prohibiting private practice by him/her. The candidates in Government service will be given initial pay in the above mentioned scale according to rules and orders while others will be given the minimum of the pay scale mentioned above.

- (b) A candidate will be appointed on probation for a period of One year which may be extended by the Government if considered necessary. On satisfactory completion of the probation, candidates will be eligible for confirmation in the junior scale of the Indian Railway Medical Service.
- (c) The appointment of probationers can be terminated by one month's notice in writing on either side during the period of probation in terms of Rule 301 (3) of the Indian Railway Establishment Code, Volume-I. Such notice is not however, required in cases of dismissal or removals as disciplinary measure after compliance with the provisions of Clause (2) of Article 311 of the Constitution and compulsory retirement due to mental or physical incapacity.
- (d) A candidate will have to undergo training as prescribed by the Ministry of Railways and pass all the Departmental Examinations.
- (e) A candidate will be governed by the "Contributory Pension System" effective from 01.01.2004 as per orders of the Government..
- (f) A candidate will be eligible for leave in accordance with the leave rules as in force from time to time and applicable to officers of his/her status.
- (g) A candidate will be eligible for free Railway Passes and Privilege Ticket Orders in accordance with the rules in force from time to time.
- (h) A candidate will be required to pass the examination in Hindi of an approved standard within the period of probation and failure to do so shall involve liability to termination of service.
- (i) Under the rules every person appointed to the above post shall, if so required, be liable to serve in any Defence Service or post connected with the Defence of India for a period of not less than four years including the period spent on training, if any, provided that such person -
- (a) shall not be required to serve as aforesaid after the expiry of ten years from the date of such appointment.
  - (b) shall not ordinarily be required to serve as aforesaid after attaining the age of 45 years.
- (j) **Reckoning Service :** The persons who are recruited under these rules to posts to which the conditions prescribed in Rule 45 of Railway Services (Pension) Rules, 1993 are applicable shall be eligible to the benefit of the provisions contained in the rule.
- (k) A candidate will be governed in respect of matters specifically referred to above as well as other matters by the provisions of the Indian Railways Establishment Code and the extant orders as amended/issued from time to time.
- (l) In the first instance a candidate will be posted to the Railway Health Units/Dispensaries at way side Station. ADMOs are also liable to transfer to any Railways.
- (m) Prospects of promotion including pay scales and allowances attached to higher grades will be as per the provisions of Railway Medical Service Recruitment Rules, 2000 and the orders and instructions issued by the Ministry of Railway from time to time. .

**(n) Duties and Responsibilities :**

**Assistant Divisional Medical Officers**

- (i) He will attend the indoor wards and out patient department daily and as required.
- (ii) He will carry out physical examination of candidates and of employees in service in accordance with the regulations in force.
- (iii) He will look after family planning, public health and sanitation in his jurisdiction.
- (iv) He will carry out examination of vendors.
- (v) He will be responsible for discipline and proper discharge of duties of the Hospital Staff.
- (vi) He will carry out duties assigned to him specially if any and will prepare returns and indents connected with his speciality.
- (vii) He will maintain and upkeep all equipments in his charge.

**Note 1 :** When an ADMO is posted at the Headquarters of a division under the charge of a Divisional Medical Officer he will assist the Divisional Medical Officer in all his duties but may be specially assigned with certain duties and responsibilities.

**Note 2 :** ADMOs will also be required to perform such other duties as may be assigned to them from time to time.

**II. Posts of Assistant Medical Officer in the Indian Ordnance Factories Health Service under the Ministry of Defence.**

(a) The posts are temporary in Group A but likely to be made permanent in due course. The scale of pay is in the Pay Band PB-3 of Rs. 15600-39100 with Grade Pay of Rs. 5400/- plus non-practising allowance (NPA) as per orders

in force from time to time. The rates at present are 25% of the basic pay.

- (b) The candidates will be on probation for a period of 2 years from the date of appointment which may be curtailed or extended at the discretion of the competent authority. On satisfactory completion of the probation period he will continue in the temporary post till confirmed against the permanent vacancy.
- (c) The candidate can be posted any where in India in any of the Ordnance Factory Hospitals or Dispensaries.
- (d) Private practice of any kind whatsoever is prohibited.
- (e) The appointment can be terminated on one month's notice on either side during the period of probation and thereafter while employed in temporary capacity. The Government reserves the right to give one month's pay in lieu of notice.
- (f) Prospects of promotion including pay scale and allowances attached to the higher grades will be as per the provisions of IOFHS Rules 2001 and the Order and Instructions issued by the Government from time to time.

**(g) Nature of Duties -**

**(1) Assistant Medical Officers.**

- (i) They will attend to indoor patients in wards/departments of hospitals and out patients/dispensaries/out patient departments daily and as required.
- (ii) They will carry out medical examination of employees and candidates for employment in accordance with the regulation in force.
- (iii) They will maintain and upkeep all equipment in their charge.
- (iv) They will be responsible for training, discipline and proper discharge of duties of the hospital and dispensary staff.
- (v) They will perform such other duties as are allotted to them by the Medical Officer-in-Charge as per rules.

**(2) Assistant Director Health Services and Senior Medical Officer.**

- (a) ADHS posted at the Hqrs will assist the DHS/Addl. DHS/DDHS in the discharge of their duties on all medical matters as directed by them.
- (b) He/she will assist the DHS/Addl. DHS/DDHS in the day to day work of the Medical Section as the Section Officer.
- (c) He/she will perform such other duties as may be assigned to him/her by the DHS/Addl. DHS/DDHS from time to time.
- (d) He/she will assist the DHS in dealing with all questions relating to Medical Stores & Equipments.
- (e) They will arrange medical attention to the employees and their families as per rules.
- (f) SMOs will attend Indoor Wards, Factory Health Clinic, Estate Clinic, OPD and will be required to perform such other duties as may be assigned by PMO and SMO in-charge of the hospital.

**(3) Dy. Director Health Services and Principal Medical Officer.**

- (a) DDHS posted at the Hqrs will assist the DHS/Addl. DHS in the discharge of the latter's duties in matters as directed by him/her.
- (b) PMO-Senior PMOs will be MO in-charge of factory hospitals and the Medical Estt. there.
- (c) As M.O. Incharge they will be advisers to the GM of Fys. on all medical matters and make recommendation as considered necessary.
- (d) They will arrange medical attention to the employees and their families as per rules.
- (e) They will perform such other duties as may be laid down under any statute or Govt. orders or delegated to him by the DHS.
- (f) Principal Medical Officers will attend indoor Wards, Factory Health Clinic, Estate Health Clinic, OPD and will be required to perform such other duties as may be assigned by PMO-in-Charge of the Hospital.

**(4) Additional Director Health Services.**

- (a) Addl. DHS will assist the DHS in discharge of the latter's duties in the matter as directed by him/her.
- (b) He/she will act as DHS under order of DGOF in latter's absence on leave, tour etc.

**(5) Chief Medical Officer :-**

- a. He/She will have overall responsibility of administration of Ord. Fy. Hospitals having specialist centres, including Factory Health Organization and Family Welfare Centre.
- b. Advise General Manager on medical, health, hygiene and occupational health matters.
- c. Plan, organize and monitor the work of Medical Establishment and review progress.
- d. Organize Hospital services in accordance with the orders, instructions and regularisation issued from time to time by higher authorities.
- e. Ascertain the expressed and implied need and expectations, grievances and suggestions of the patients, factory management, statutory authorities and community and organize the health services to meet them wherever possible.
- f. Ensure that all the resources allotted to the medical establishments are fully optimally utilized and economy is observed in the functioning.
- g. He/she will perform such other duties as may be laid down under any statute of Govt. orders or delegated to him/her by DHS.

**6. Director Health Services.**

- (a) Medical Adviser to DGOF on all Medical and Health matters. Controlling authority of the Medical Establishment of DGOF organisation on all Professional and Technical matters. He/she will exercise the administrative powers as delegated to him/her by the DGOF.

- (b) He/she will work out the plans of implementation of the reports/ recommendations accepted by the Govt.
- (c) As the Controlling Authority he will distribute the personnel according to the requirement of factories.
- (d) He/she will normally represent the DGOF on the UPSC.
- (e) He/she will normally once a year make or cause to be made inspection of all factories and report to the DGOF on the working of Medical installation there on all matters connected with Medical Estt.
- (f) He/she will initiate ACR of Addl. DHS and will review the reports of all SA grade, JAG (NFSG) & JAG (OG) officers of IOFHS.

### III. Junior Scale posts in the Central Health Service.

- (a) The posts are temporary but likely to continue indefinitely. Candidates will be appointed to Junior Group 'A' scale and they will be on probation for the period of 2 years from the date of appointment which may be curtailed or extended at the discretion of the competent authority. They will be confirmed after the satisfactory completion of probation subject to availability of permanent posts.
- (b) The candidates can be posted any where in India in any dispensary or hospital under any organisation participating in the Central Health Service viz. C.G.H.S. operating at Delhi, Bangalore, Bombay, Meerut, Lakshadweep Andaman and Nicobar Islands, P&T department etc. Private practice of any kind whatsoever including lab and consultant practice is prohibited.
- (c) The scale of pay admissible in the Medical Officer of CHS is in the Pay Band PB-3 of Rs. 15600-39100 with Grade Pay of Rs. 5400 and 25% NPA as per the recommendations of the 6 Pay Commission and the promotional avenues will be available as per the provision of CHS Rules, 1996 and the orders and instructions issued by the Govt. from time to time.

### IV. Medical Officer in the Municipal Corporation of Delhi.

- (i) The posts are temporary in category 'A' but likely to be made permanent in due course. The scale of pay is in the Pay Band PB-3 of Rs. 15600-39100 with Grade Pay of Rs. 5400 plus restricted non-practising allowance (NPA) as per orders in force from time to time.
- (ii) The candidate will be on probation for a period of one year from the date of appointment which may be curtailed or extended at the discretion of competent authority. On satisfactory completion of the probation period, he/she will continue in the temporary post till confirmed against the permanent vacancy.

- (iii) The candidate can be posted any where within the jurisdiction of the Municipal Corporation of Delhi in any one of the Hospitals/Dispensaries/M & CW and Family Welfare Centres/Primary Health Centres etc.

- (iv) Private practice of any kind whatsoever is prohibited.

- (v) The appointment can be terminated on one month's notice on either side during the period of probation and thereafter while employed in temporary capacity. The Municipal Corporation of Delhi reserve the right to pay one month's pay in lieu of notice.

### Prospects of promotion including pay scales and allowances attached to the higher grades shall be according to the provisions of the Recruitment Regulations.

### V. General Duty Medical Officer in New Delhi Municipal Council

- (a) The scale of post is in the Pay Band PB-3 of Rs. 15600-39100 with Grade Pay of Rs. 5400 (V/1th CPC) plus restricted non-practising allowance (NPA) as per orders in force from time to time.
- (b) Ordinary rules regarding pension, gratuity, confirmation etc. as enforced in the Council from time to time will be applicable.
- (c) The candidate will be on probation for a period of two years from the date of appointment which may be extended at the discretion of the competent authority. On satisfactory completion of the probation period will continue in the temporary capacity till confirmed against the permanent vacancy.
- (d) The candidate can be posted anywhere within the jurisdiction of the NDMC in any of the hospitals/dispensaries/M & C & family welfare centres/Primary Health Centres etc.
- (e) Private practice of any kind whatsoever is prohibited.
- (f) The appointment can be terminated on one month's notice on either side during the period of probation and thereafter, while employed in temporary capacity, NDMC reserves the right to one month's pay in lieu of notice.
- (g) GDMO shall be entitled for promotion as Senior Medical Officer in the Pay Band-3 of Rs. 15600-39100 + Grade Pay Rs. 6600 and from Senior Medical Officer to Chief Medical Officer in the Pay Band-3 of Rs. 15600-39100 + Grade Pay of Rs. 7600 and from Chief Medical Officer to chief Medical Officer (Non-functional Selection Grade) in the Pay Band-4 of Rs. 37400-67000 + Grade Pay of Rs. 8700 and Senior Administrative Grade Pay Band-4 of Rs. 37400-67000 + Grade Pay of Rs. 10000.

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