



## MEDICAL SERVICES RECRUITMENT BOARD (MRB)

7<sup>th</sup> Floor, DMS Building, 359, Anna Salai, Teynampet, Chennai-600 006.

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

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

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Phone No.: 044 -24355757

Notification No.05/MRB/2019

Dated:15.02.2019

1. As per the orders of the Hon'ble High Court of Judicature at Madras in W.P.No.2937 of 2018, Cont.P.No.1773 of 2015 and W.M.P.No.3599 of 2018, applications are invited from eligible candidates belonging to the Scheduled Castes category only through online mode up to 07.03.2019 for direct recruitment of shortfall vacancies on temporary basis to the post of Dental Hygienist in Tamil Nadu Medical Subordinate Service.

Sl. No.	Name of the post	Scale of pay (Rs.)
1.	Dental Hygienist	35,400 – 1,12,400 (Pay Matrix Level-11)

2. No. of Shortfall Vacancies: 1(one)

Sl. No.	Category	No. of Vacancies
1.	SC (G)	1(one)

**Note:**

The selection against shortfall vacancies will be made from among Scheduled Castes / Scheduled Caste (Arunthathiyars) applicants only. The reservation for Women, Ex-serviceman and Differently Abled Persons will not be applicable for the recruitment of shortfall vacancies. [Section 27(h) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

Abbreviation	Detail
G	General
SC	Scheduled Castes

<b>3. IMPORTANT DATES:</b>	
Date of Notification	15.02.2019
Last date for submission of Application (Online Registration & Online payment)	07.03.2019
Last date for offline payment of fee through Indian Bank	11.03.2019

**4. SCALE OF PAY:**

Scale of pay of Rs Rs. 35,400 – 1,12,400 (Pay Matrix Level-11)

**5. RESERVATION AND RELATED INFORMATION:**

The reservation of appointment is applicable only for the Scheduled Castes (General) candidates. The Scheduled Caste (Arunthathiyars) candidates are also eligible to apply for Direct Recruitment to this post based on the inter-se merit between the Scheduled Caste candidates.

The reservation for Women, Ex-serviceman and Differently Abled Persons will not be applicable for the recruitment of shortfall vacancies. [Section 27(h) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016].

**6 A. AGE** (as on 01.07.2019):

Minimum Age (should have completed) ( in years)	Maximum Age (in years)
20	57

**6B. EDUCATIONAL QUALIFICATION:**

- Candidate shall possess the following qualification on the date of this notification viz. 15.02.2019

Sl. No.	Name of the post	Qualification
1.	Dental Hygienist	(i) Must have completed SSLC with eligibility for college Course of studies and (ii) Must have Successfully completed a course of Dental Hygienist in any recognised Dental Institution in India. <b>Provided that if candidates possessing the qualifications mentioned in clause(ii) are not available, persons possessing previous experience in Dental Hygiene with other prescribed qualification shall be eligible for appointment to the post.</b>

### **6C. CITIZENSHIP:**

That he is –

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

### **6D. CONDITIONS AND QUALIFICATION:**

- i. The claims of the candidates with regard to the date of birth, educational/technical qualifications and community are generally accepted only based on the information furnished by them in their on-line application, without physical verification of their claims. Their candidature therefore will be provisional and subject to the Board satisfying itself, about their age, educational/technical qualifications, community etc. through a physical verification process. The candidature is therefore, provisional at all stages and the Board reserves the right to reject any candidature at any stage, even after the selection has been made.
- ii. If a candidate claims equivalent qualification, the onus of proving the same rests with the candidate.
- iii. Persons with required qualification whether registered in employment exchange or otherwise are eligible to apply.

## **7. PROCEDURE OF SELECTION:**

**7a.** Selection will be made based on the marks scored by the candidates in their academic and technical qualification(s) for the post of **Dental Hygienist**. There will be no oral test (Interview) for the post.

<b>Minimum educational qualification required for the post</b>	<b>Weightage of marks</b>		
	<b>Diploma / Certificate Course</b>	<b>HSC / P.U.C</b>	<b>SSLC / 10<sup>th</sup></b>
Dental Hygienist Course in any Recognised Dental Institution in India	50%	30%	20%

**Note:**

- i) In case marks are not awarded for any batch of the Diploma / certificate course, but only a Certificate or Diploma is issued for having passed the examination then selection for all will be done based on the marks scored by the applicants in SSLC and HSC / PUC examinations only.
- ii) Wherever the basic essential qualification for a technical post is a Diploma / certificate and admission to such a programme has been changed from SSLC to HSC, in all such cases the weightage will be restricted to marks obtained in SSLC and the technical Diploma / certificate.

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

**Fee: Rs.300/-**

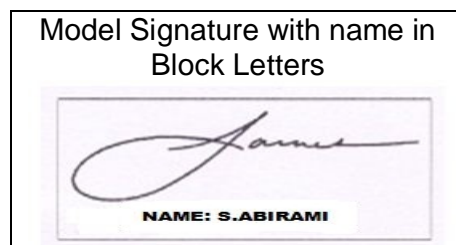
The details regarding on-line/off-line remittance can be seen in Annexure-1.

On-line applications once registered / completed will not be allowed to be withdrawn and / or the fee paid towards the registration / application will not be refunded / adjusted for any reason.

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

- a. Interested and eligible candidates are to visit the Medical Services Recruitment Board's website [www.mrb.tn.gov.in](http://www.mrb.tn.gov.in) and familiarize themselves with the detailed notification.
- b. On the Home Page, click "Online Registration" to open up the On-Line Application Form.

- c. Select the name of the post of **Dental Hygienist**.
- d. All the required particulars be entered without skipping any field.
- e. **Mobile number and e-mail are mandatory; you are also requested to provide alternate secondary Mobile No., Landline number as well. All communication from MRB will be sent only to the registered primary mobile number by SMS and to the registered e-mail only and by no other means.**
- f. Candidates are required to upload their scanned copy of colour photograph (not exceeding 500 kb in size) and scanned copy of signature (not exceeding 200 kb in size) as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature. An online application is incomplete without the Photograph, Signature upload.



- g. **The candidates need to apply only in online mode.** They shall not send copies of certificates / printed application to MRB. In the online application, candidates need to furnish the details such as: Community Certificate number; Issuing Authority; Date of issue, in support of the claims made with regard to community failing which the application will not be considered.

- h. Candidates need to verify their eligibility for the post before submitting their online application. If a candidate furnished wrong information, action will be taken by MRB to debar such candidate from the future exams/recruitment, apart from other legal actions.

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

**10. COMMUNICATION WITH THE MRB:**

- i. Any communication intended for the Board must be made in writing and addressed only to the Medical Services Recruitment Board, 7<sup>th</sup> floor, 359, Anna Salai, Teynampet, Chennai - 600 006.
- ii. If a reply is sought, it must be accompanied by an envelope affixed with sufficient postage stamps with the address to which the reply is to be sent.
- iii. Communications seeking reasons for non-selection and other qualifications will receive no attention. Requests for furnishing causes of failure (non-selection) will not be complied with.
- iv. The Board will receive communication only from candidates. Communication in the name of pleader or agent will not be entertained.
- v. Details of provisionally selected candidates will be hosted in the Board’s website [www.mrb.tn.gov.in](http://www.mrb.tn.gov.in).
- vi. Latest news will be updated first in the official twitter account of MRB [www.twitter.com/mrb\\_tn](http://www.twitter.com/mrb_tn)
- vii. After the selection is made by the Board, the Appointment and postings of **Dental Hygienist** will be made by the Appointing Authority.
- viii. Any claim relating to the selection should be received within 30 days from the date of announcement of results. Claims received thereafter will not be considered.

**11. CERTIFICATE OF PHYSICAL FITNESS:**

Candidates provisionally selected for appointment to the posts will be required to produce a certificate of physical fitness including Vision Certificate in the prescribed form.

**12. SPECIAL INSTRUCTIONS:**

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

**A. UNDERTAKING BY THE CANDIDATE**

- i) In the event of selection, the candidate shall be willing to serve in Government in any Medical Institution of the State.
- ii) Successful candidate shall join duty within 30 days from the date of receipt of appointment orders and shall not claim extension of joining time citing that he/she is undergoing higher studies or for any other reason. He/she shall abide by the condition that his/her name will be removed from the approved list without assigning any reasons therefor, if he/she fails to join duty within the stipulated time.
- iii) He/she shall abide by the condition that if he/she is selected and appointed as **Dental Hygienist**, after joining duty, he / she shall not be permitted to undergo any course within the period of two years excluding the period of leave.
- iv) If the candidate is under any contractual obligation, to serve under any State Government / Local Bodies / Private Institutions he/she must produce a 'No Objection Certificate' from the Appointing Authority concerned.

(Signature of the candidate)

## **B. DECLARATION BY THE CANDIDATE**

- I. I hereby declare that all the particulars furnished in this application are true, correct and complete to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the selection, action can be taken against me by the MRB.
- II. I hereby declare that I will not be a party to any kind of canvassing on my behalf.
- III. I further declare that I fulfill all the eligibility conditions prescribed for admission to this post.
- IV. I have informed my employer in writing that I am applying for this post and furnish the NOC for this purpose (if applicable).
- V. I have gone through the instructions etc. to candidates and the Board's Notification for this recruitment before filling up the application form.
- VI. I declare that I possess the Medical Standards prescribed for the post(s) which I am now applying.
- VII. I certify that I have not been debarred / disqualified by the Board or any other recruiting agency.
- VIII. I am not a dismissed Government Employee.
- IX. There is no criminal case filed against me in any Police Station / Court.
- X. There is no Vigilance Case filed against me in the Police Station.
- XI. I hereby declare that my character/antecedents are suitable for appointment to this post.
- XII. I declare that I do not have more than one living spouse / I am unmarried.

(Signature of the candidate)

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

**Member Secretary**



# Medical Services Recruitment Board

## DETAILED INSTRUCTIONS IN ANNEXURE

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

## ANNEXURE- 1

### HOW TO APPLY ON-LINE?

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

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

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

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

- j. For offline mode of payment, candidates have to select **Indian Bank**.
- k. Click "SUBMIT" to submit the Application form.
- l. On Submission, system will generate the payment challan which the candidate need to take print out and visit any of the branches of **Indian Bank** to make the payment.(Please note that offline Indian bank payment challans will be generated only **during 8 am to 8 pm only**.)
- m. Online Application Registration will be taken as successful one, only if the payment is made in any of the Indian Bank branches **within two working days from the date of registration/submission of application, failing which the application will be rejected**.
- n. If the transaction is successful, Registration number and password will be generated. The same should be noted for future reference.

### **Print Option:**

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

### **Note:**

- i. Candidates are advised in their own interest to apply on-line and remit fee much before the closing date and not to wait till the last date to avoid last-minute internet connectivity issues.
- ii. MRB will not be responsible for delayed submission or remitting of payment.
- iii. **Under no circumstances, a candidate should share/mention e-mail ID or Mobile Number with any other person. In case a candidate does not have a valid personal e-mail ID, they should create a new e-mail ID before applying on-line and must maintain that email account.**
- iv. No modification in fee payment through on-line mode is permitted.

- v. Candidates should carefully fill in the details in the On-Line Application at the appropriate places and click on the "SUBMIT" button at the end of the On-Line Application format. Before pressing the "SUBMIT" button, candidates are advised to verify each and every particular filled in their application. The name of the candidate or his /her father/husband's name etc. should be recorded correctly in the application as it appears in the certificates. Any change/alteration found may disqualify the candidature.
  
- vi. Any clarification regarding on-line registration may be obtained from the Help Desk Phone **No.91-7815936791 between 09.30 am to 05.30 pm from Monday to Friday and 09.30 am to 12.30 pm on Saturday.**

**ANNEXURE- 2**  
**LIST OF DOCUMENTS TO BE PRODUCED AT THE TIME OF**  
**CERTIFICATE VERIFICATION**

- a. Evidence of Date of Birth (SSLC / HSC)
- b. Evidence and Mark sheet of Educational qualification (SSLC / HSC / Diploma / Certificate Course in Dental Hygienist).
- c. Evidence of Tamil qualification (*viz.*, SSLC / HSC / Certificate for having passed the second class Language Test (Full Test) in Tamil conducted by the Tamil Nadu Public Service Commission).
- d. Community certificate from the competent authority (Permanent Community Certificate)
- e. Certificate of character and conduct issued by Group A or Group B Officer
- f. Certificate of character and conduct issued by the Head of the Institution in which he / she last studied.
- g. No Objection Certificate from the Appointing Authority concerned (if applicable) as in Annexure – 5 of this notification.
- h. An undertaking and Declaration to be submitted as in para 12A and 12B of this notification
- i. Two (2) passport size colour photograph (that was used to scan and uploaded in the online application) (with name and application number on the reverse).
- j. Any one of the photo ID card issued by a Government Authority (other than PAN card), depicting the Address for communication or permanent address furnished in the online application.
- k. The candidate will also be asked to sign on the printed copy of on-line application (printed copy will be provided to the candidate at the time of certificate verification)

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

The Original Certificates (including mark sheets) in support of the claims made in the application should be produced at the time of attending the certificate verification, when called for. One set of photo copies duly attested of all certificates along with two copies of colour photograph identical to the one uploaded in the application, should also be handed over while attending the certificate verification, when called for by recording his/her registration number on the reverse side on the colour photo.

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

(i) the Secondary School-Leaving Certificate; or

(ii) A certificate from a University or college or School authority showing date of birth, according to the University or College or School Records ( The certificate of Baptism or extract from Register of Births can not be accepted) or

(iii) Extract from the Service Register showing date of birth in respect of persons holding regular appointment under the state Government.;

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

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

**(d) Community Certificate**

An applicant who claims to be a member of SC/ SC(A) a certificate from the following authority noted against should be produced in the form as specified in G.O.Ms. No. 781, Revenue department, dated 2nd May 1988:-

Sl. No.	Name of the Community	Competent Authority to Issue the Certificate
	SC/SCA	TalukTahsildar.

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

Candidates are warned that if the community recorded in the certificate produced by them from the competent authority is not included in the list of Scheduled Castes / Scheduled Caste (Arunthathiyars) given in the list of communities

in [http://www.mrb.tn.gov.in/pdf/MRB\\_LIST\\_COMMUNITIES\\_020614.pdf](http://www.mrb.tn.gov.in/pdf/MRB_LIST_COMMUNITIES_020614.pdf), they will not be considered as belonging to Scheduled Castes / Scheduled Caste (Arunthathiyars) as the case may be.

**Note: -**

- (i) **Persons belonging to Tamil Nadu, and to one of the communities mentioned in the lists indicated above alone shall be treated as Scheduled Caste or Scheduled Tribe. Persons belonging to other States shall not be treated as belonging to the Scheduled Caste or Scheduled Tribe even though they may belong to one of the Communities specified in the list.**
- (ii) A member of the Scheduled Castes on conversion to Christianity will not be considered under Scheduled Castes.
- (iii) "Arunthathiyar" refers to, Arunthathiyar, Chakkiliyan, Madari, Madiga, Pagadai, Thoti and Adi Andhra.

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

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

- (i) From the Head of the Institution in which the candidate last studied.
- (ii) From a Government Officer belongs to Group A or B who knows the candidate personally. This certificate must be based on personal knowledge and experience of the candidate and not from a relative.

**Note:-**

If the period of study at the Institution in which the candidate last studied, is less than one academic year, he must produce also another certificate from the Head of the Institution, in which he last studied for not less than one academic year.

- (iii) No two certificates may be obtained from the same person.

**(i)** An undertaking and Declaration should be submitted as in para 12A and 12B of this notification

**(j)** The candidate has to submit Two (2) passport size colour photograph (that was used to scan and uploaded in the online application) (with name and application number on the reverse) at the time of attending the certificate verification.

**(k)** The candidate shall furnish a Photo ID card issued by a Government Authority (**Other than PAN Card**), the address for correspondence as furnished by the candidate his/her online application should tally with the address details in their Photo ID proof.

## ANNEXURE- 3

### DISQUALIFICATION / DEBARMENT

#### **Disqualification:**

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

#### **Debarment:**

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



## ANNEXURE - 4

### NO OBJECTION CERTIFICATE

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

#### NO OBJECTION CERTIFICATE BY THE APPOINTING AUTHORITY

- i. Name of the Candidate.....
  
- ii. Name of the Post held .....
  
- iii. Whether the Candidate is employed temporarily under the emergency provisions or whether the candidate is a probationer or an approved probationer or a full member of any of the subordinate/State Services?
  
- iv. Whether any criminal cases/disciplinary action is pending against the individual?
  
- v. Details of disciplinary/criminal action taken against the individual, if any
  
- vi. Period of Employment                      From (date) To (date)
  
- vii. I have no objection to the candidate's application being considered for the post of Dental Hygienist.

Signature, Designation, and Seal with Date

**Note:**

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

## **ANNEXURE- 5**

### **SCALE OF PAY, JOINING TIME, etc.**

The selected candidates will be paid scale of pay of **Rs. 35,400 – 1,12,400**

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

**MEMBER SECRETARY**

**END OF NOTIFICATION**