



**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@gmail.com](mailto:mrb.tn.nic@gmail.com)  
Phone No.: 044 -24355757

**CV Intimation No.04 /MRB/2023**

**Dated: 21.08.2023**

**Temporary post of Occupational Therapist**

You are hereby informed to appear for verification of your certificates / documents as claimed by you in your on-line application.

The list of documents to be produced by you (in original along with one set of self-attested photocopies) is attached herewith. You are required to appear for the verification as per the following date / time / venue.

<b>Date of Certificate Verification</b>	<b>Forenoon 11:00 AM (Sl.No)</b>
30.08.2023	1 - 12
<b>Venue</b>	<b>Medical Services Recruitment Board, DMS Building, 7<sup>th</sup> Floor, 359, Anna Salai, Teynampet, Chennai-6.</b>

**Note:**

- If the candidate fails to appear for verification of certificates / documents on the specified date / time, it will be presumed that the candidate is no longer interested in the post and his / her candidature is liable for rejection, without any further notice.
- Mere calling for verification of certificates / documents does not confer any right over selection / appointment.
- The candidates are called for verification of certificates / documents based on the particulars furnished in their on-line applications such as age, educational qualification, community, marks, etc. The provisional selection of candidates will be made only after verification/ acceptance of certain documents, educational qualification possessed by him/her, clarification regarding community status and its acceptance, marks / rank list of the candidate etc. as the case may be. If any of their claims is found to be false or incorrect, their candidature is liable for rejection at any point of time.
- Candidate called for Certificates Verification is hereby advised to appear with all the relevant documents in original without fail. Failure to produce even any one of the essential documents will result in rejection of his / her candidature.

**MEMBER SECRETARY**

## MEDICAL SERVICES RECRUITMENT BOARD

### **Documents for verification for the post of Occupational Therapist**

**The following documents (original along with one set of self-attested photocopies) are to be produced at the time of certificate verification. [Please arrange and bring the certificates in the same order for easy and quick verification]**

- a. Evidence of Date of Birth (Birth Certificate/SSLC / HSC)
- b. Evidence and Mark sheet of Educational qualification (SSLC / HSC/ Degree in Occupational Therapy) awarded by any university recognized by the University grants commission.
- 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. Person studied in Tamil Medium certificate as in Annexure – 9 of this notification.
- e. Community certificate from the competent authority (Permanent Community Certificate)
- f. Certificate of character and conduct issued by Group A or Group B Officer on or after issue of the current notification.
- g. Certificate of character and conduct issued by the Head of the Institution in which he / she last studied.
- h. Differently abled certificate issued by the competent authority (if applicable) as in Annexure – 7 of this notification.
- i. No objection Certificate from the Appointing Authority concerned (if applicable) as in Annexure – 5 of this notification.
- j. An undertaking and Declaration to be submitted as in para 12A and 12B of this notification (will be provided by the Board on the date of Certificate Verification)
- k. 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).
- l. 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.

- m. In respect of Ex-Servicemen they have to produce the Discharge Certificate, PPO No., in case if he is already discharged. If the candidate is a serving personnel to be discharged within one year from the last date of receipt of the application of this notification, he has to produce An undertaking given by the candidate in Annexure 8A & Form of Certificate for serving personnel in Annexure 8B of this notification (if applicable)
- n. 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)
- o. Government Order for equivalence of the qualification to the prescribed qualification (If applicable)
- p. Transgender ID Card with Gender (If applicable)
- q. Gazetted copy for name change (If applicable)
- r. Documents / Court Orders proving acquitted / conviction of FIR in case of pending cases for criminal cases registered (If applicable)

**Specimen Copy of conduct and Character Certificate (to be issued by a  
Group A or Group B Officer)**

Name of the Certificate issuing officer:

Date :

Designation :

Address of Institution :

Phone No.:

E-mail :

**CERTIFICATE OF CHARACTER AND CONDUCT**

This is to certify that ..... Son /  
Daughter of Thiru.....  
who is residing  
at.....  
.....is known to me for the past ..... Years (minimum 2 years).  
His/ Her Character and conduct are ..... The individual is not  
related to me.

Photograph of the candidate
Specimen Signature

Signature :

Full Name :

Designation :  
with seal

**(Photograph to be attested by  
the certificate issuing officer  
with seal)**

## ANNEXURE

LIST OF CANDIDATES CALLED FOR CERTIFICATE VERIFICATION FOR THE POST  
OF OCCUPATIONAL THERAPIST BASED ON THE EDUCATIONAL  
QUALIFICATION/MARKS CERTIFICATES UPLOADED IN THE ONLINE APPLICATION

SL. No.	APPLN NO.	NAME	DOB	TOTAL WEIGHTAGE MARKS
1	230400008	SINDHU MUKHI A	06-01-1997	92.33
2	230400295	PARUL GUPTA	10-04-1998	87.26
3	230400240	DHIVYA P	20-03-1996	85.62
4	230400344	PRADEEPA C	22-05-1998	83.54
5	230400063	MAYURI T	13-07-1994	80.44
6	230400276	MITHRA M	16-01-1998	85.57
7	230400109	RAJAMANI R	03-01-1997	68.48
8	230400329	ABIRAM U	24-08-1997	85.19
9	230400243	SANDHIYA P	22-05-1998	82.03
10	230400035	MADHUBALA K	05-09-1997	79.77
11	230400308	SURYAPRABHA P	09-08-1994	76.26
12	230400213	BAGYALAKASHMI M	20-07-1996	61.86

**Note:**

**Candidates who have inadvertently uploaded their educational qualification, certificates other than the Occupational Therapist and their weightage marks is within the zone of consideration for certificate verification shall submit their representation along with evidence (Copy of Application, self attested copy of SSLC, HSC, Degree in Occupational Therapy Certificate and mark statements) to the Member Secretary, Medical Services Recruitment Board, 7<sup>th</sup> Floor, DMS Buildings, 359, Anna Salai, Teynampet, Chennai-6 through Registered Post (or) Speed Post on or before 28.08.2023. Any representation received after 28.08.2023 in this regard will not be entertained.**

**Weightage Marks of the last candidate called for Certificate Verification under each category are furnished hereunder**

<b>CATEGORY</b>	<b>WEIGHTAGE MARKS OUT OF 100</b>
GT	85.19
BC	82.03
MBC & DNC	76.26
SC	79.77
SCA(W)	61.86

**MEMBER SECRETARY**