

**THE WEST BENGAL UNIVERSITY OF
HEALTH SCIENCES**

DD – 36, Sector – I, Salt Lake, Kolkata – 700 064

Website: www.wbuhs.ac.in /www.wbuhsexams.in



Information Booklet

**Regulations for admission to Diploma in Family Medicine
2015**

1. Jurisdiction of the University :

Admission test for filling the seats in the “Two year course on Diploma in Family Medicine” at its affiliated institution “Institute of Health and Family Welfare “,Swasthya Bhavan, Sector –V, Kolkata 700 091 to be conducted by the West Bengal University of Health Sciences (WBUHS) shall be made on the basis of admission test to be conducted and inter-se merit list of different caste and candidates.

2. Eligibility criteria :

- a. Candidates must pass MBBS from any Medical College recognized by Medical Council of India. Application for admission to Diploma course will not be accepted unless the candidates have got themselves registered with the MCI or WBMC.
- b. Candidates who are already pursuing any other course are not eligible for admission. However, candidates completing the course or resigning from the course before the date of admission, will be eligible to get admission.

3. Filling up forms :

On-line application forms be filled up. Print copy of the same is submitted, along with scanned signature and photograph of candidate, thumb impression and Bank Draft of Rs. 3000/- and photo copy of identity card (EPIC/Voter ID/Driving License /Passport /PAN /Adhar is to be submitted to the University as per schedule enclosed.

4. Written Test :

- a. A written test of 100 marks will be held. Selection will be based on merit, category and reservation policy of the State Govt.
- b. The written test will be conducted on the specified date by the WBUHS to prepare an inter se merit list of different categories/Status of candidates (combined merit list) seeking admission to the courses. The question paper of the written test shall be set in English and shall contain 100 single best response type Multiple Choice Questions. The duration of the test will be 80 minutes. 100 MCQs will be set form MBBS syllabus out of the following disciplines (i) General Medicine(20), (ii) General Surgery (15), (iii) Obstetrics & Gynecology(15), (iv) Neonatology and Paediatrics (10), (v) Orthopedics and trauma (10), (vi) Anesthesia and Critical Care, (10) (vii) Dermatology (5), (viii) Psychiatry (5) and (ix) Community Medicine (10). Number questions are to be set from above noted discipline indicated in the bracket.
- c. For each correct and best response one mark will be awarded. There will be no deduction of marks for incorrect answer. No marks will be awarded for multiple answers . No mark will be deducted for questions not attempted.
- d. Admit card for interview can be downloaded by putting acknowledgement number /mobile number as scheduled annexed.
- e. Written Test will be conducted as per schedule enclosed by the WBUHS to prepare category /caste-wise merit lists of the eligible candidates seeking admission to these courses.
- f. Applicant for admission will be provisionally allowed to appear in the test provided she/he has submitted her/her applications in the prescribed form with requisite fees etc. and has fulfilled the eligibility criteria outlined above.

5. About the course :

Candidates will get higher level training in Paediatrics and Neonatology, Gynecology and Obstetrics, Orthopaedics and Trauma, Critical Care Medicine and Community Medicine and allied subjects.

6. Merit list of the candidates :

- a. The rank of the candidates qualifying in the written test will be determined on the basis of the marks obtained by them. Merit list in “Open Category” and “ Service Category” will be published according to descending order of marks.
- b. There shall be separate merit lists also indicating the merit wise position for “Open Category” and “ Service Category” indicating the castewise position
- c. Definition of physically challenged candidate is as scheduled annexed by Medical Council of India and certified by the Physical Medicine Department of IPGME&R (SSKM), Kolkata – 700 020.
- d. General category candidates will have to secure minimum 50 percent marks in written test to qualify in the merit list. Candidates belonging to OBC –A and OBC –B and OBC is to secure 45 percent and candidates belonging to SC/ST is to secure 40 percent in written test to qualify in the merit list. Creamy layers of OBC candidates will be considered as General Category candidates. General OBC (including OBC –A , OBC –B) SC/ST candidate may opt for unreserved seats provided such candidate will score 50% and above. PC – General Category candidate is to secure 45% and PC for other category OBC, OBC-A and OBC-B and SC and ST candidate will have to secure 40% of total marks. If a candidate OBC (including OBC-A and OBC –B) claim seat ,he / she has to furnish current income certificate of the family from the Certificate issuing authority if the date of issue of certificate prior to 1.6.2014.

7. Counseling :

- a. Admission to Diploma in Family Medicine will be made through personal appearance strictly according to the time schedule annexed. The candidates will be called in order of merit.
- b. The provisional merit list as well as the date and time of counseling will be available in the University website.
- c. Offer letter will be given at the time of counseling.
- d. The candidates appearing for counseling will have to bring the following original documents along with their attested copies at the University premises :
(The following documents will have to produced to participate in the counseling/interview)
 - i) Admit card
 - ii) Internship completion certificate
 - iii) Permanent/Provision Registration Certificate
 - iv) School leaving certificate as proof of age
 - v) SC/ST/PC/OBC certificate (For OBC, current certificate be provided.)
 - vi) 3rd Professional Part –II mark sheet.
 - vii) EPIC/Voter ID/Driving License/Passport/PAN/Adhar as photo identity card.
 - viii) Experience certificate in the subject concerned.
 - ix) Any other relevant documents if asked by the admitting institution.

8. Reservation for In-service Candidates of Government of West Bengal :

Placement in the course as Trainee Reserve is exclusive jurisdiction of the Health & Family Welfare Department. This placement on Trainee Reserve will be guided by Gazette notification vide no HF/O/MERT/508/ME/TR-07-2012 dated 2.6.2015. Officers (in-service doctors) in possession of any post graduate degree /diploma irrespective of its acquiring with or without Government sponsorship will not be eligible for this course.

9. Stipend / Placement :

Government/Private managed institute may consider stipend based on its own Rules /Order.

10. No. of seats : 24 (12 seats for open category+ 12 for in-service category)

11. Fee Structure : No fee is charged.

12. Bond :

For in-service candidates, bond is regulated by Gazette notification vide no HF/O/MERT/508/ME/TR-07-2012 dated 2.6.2015. Open category Candidates will have to furnish a bond as decided by the Director of the admitting institute.

13. Age :

For in-service doctors age is as per provision of “The West Bengal Medical Education Service”. The West Bengal Health Services – The West Bengal Public Health Administrative Service Placement on Trainee Reserve Rules, 2008” provided she /he is placed on Trainee-Reserve . Otherwise age is no bar for the course. However course coordinator is the competent authority to decide the upper age limit depending upon nature of job, involvement of the candidate and other requirement. (In-service doctors may note that new Trainee Reserve Rules will be enforced at the earliest. Such rules will prevail for all practical purposes).

14. Other Condition :

- a. The rank of the candidates qualifying in the written test will be determined on the basis of the marks obtained by them. Merit list in “Open Category” and “ Service Category” will be published according to descending order of marks.
- b. Definition of physically challenged candidate is as scheduled annexed by Medical Council of India and certified by the Physical Medicine Department of IPGME&R (SSKM), Kolkata – 700 020.
- c. During the tenure of the course, candidate will not be allowed to appear at any other entrance tests. However, she/he can apply only after submission of resignation and paying requisite bond amount.
- d. Responsibility of release of doctors employed by Government or otherwise lie on the candidate and employer. Course coordinator/ Director of the Institute is competent to allow a candidate who does not admit himself/herself within time to the course considering all aspects pertaining to training.

15. Reservation of Seats :

Allotment of the reserved seats for SC,ST, OBC-A, OBC-B, Physically Challenged candidates will be in accordance with the existing Govt. orders. Physically challenged candidate will be placed based on horizontal reservation

16. Other Information :

a) The in-service candidates may submit application directly, but “No Objection Certificate”/ “Sponsorship Certificate” issued by competent authority must be submitted at the time of Counseling .

b) Candidate will fill in forms accurately and write appropriate name of the University in the bank draft, otherwise his/her application will not be considered and bank draft will be returned on his /her personal appearance at the University after

17. GENERAL RULES AND PROCEDURAL DIRECTIVES :

a) Applicants should go through and strictly follow the instructions given in the Information Booklet as published in www.wbuhs.ac.in / www.wbuhsexams.in while applying for these courses. Application must be complete in all respects.

b) Application is to be submitted on line available at the website www.wbuhsexams.in / www.wbuhs.ac.in (See guidelines for Submission of Application in the next page)

c) A Print-copy of the application along with a crossed Demand Draft of Rs. 3000/- in favour of “The West Bengal University of Health Sciences” payable at Kolkata, photographs embossed with current date and photocopy of photo identity card (EPIC/Voter ID /Driving License/Passport /PAN /Adhar / any other valid photo identity card) is to submitted either by hand on or before 02/07/2015 or by speed/Registered post 6/7/2015 provided bank draft is made in favour of the University on or before 01/07/2015 to the Office of the “Controller of Examinations, The West Bengal University of Health Sciences, DD -36, Sector –I, Salt Lake , Kolkata – 700 064. In other words the applications must reach the office of the WBUHS within the last date as mentioned in the schedule. Candidate is requested to write their name and mobile number on the back of the bank draft.

d) No other documents is to be submitted with application form.

e) Submission of incorrect or false statements / documents or suppression of material information in the application form will be considered as sufficient ground for cancellation of the candidature or the admission of the candidates to this course whenever detected. i.e. during the process of admission or even at any stage thereafter.

f) Admit card can be downloaded on and from the website www.wbuhsexams.in If any candidate is not able to download she /he will write to wbuhs_ctr@rediffmail.com addressing the Controller of Examinations, WBUHS.

g) No travel allowance is admissible for appearing in the interview or for attending the counseling.

h) No personal communication will be made to the candidates, unless it is considered absolutely necessary by the University authority.

Controller of Examinations
The West Bengal University of Health Sciences

APPENDIX-I

Schedule for Diploma in Family Medicine2015

Forms to be submitted Online in www.wbuhsexams.in	between 18.6.2015 and 1.7.2015
Submission of print-copy of forms at W.B. University of Health Sciences (except Saturdays, Sundays and Holidays)	between 18.6.2015 and 1.7.2015 (11.30 a m. to 4p m)
<p>Pay Order/ Demand Draft in favour of The West Bengal University of Health Sciences payable at Kolkata must be purchased on or before 01.07.2015. Print Copies of form along with the Demand Draft/Pay Order will not be received after 02.07.2015.</p> <p>Registered Post will be received upto 06.07.2015, however the Demand Draft/Pay Order must be purchased on or before 01.07.2015</p>	
Admit Card will be downloaded by the candidate from the University website	From 20 .07.2015 evening (6 p.m onwards)
Date and time of admission test	Sunday 26.07.2015 12.00 noon onwards
Declaration of results	On or before 06.8.2015
Counseling & Admission	To be declared later on
Session to start from	To be declared later on

APPENDIX - II

Guidelines for submission of application

**1. A candidate seeking admission is required to submit his/her application online by logging on www.wbuhsexams.in. Application submitted by all other means will be summarily rejected.

2. The candidate will, first of all, visit the university website www.thewbuhs.net through internet. She/he is required to go through the relevant “Information Booklet**” carefully and acquaint himself/herself with all requirements regarding filing in the application form.

3. Fill in the “Online Application Form**” carefully by selecting appropriate options or by typing in appropriate places. Please do not skip any point. Attach your scanned recent passport size photograph, signature and left thumb impression on appropriate places. Then click “**submit**” at the bottom of the page to see what you have entered.

4. Please check the details of your entry in the next page. If you want to change anything, go back to first page and fill again. If necessity arises for change in the First Page, click “**Reset**” at the bottom and continue, then click “**submit**” at the bottom to go to the next page. After clicking “**Submit**” two more pages will appear with an “**Acknowledgement number**” and the candidate will have to print both the pages as those will have to be submitted to the WBUHS,. Please keep photocopies of those pages for your record. Submit the form afresh if you do not get any “**Acknowledgement Number**”. Form without **Acknowledgement Number and missing data will not be entertained.**

Once submitted, no request for change of any entry will be entertained by the University. Print-out of these two pages will have to be submitted to the office of the “**Controller of Examinations, West Bengal University of Health Sciences (WBUHS), DD-36, Sector – I, Salt Lake, Kolkata – 700 064** after :

i) Pasting one current photograph at the appropriate place of the candidate duly snapped after the date of publication of this booklet (must be attested by a gazetted officer or Principal of the college last attended. Photograph will contain name and date).

ii) Putting the candidate’s signature at appropriate places.

iii) The declaration must be signed in the same page of the declaration, along with candidate’s full name.

iv) Attaching the bank-draft / pay order for Rs. 3000/- in favour of “**The West Bengal University of Health Sciences**” payable at **Kolkata**.

v) Attestation should be by a gazetted officer with legible seal with designation in the certificate.

vi) Attaching photocopy of EPIC/Voter ID/Driving License/Passport/PAN/Adhar Card.

** 1. The instruction given in the print-outs are to be followed scrupulously. The printed hardcopies of last two pages are to be submitted to the WBUHS either personally or by registered post/speed post, so as to reach the WBUHS on or before the prescribed last date.

** 2. Please keep photocopy of the pages to be submitted.

** 3 All forms submitted after the stipulated last date/all incomplete or invalid forms will be rejected without any further reference to the candidate and the fees submitted, if any, will be forfeited as processing charges.

Controller of Examinations
The West Bengal University of Health Sciences