The purpose of this bulletin is to provide essential details and help candidates complete their application process for the Master in Medicine (M.Med -Family Medicine) course beginning August 2018.

PLEASE GO THROUGH THIS CAREFULLY BEFORE FILLING THE FORM.

ADMISSION TIME TABLE - 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9th March 2018</td>
<td>Start accessing online application form</td>
</tr>
<tr>
<td>25th April 2018</td>
<td>Last date for submission of online application forms</td>
</tr>
<tr>
<td>15th May 2018</td>
<td>Date of Computer Based Entrance Test</td>
</tr>
<tr>
<td>5th June 2018</td>
<td>Announcement of selected candidates</td>
</tr>
<tr>
<td>11th June 2018</td>
<td>Last Date for acceptance of offer of admission by email (Step 1)</td>
</tr>
<tr>
<td>11th June to 25th June 2018</td>
<td>Submission of all related documents and course fee payment (Step 2)</td>
</tr>
<tr>
<td>1st August 2018</td>
<td>Course Begins</td>
</tr>
</tbody>
</table>

* Dates are subject to change
1 INTRODUCTION TO THE COURSE:

The Master in Medicine in Family Medicine (M.Med) is a two-year distance-learning course offered through the Department of Distance Education at Christian Medical College, Vellore and is provisionally affiliated to The Tamilnadu Dr. M.G.R Medical University.

2 ELIGIBILITY CRITERIA

❖ Candidates must possess a valid MBBS degree
❖ Candidates must possess a valid MCI / State Medical Council registration
❖ The course is only open to Indian Citizens and who are currently residing in India.

Note: Those who have enrolled previously for the PGDFM (Post Graduate Diploma in Family Medicine) offered by CMC are not eligible to apply for this course (M.MED in Family Medicine), irrespective of their completion status.

3 SELECTION PROCESS

- Computer Based Entrance Test (CBT): - The initial selection process includes an entrance test (CBT) which will be conducted on 15-May 2018 and will be based on the MBBS curriculum. The test centres for the CBT is listed in Annexure IV of this bulletin. The candidate can provide two choices for their examination centres in the application form. Allocation of the centre will be based on the first come first serve basis (i.e. preference will be given to applications received earlier).
- Upto 40% of the seats in the course will be reserved for women.
- Upto 50% of the seats will be reserved for sponsored candidates. (Refer Section 4 of this bulletin)
- The seats will be allotted area wise as given below:

<table>
<thead>
<tr>
<th>Category</th>
<th>Zone</th>
<th>States and Union Territories</th>
<th>No. of seats</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>East and North East</td>
<td>Arunachal, Assam, Meghalaya, Manipur, Mizoram, Nagaland, Sikkim, Tripura, Orissa, West Bengal, Andaman</td>
<td>Up to 24</td>
</tr>
<tr>
<td>B</td>
<td>North and Central</td>
<td>UP, Uttarakhand, Madhya Pradesh, Chhattisgarh, Bihar, Jharkhand, J&amp;K, Himachal, Delhi, Haryana, Punjab</td>
<td>Up to 26</td>
</tr>
<tr>
<td>C</td>
<td>West</td>
<td>Goa, Maharashtra, Gujarat, Daman &amp; Diu, Rajasthan, Lakshadweep</td>
<td>Up to 20</td>
</tr>
<tr>
<td>D</td>
<td>South</td>
<td>AP, Telangana, Karnataka, Kerala, Tamil Nadu, Puducherry</td>
<td>30</td>
</tr>
</tbody>
</table>

- Weightage in selection will be given to the following:
A. Sponsored Candidates
B. Those who have served or are serving in areas of need
C. Those who were/are in Government Service
D. Those who are currently in active clinical practice

4 CATEGORIES:

Category A: Sponsored Categories:
All sponsored candidates must work for a minimum period of one year between 1st August 2018 to 31st July 2020 in one of the hospitals listed below (Categories 01 to 03):

01 – Hospitals under Sponsoring bodies and churches of CMC Vellore Council
   (See Annexure II)
02 – Hospitals under Christian Organisations/institutions not mentioned in 01
03 – Hospitals under Catholic Organisations/institutions
   (This must be supported by a letter from the head of the Hospital/institution as per the format given in Annexure I)

Category B: Areas of need Categories:
04 - Sponsored Candidates presently working/have worked in specified states and/or Government/Quasi Government (including Armed Forces etc.) institutions and/or with Registered NGO hospitals.
05 – Non-sponsored Candidates presently working/have worked in specified states and/or Government/Quasi Government (including Armed Forces etc.) institutions and/or with Registered NGO hospitals.
06 – Open Category (None of the above)
   (This must be supported by a letter from the head of Hospital/Institution as per the format given in Annexure III)

Note:
A candidate can choose more than one category if eligible. For eg. A sponsored candidate eligible under 01 category may also be eligible for 04 category if the hospital that he/she is working in or has worked in the past is situated in an area of need. Such candidates will have to provide 2 supporting documents (one for sponsorship and another for area of need).

5 COURSE FEES

FEE BREAKUP
There are two parts of the course fees, one is the course fees towards CMC (facilitating the course, providing study materials and student support). The other is the fees towards the university.

Part A (CMC course Fees)

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Printed Material Cost</td>
<td>32,200/-</td>
</tr>
<tr>
<td>2</td>
<td>Online study material and Contact Programs</td>
<td>25,000/-</td>
</tr>
<tr>
<td>3</td>
<td>Course Administration cost</td>
<td>31,400/-</td>
</tr>
<tr>
<td></td>
<td>Total fees (Indian Rupees)</td>
<td>88600/-</td>
</tr>
</tbody>
</table>
Part B (University Fees)
The University fees to be paid during joining of the course which pertains to the Eligibility certificate and registration are as mentioned in the university web site https://www.tnmgrmu.ac.in/

University Fees structure (as in Feb 2018)

<table>
<thead>
<tr>
<th></th>
<th>Candidates with MBBS within India</th>
<th>Candidates with MBBS outside India</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eligibility Certificate</td>
<td>Rs 1600</td>
<td>USD 1000 (US dollars)</td>
</tr>
<tr>
<td>University Registration</td>
<td>Rs 7800</td>
<td>Rs 7800</td>
</tr>
<tr>
<td>Total</td>
<td>Rs 9400</td>
<td>Rs 71,800 *</td>
</tr>
</tbody>
</table>

Note: (Relating to University Fees)
1. Candidate to verify the actual fees amount in the university website before payment.
2. *This is an estimated amount (Rs 71,800 for candidates with MBBS outside India) based on the current (approx) value of currency exchange rate (USD to INR). The USD depends upon the exchange rate as on the date of making the payment and will be advised by CMC.
3. There is a separate university fees for the final examination which the student is required to pay before his/her final exams; details of the same are available in the university website.

Payment of fees in instalments
There is an option to pay the course fees in two instalments if a candidate is unable to pay the entire amount in a single instalment

<table>
<thead>
<tr>
<th>Instalments</th>
<th>Fees Per Instalment</th>
<th>Deadline to receive each Instalment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Instalment</td>
<td>Rs. 40,000 + University fees</td>
<td>25th June 2018</td>
</tr>
<tr>
<td>IInd Instalment</td>
<td>Rs. 48,600</td>
<td>30th October 2018</td>
</tr>
</tbody>
</table>

6 APPLICATION PROCESS

ONLINE APPLICATION PROCESS
Application for the Master in Medicine (Family Medicine) is available online in the Distance education webpage - http://courses.cmcdistedu.org from 9th March 2018 to 25th April 2018 and is to be submitted with an application fee of Rs.1000/-

NOTE: THE INFORMATION PROVIDED ON THE APPLICATION FORM WILL BE TAKEN AS FINAL. NO CHANGES WILL BE PERMITTED.
Modes of Payment

The application fee can be paid by any one of the methods given below:

- Credit Card
- Debit Card
- Net Banking

When using a credit / debit card, if the transaction is not successful but the amount is debited from your account, please wait for 48 hours. The transaction is likely to be completed during this period.

If the transaction is not completed after 48 hours, please contact us.

7 ANNOUNCEMENT OF RESULTS

The list of selected candidates will be announced on the website on 5th June 2018 and can be accessed from the following link:

http://courses.cmcdistributedu.org

8 ADMISSION PROCEDURE

The following steps are to be followed once a candidate is selected into the course:

STEP 1: ACCEPTANCE OF OFFER OF ADMISSION
Selected candidates will receive a selection intimation letter by email. Once selected, the candidate is required to confirm his/her intent to join the program via email before 5 PM on 11th June 2018.

If a selected candidate fails to confirm before the deadline, his/her candidature will be cancelled and the seat will be allotted to the next wait-listed candidate.

STEP 2: SUBMITTING SOFT COPIES OF CERTIFICATES FOR SCREENING
All selected candidates will be required to submit scanned copies of the certificates listed below. Certificates numbered 1 to 9 are mandatory for all candidates. In addition, certificates numbered 10 to 15 should be submitted in special situations as described below.

Mandatory documents to be submitted by all selected candidates at the time of admission (as per University requirements)
1. MBBS Certificate – Only the MBBS Degree Certificate finally issued by the University will be accepted. (Provisional MBBS Degree Certificate will not be accepted).
2. Final year MBBS Mark Sheet
3. MCI/ State Medical Council Registration for MBBS
4. Internship Completion Certificate or CRRI Certificate
5. Certificate of Date of Birth - 10th or 12th Std Mark sheet or Birth Certificate
6. Consolidated Work Experience Certificate
7. Conduct Certificate
8. Blood Group Certificate – This can be obtained from a hospital or a Blood testing center
9. No Objection Certificate / Migration certificate – Mandatory for candidates who have graduated from a foreign university

Documents to be submitted as applicable in special situations
10. **Community Certificate** – Candidates who belong to SC/ST/BC/OBC/MBC should submit their community certificate

11. **Name Change Gazette** – Candidates who have officially changed their name after MBBS completion should submit the Name Change Gazette issued by the State Government. Marriage certificates & Affidavits will not be accepted as name change certificate.

12. **MCI Screening test Certificate** – Candidates who have completed their MBBS abroad should submit the MCI Screening Test Certificate

13. **Translation of degree certificate** – Candidates whose MBBS certificates are in hindi or any other language need to provide an English translation of the degree certificate

14. **Migration Certification and Transfer certificate:** - to be submitted by candidate in case required by university

15. **Sponsorship Letter** (see Annexure I for format)

16. **Letter to support work in ‘Area of need’** (see Annexure III for format)

On receipt of the soft copies, CMC will verify these documents and the candidate will be contacted if there are any discrepancies. The candidate will be permitted to proceed to the next step (Step 3: Original Certificates verification stage) only if the soft copies submitted meet the stipulated requirements.

**STEP 3: ORIGINAL CERTIFICATE VERIFICATION STAGE**

To complete the process of registration with The Tamilnadu Dr.M.G.R Medical University through CMC, candidates will be required to submit their original certificates to CMC by courier or in person before July 21st 2018. CMC will retain the original certificates until the University registration process is completed. This process can take upto 6 months depending on the University procedures. Upon completion of the registration process at the University, the original certificates will be returned by courier or can be collected in person.

Selected candidates are expected to comply with these procedures till the University registration is complete.

Candidates who are not able to submit the required original certificates within the stipulated time will forfeit their candidature.

**FOR ANY FURTHER CLARIFICATIONS, PLEASE CONTACT THE DISTANCE EDUCATION DEPT OFFICE**

Email : info@cmcdistedu.org
Phone : +91 (416) 2285601, 9790311188

The Coordinator
2018 M.Med Application
Department of Distance Education,
Christian Medical College 3/1,CSI Center,1st Floor Above Shalom Clinic,
Arni Road,
Vellore – 632001, Tamilnadu
ANNEXURE I
(For Sponsored Candidates only - Category A)

I. Criteria for sponsorship

All sponsored candidates must work for a minimum period of one year between 1st August 2018 to 31st July 2020 in one of the hospitals listed below (Categories 01 to 03):

01 – Hospitals under Sponsoring bodies and churches of CMC Vellore Council (See Annexure II)
02 – Hospitals under Christian Organisations/institutions not mentioned in 01
03 – Hospitals under Catholic Organisations/institutions
(This must be supported by a letter from the head of the Hospital/institution as per the format given in Annexure I)

II. Format of Certification to be filled by the Head of the Hospital/Institution for sponsored candidates (to be issued on the hospital/institution letterhead)

This is to certify that (Name of Candidate), CMC Application No: , son/daughter of has undertaken to work in our hospital for a minimum period of 1 year during the period from 1st August 2018 to 31st July 2020. The hospital management takes the responsibility to intimate CMC Vellore regarding the completion of the same as well as any breach in the completion of this service obligation.
## ANNEXURE II

**List of sponsoring bodies and churches of the CMC Vellore Council (Category 01):**

1. Andhra Evangelical Lutheran Church
2. Arcot Lutheran Church
3. Assemblies of God in North India
4. Baptist Church of Mizoram
5. Chaldean Syrian Church of the East
6. Christian Assemblies in India
7. Christian Service Society of the Bengal-Orissa - Bihar Baptist Convention
8. Church of North India, Nagpur Diocese
9. Church of North India Synod - The Synodical Board of Health services
10. C.S.I. Coimbatore Diocese
11. C.S.I. Diocese of Dornakal
12. C.S.I. Kanyakumari Diocese
13. C.S.I. Karimnagar Diocese
14. C.S.I. Karnataka Diocese Inter Diocesan Medical Board
15. C.S.I. Krishna - Godavari Diocese
16. C.S.I. Madras Diocese
17. C.S.I. Madhya Kerala Diocese
18. C.S.I. Madurai-Ramnad Diocese
19. C.S.I. Medak Diocese
20. C.S.I. North Kerala Diocese
21. C.S.I. Rayalaseema Diocese
22. C.S.I. South Kerala Diocese
23. C.S.I. Tiruchy-Tanjore Diocese
24. C.S.I. Tirunelveli Diocese
25. C.S.I. Vellore Diocese
26. Council of Baptist Churches in North East India
27. Council of Christian Hospitals
28. Eastern Regional Board of Health Services
29. Emmanuel Hospital Association
30. Evangelical Lutheran Church in Madhya Pradesh
31. Gossner Evangelical Lutheran Church
32. India Evangelical Lutheran Church
33. Inter Ashram Fellowship
34. Jeypore Evangelical Lutheran Church
35. Khasi Jaintia Presbyterian Church Synod
36. Kolhapur Church Council
37. Malankara Jacobite Syrian Orthodox Church
38. Malankara Orthodox Syrian Church - Catholicate of the East
39. Marathi Mission
40. Mar Thoma Syrian Church of Malabar
41. Mennonite Medical Board of the Mennonite Church in India
42. Methodist Church in India
43. Mizoram Presbyterian Church Synod
44. North Bank Baptist Christian Association
45. Poona Christian Medical Association
46. Salvation Army South Eastern India Territory
47. Salvation Army South Western India Territory
48. Salvation Army Western India Territory
49. Samavesam of Telugu Baptist Churches
50. Southern Asia Division of Seventh Day Adventists
51. Tamil Evangelical Lutheran Church
52. U.P. Regional Board of Health Services
53. The Leprosy Mission
54. Christoffel Blinden Mission
55. C.S.I. Jaffna Diocese
56. International Mission Board, Southern Baptist Convention
57. South East Asia Union Mission of SDA Singapore
58. United Mission to Nepal
59. Christian Medical College, Vellore
60. College of Nursing, CMC
61. Undergraduate College Sponsorship for Christians
ANNEXURE III

1. Definition of “Areas of need”

Areas – of – need Categories:

04 - **Sponsored Candidates** who belong to one or more of the following categories:

<table>
<thead>
<tr>
<th>Category Sub-type</th>
<th>Description of the area of need</th>
</tr>
</thead>
<tbody>
<tr>
<td>04 A</td>
<td>Sponsored Candidates presently working / have worked in these specified states: Arunachal Pradesh, Assam, Meghalaya, Manipur, Mizoram, Nagaland, Sikkim, Tripura, Odisha, Andaman &amp; Nicobar Islands, Uttar Pradesh, Uttarakhand, Madhya Pradesh, Chhattisgarh, Bihar, Jharkhand, Jammu &amp; Kashmir, Himachal Pradesh, Rajasthan, Lakshadweep</td>
</tr>
<tr>
<td>04 B</td>
<td>Sponsored Candidates presently working / have worked in Government /Quasi Government (including Armed Forces etc.)</td>
</tr>
<tr>
<td>04 C</td>
<td>Sponsored Candidates presently working / have worked Registered NGO hospitals (includes NGOs working with need-based health spheres such as HIV home care, palliative care, geriatrics, disabilities etc. or involved in tribal /rural work/work in slums)</td>
</tr>
</tbody>
</table>

05 - **Non-Sponsored Candidates working in area of need** who belong to one or more of the following categories:

<table>
<thead>
<tr>
<th>Category Sub-type</th>
<th>Description of the area of need</th>
</tr>
</thead>
<tbody>
<tr>
<td>05 A</td>
<td>Non-sponsored Candidates presently working / have worked in Government /Quasi Government (including Armed Forces etc.) hospitals/institutions.</td>
</tr>
<tr>
<td>05 B</td>
<td>Non-sponsored Candidates presently working / have worked with Registered NGOs (includes NGO hospitals and other need-based health spheres such as HIV home care, palliative care, geriatrics, disabilities etc. or involved in tribal /rural work/work in slums)</td>
</tr>
</tbody>
</table>

*Letter from head of Hospital to be provided as per format given below:*

II. Format of Certification to be filled by the Head of the Hospital / Institution for work in areas of need (to be issued on the Hospital / Institution letterhead) for **Category B**

This is to certify that *(Name of Candidate), CMC Application No: , son/daughter of_______* has worked /is working in this hospital / institution from _____ to_______.

One paragraph about the hospital, its vision, mission, infrastructure and details of the type of work done by the hospital to be included.
ANNEXURE IV

List of Centres (Cities) for the CBT exams

- Bengaluru,
- Bhubaneswar
- Calicut
- Chennai
- Delhi
- Ernakulam
- Guwahati
- Hyderabad
- Kolkata
- Kottayam
- Lucknow
- Madurai
- Mumbai
- Nagercoil
- Puducherry
- Salem
- Thiruvananthapuram
- Vellore
- Vijayawada

Note: - The venue for the examination will be provided in the Hall ticket. Hall ticket is to be issued to the candidate in the first week of May 2018.