

# **NIZAM'S INSTITUTE OF MEDICAL SCIENCES**

**(A University Established Under the State Act)**

**PUNJAGUTTA:: HYDERABAD-500 082::TELANGANA STATE**



**NIMSET-MHM-2018**

**Prospectus for Admission into  
Master in Hospital Management Course**



## Table of contents:

I.	At a glance.....	3
II.	Notification.....	4
III.	Number of seats, duration of course and entry qualification required:.....	4
IV.	Age .....	4
V.	Statutory Reservations for SCs., STs., & BCs.....	4
VI.	Local Area Reservations.....	5
VII.	Application Procedure.....	5
VIII.	Entrance Test.....	6
IX.	Method of selection.....	7
X.	Admission.....	7
XI.	After Admission.....	9
XII.	Leave.....	10
XIII.	Discontinuation of the course.....	10
XIV.	Examinations.....	10
XV.	Closure of admissions.....	10
XVI.	Termination of training and dismissal.....	10
XVII.	Powers of Dean.....	10
XVIII.	Anti-ragging Act.....	11
	Annexure I.....	12
	Annexure II.....	14
	Annexure III.....	16
	Annexure IV.....	18
	Annexure V.....	20
	Annexure VI.....	21

## At A Glance

<b>IMPORTANT DATES</b>	
Availability of application on website	08-06-2018
Last date for submission of application (hard copy)	30-06-2018
Issue of Hall Tickets for eligible candidates through e-mail	12-07-2018
Date of entrance examination (Venue as indicated in the Hall Ticket)	16-07-2018
Display of provisional results of entrance examination	4.00 PM of 16-07-2018
Date of Viva for qualified candidates (candidates should report with complete printed bio-data)	10.00 AM of 17-07-2018
Deadline for manual re-evaluation of OMR answer sheet	4.00 PM of 17-07-2018
Display of results, merit list and list of candidates selected provisionally for admission	25-07-2018
Date of admission, payment of fee and submission of original certificates and bond	Will be notified later
Commencement of classes	01-08-2018
Closure of admissions	30-09-2018

**PLEASE NOTE:**

Display of above list, where applicable, shall be made available on NIMS notice board and website [www.nims.edu.in](http://www.nims.edu.in)

<ul style="list-style-type: none"> <li>• NO INDIVIDUAL CORRESPONDENCE WILL BE MADE FOR SELECTION/ADMISSION. CANDIDATES ARE REQUESTED TO FOLLOW THE INSTRUCTIONS/INFORMATION DISPLAYED AT NIMS NOTICE BOARD/WEBSITE <a href="http://www.nims.edu.in">www.nims.edu.in</a> AS PER THE ABOVE SCHEDULED PROGRAMME.</li> </ul>
<ul style="list-style-type: none"> <li>• IF A CANDIDATE IS PROVISIONALLY SELECTED FOR ADMISSION AND FAILS TO FULLFILL THE ADMISSION REQUIREMENTS IN DUE TIME HIS/HER SEAT WILL AUTOMATICALLY BE ALLOTTED TO THE CANDIDATE NEXT IN THE WAITING LIST.</li> </ul>
<ul style="list-style-type: none"> <li>• IN CASE OF INSUFFICIENT NUMBER OF CANDIDATES, NIMS RESERVES RIGHT TO CANCEL THE ADMISSIONS.</li> </ul>

#### I. Notification

Applications are invited from eligible candidates of Telangana and Andhra Pradesh States for admission into Master in Hospital Management course for the year 2018.

#### II. Number of seats, duration of course and entry qualification required:

Name of the Course	Duration	Entry Qualification	No. of Seats
Master in Hospital Management	2 years + (6 months internship)	Any graduate in Medical/Non-Medical courses	20

III. **Age:** The minimum age for admission shall be 20 years completed and should not be more than 30 years as on 31<sup>st</sup> December 2018. Upper age limit is relaxable by 3 years in the case of SC & ST candidates.

#### IV. Statutory Reservations for SCs., STs., & BCs:

- a) Rule of reservation for Scheduled Castes, Scheduled Tribes and Backward Class candidates, i.e.15%, 6% and 29% (BC-A 7%, BC-B 10%, BC-C 1%, BC-D 7%, BC-E 4%) respectively will be followed by taking the total number of seats.
- b) Candidates claiming reservations under SC/ST/BC categories shall submit a permanent social status certificate issued by the competent authority of Government of Telangana/ Andhra Pradesh as per the format prescribed at Annexure VI.
- c) There shall be 3% reservation for differently-abled (Physically Handicapped-PH) with loco motor disability of 50 to 70% confined to lower limbs. The candidates shall be selected on horizontal basis among general and reserved categories. In case of temporarily disabled persons, the PH certificate should be issued, within 3 months prior to presenting his/her application for seeking admission by claiming the benefit of reservation, by the Medical Board Vide G.O.Ms.No.109 Women's Development Child Welfare and Labour Department dated 15-06-1992. The Medical Board constituted by the NIMS will scrutinize/verify the disability candidates and candidates claiming reservation under PH for confirmation of eligibility.
- d) **BC-E reservation:** There shall be 4% reservation under BC-E as per memo No.19392/A2/2007 dated 29-11-2007. The BC-E certificate based on G.O.Ms. No.23, Backward Classes Welfare (C2), dated 7<sup>th</sup> July, 2007 should be obtained from Mandal Revenue Officer/Tahsildar on or after 7<sup>th</sup> July, 2007. Admission under BC-E category is subject to condition of further orders issued either by Government of Telangana/Andhra Pradesh or High Court of Judicature at Hyderabad for the States of Telangana and Andhra Pradesh/Hon'ble Supreme Court of India.

#### **NOTE:**

- i. The seats reserved for Scheduled Tribes shall be made available to Scheduled Castes and Vice-versa, if qualified candidates are not available in the category. If qualified candidate belonging to Scheduled Castes and Scheduled Tribes communities are not available the left over seats reserved for them shall be

treated as un-reserved seats and shall be filled by the qualified candidates of General Pool.

- ii. If qualified candidates belonging to backward class of a particular group are not available, the leftover seats shall be adjusted for the candidates of next group. If qualified candidates belonging to backward classes are not available to fill up the seats reserved for them, the left over seats shall be treated as un-reserved and shall be filled up with qualified candidates of General Pool.
- iii. If qualified candidates belonging to differently abled (PH) are not available, the leftover seat/seats shall be treated as un-reserved and shall be filled up with qualified candidates of General Pool.

#### V. Local Area Reservations:

The local area reservations are made as per the procedure described in the Annexure IV of the G.O.P.No.646 dated 10<sup>th</sup> July, 1979 and may be seen at [www.nims.edu.in](http://www.nims.edu.in). The following allocations are accordingly made for the three regions of the States between Telangana and Andhra Pradesh.

- a) Andhra University (AU) - 42%
- b) Osmania University (OU) - 36%
- c) Sri Venkateswara University (SVU) - 22%

The definition of local and non-local status and a detailed description of local/non-local candidates in relation to a university area may be seen in **Annexure III** of the prospectus.

#### VI. Application Procedure:

1. A Candidate must submit hard copy of the application form.
2. Application form is available at: [www.nims.edu.in](http://www.nims.edu.in)
3. The application form may be downloaded and filled appropriately. Please note that all the columns in the application form require to be filled in. **Incomplete** and **handwritten** application forms are liable to be rejected.
4. The filled in application form will have to be printed, signed and sent to Associate Dean, Academic-2, 2<sup>nd</sup> floor, Old OPD Block, Nizam's Institute of Medical Sciences, Punjagutta, Hyderabad 500 082 on or before 5.00 PM of 30-06-2018 along with (a) all the documents mentioned in the annexure I and (b) a demand draft/NIMS cash receipt (see para 5 below).
5. Enclose demand draft for Rs.1,100/- (Rupees one thousand and one hundred only) drawn in favour of the Director, Nizam's Institute of Medical Sciences or NIMS cash receipt dated between 08-06-2018 to 30-06-2018 will have to be submitted simultaneously along with the filled-in application. The candidate must write his/her name and the course applied for on the back side of the Bank Draft/NIMS cash receipt. Application fee is non-refundable even if the application is summarily rejected.

6. The filled in applications received after the prescribed date and time shall not be considered. The institute will not be responsible for non-receipt of applications in time or delay in postal transit.
7. An acknowledgement along with registration number will be sent to the candidate by e-mail after the application is processed.
8. All candidates who are employees in the State of Telangana/Andhra Pradesh, Central Government under taking, Public Sector Corporations, Local Bodies, Universities and other similar quasi-public institutions should submit their applications along with Service and No Objection Certificate issued by the appointing authority as per proforma prescribed in annexure V.

#### VII. Entrance Test:

1. Entrance Test shall be conducted at the venue, date and time specified by the Institute in hall ticket.
2. Hall Tickets for the entrance examination shall be available for printing to eligible candidates whose applications are complete and accurate in all respects on or after 12-07-2018.
3. The selection shall be made based on the performance of the candidates at the Entrance Test. The medium of examination is English. The distribution of questions will be as follows:
  - i. Distribution of questions:
    - a) Multiple choice questions -70 marks – duration 75 minutes
    - b) Viva -30 marks
  - ii. Distribution of 70 MCQs in theory is as follows:
    - a) Related to Health Sciences - 20 marks
    - b) Related to Administration - 10 marks
    - c) Related to Computer Sciences - 10 marks
    - d) General Knowledge - 10 marks
    - e) Related to testing of IQ - 10 marks
    - f) Related to English - 10 marks
  - iii. The number of students called for VIVA shall be in the ratio of 1:2 for assessing their aptitude, communication and presentation skills.
4. The candidates shall qualify in entrance examination, by securing 30% of 70 marks in case of OCs and BCs. There shall be no minimum qualifying marks for the candidates belonging to the category of Scheduled Castes and Scheduled Tribes.
5. Candidates who are qualified in the entrance examination shall attend **Viva** at the time and date specified in admission prospectus. No individual correspondence will be made. Candidates are requested to follow the information displayed at NIMS notice board and website: [www.nims.edu.in](http://www.nims.edu.in)
6. The qualified candidates shall get prepared to attend for the **Viva** on the date and time specified in the prospectus with structured bio-data showing experience, awards & medals if any, along with original certificates. No request for postponing the date of Viva or request to appear at an earlier date shall be entertained.
7. Candidate appearing for the entrance test/viva will not be paid any travelling allowance.

8. Candidates indulging in malpractice during the entrance examination will be disqualified and their hall-tickets shall be confiscated. The marks of such candidates will not be displayed.
9. All requests for re-evaluation have to be made within the stipulated time along with the copy of the hall-ticket and payment of Rs.1,500/- (Rupees one thousand and five hundred only) by paying cash in the NIMS Cash Counter. Request for re-evaluation of the OMR answer sheet of the entrance examination shall not be entertained beyond the time and date as stipulated by the Institute. Request for re-evaluation must be submitted to the Associate Dean, Aptitude Testing, NIMS, Hyderabad 500082.

**VIII. Method of Selection:**

1. Selection will be made based on the performance of the candidates at the entrance examination and Viva.
2. In case of **equality of marks** in entrance examination and viva, the following criteria shall be adopted in order of merit for fixing the merit of the candidates:
  - a) the total marks obtained in the Degree examination
  - b) elder in the age
3. The total marks obtained by the candidates in the entrance examination + Viva and the names of candidates selected for admission will be displayed on the notice board of the Institute/website as per the prescribed dates mentioned in prospectus.
4. The selection shall be based on the merit taking into consideration of the marks obtained in entrance examination + viva. The statutory reservation rules and GOP No.646, dt.10-07-1979 for local area reservations will be followed for selection of candidates into admissions. They shall have to come for admission on the date notified. Candidates have to report for admission in person with hall-ticket, bond (Annexure-II) and other required documents (Annexure IV) as per admission prospectus. Non-attendance to the admission shall render the candidate forfeiting his/her admission. No request for postponing the date of admission or request to appear at an earlier date shall be entertained. In the event a candidate fails to report for the admission at the date and time specified, the seat shall be offered to the next merit candidate as per the admission prospectus.

**IX. Admission:**

1. All those candidates who are selected for admission have to submit the original certificates on the date of admission and undergo medical examination. After medical fitness is cleared, the admission (semester) fee has to be paid. Failure to submit the required certificates or payment of admission (semester) fee shall render the candidate in forfeiting the seat and such seat shall be allotted to the next merit candidate as per admission rules. The candidates joining the course have to submit the bond as per the format given at Annexure-II that they shall complete the course failing which the conditions of the bond shall be invoked. The candidates called for

the interview shall come prepared to overstay for one more day beyond the date of interview in case it is required.

**2. Fee Structure:**

A) Rs.1,05,000/- (Rupees one lakh five thousand only) and shall be paid in 4 equal instalments. First instalment should be paid on the date of admission and the balance should be paid at the commencement of each semester classes.

- a) First instalment : Rs.26,250/-
- b) Second instalment : Rs.26,250/-
- c) Third instalment : Rs.26,250/-
- d) Fourth instalment : Rs.26,250/-

B) Library Fee of Rs.1000/- per semester

C) Examination Fee of Rs.1500/- per Semester.

D) Security Deposit of Rs.1000/- (refundable) at the time of admission.

3. The admission fee once paid is not refundable under any circumstances.
4. The in-service candidates shall also be required to pay the above fee. Non-payment of tuition fee will entail discontinuation of the course.
5. For in-service candidates who are pursuing studies and who cannot deposit the original certificates at the time of admission have to bring Xerox copies of the original certificates duly attested by the controlling authorities of the institution. They shall also produce a certificate from the institution that they have no objection to the candidate's admission to the Master in Hospital Management course and in the event of selection of the candidate to the courses he/ she shall be relieved immediately. Failure to submit the above certificates shall render the candidate being ineligible.
6. The selected in-service candidates should submit relieving order along with original certificates, fee and bond at the time of admission failing which he/she forfeits the right to admission and the seat shall be offered to the next candidate in the merit list.
7. In all matters relating to selection and admission, the decision of the Institute shall be final and binding on the candidates and selection cannot be questioned after admissions are closed.
8. The course is full time course. The candidate shall be full time student. No student is allowed to do any private practice or consultation. "All the candidates joining the course shall work as 'full time students' during the period of training and shall attend not less than 80% (eighty percent) of the imparted training during each academic year including assignments, assessed full time responsibilities and participation in all facets of the educational process."
9. All the candidates joining the course shall execute a bond in the prescribed form on a non-judicial stamped paper of Rs.100/- value along with two sureties not below the rank of Gazetted Officer to ensure completion of the prescribed period of training or in default to pay the bond amount and shall also have to refund the



amount if any received as stipend up to that date to NIMS. The candidates who resign the course under this clause shall not be considered for any other subject on the basis of merit in the entrance test during the same academic year. The course imparted prior to resignation shall not be counted for any other purposes.

**X. After Admission:**

1. The original certificates submitted by the candidates shall not be returned to the candidates till they complete their course of study and appear for the final examination or on fulfilling condition 9 above.
2. The selected candidate shall join the course by the date prescribed. In case the selected candidate does not report by the date, the next candidate in the order of merit will be selected in his/her place. No. extension of time will be entertained.
3. Candidates found to be ineligible at any stage of examination will not be permitted to appear in the examination. In an unlikely event of any ineligible candidate appearing and/or being successful in the examination the results of such candidates shall be cancelled and/or are deemed to be cancelled.
4. The candidate shall not register for any other Degree/Diploma and continue the studies concurrently while doing the present course.
5. The institute shall fix duties and responsibilities of students from time to time. They will be required to pursue such works as may be needed in the legitimate interest of patient care in the hospital.
6. All selected candidates must maintain a logbook recording their day-to-day academic activities, which are to be submitted to the Director through Proper Channel once in six months.
7. The selection of each student will be subject to medical fitness. The Medical Board appointed by the Institute will decide the medical fitness. The decision of the Medical Board shall be final. If a candidate is disqualified by the Medical Board of NIMS, the fee paid by her/him at the time of admission will be refunded.
8. The students shall maintain strict discipline during the period of study/training programme in terms of conduct rules of the NIMS. Violation of the conduct rules will result in the cancellation of the admission of the candidate apart from invoking the terms and conditions of the bond. The candidate shall not resort to any strikes during the period of their study in dereliction of their duties or air their views criticising the policies of the Institute either before the print or Electronic Media or anywhere.
9. All students shall adhere to be Institutional rules and violation of rules will be viewed seriously.
10. The admission stands closed by the prescribed date and the course shall commence from the notified date. Due to unforeseen reasons if a seat falls vacant within the period of closure of admissions, the candidate next in order of merit as per rules will be considered for admission.
11. The candidates must complete the final examination within a period of 8 years from the date of admission to the course, failing which the candidate will be required to re-register for course after getting himself/herself selected for the course.
12. Institute reserves the right to change the schedule after due notification.
13. Resultant vacancies shall be filled by the candidates belonging to the same category as those who vacated the corresponding seat.
14. Institute is not responsible for any unforeseen events preventing the candidate from reaching for entrance examination/interview and the candidate will be considered absent under such circumstances.

**XI. LEAVE:**

1. The candidates are eligible for 30 days leave for an academic year and they can avail not exceeding 10 days (including public holidays/weekly offs) at a time. If a candidate is absent for more than 30 days without sanction of leave he/she shall be treated as deemed to have discontinued as per the rules. However, a candidate will be eligible for sick leave recommended by the Medical Board constituted by the institute.
2. In the case of candidate availing maternity leave, they shall undergo extra training to the extent of period covered by the absence before they are permitted to take the examination.
3. If a candidate absent for more than 30 days without sanction of leave, he/she shall be treated as deemed to have discontinued the course and bond amount shall be recovered.

**XII. Discontinuation of the Course:**

1. Candidates are permitted to discontinue the course under the following conditions without any penalty.
  - a) Illness certified by the Medical Board of the Institute
  - b) Failing in three attempts in any examinations conducted by the Institute.

**XIII. Examinations:**

The candidates will have to appear for such examinations as prescribed by the Institute from time to time. No student shall be allowed to appear for examinations unless he/she has paid the examination fee and other fee due payable to the Institute.

**XIV. Closure of Admissions:**

1. The admissions shall stand closed within 2 months from the date of commencement of the course. The duration of the course shall be calculated from the date of commencement of the course without any reference to the date of joining of any individual.
2. The original certificates of candidates shall not be returned till they complete the course of study and appear for the Final Examinations.

**XV. Termination of training and dismissal:**

A candidate admitted to the course shall be liable for dismissal at any time before the completion of the course on account of negligence, failure to attempt to the prescribed studies and duties, insubordination, misconduct or any other offences amounting to moral turpitude on the part of the candidate which in the opinion of the Head of the Institute makes it undesirable to continue the candidate in the Institute.

**XVI. Powers of Dean:**

Notwithstanding anything contained in these rules, the Dean of the Faculty of the Institute may at any time before completion of the course either on his own motion or

on the application of any person after due and proper enquiry and after giving the person 2 weeks' time from the date of receipt of the show cause notice to submit the written explanation and on personal hearing order the cancellation of admission to the course, if in his/her opinion, such candidate has furnished incorrect particulars/or false information in the application or in the document attached thereto or in the statements made either before the authority in charge of admissions or the Dean or any other manner. Against any such order of the Dean, the appeal shall be with the Director, NIMS, Punjagutta, Hyderabad.

**XVII. Anti-Ragging Act:-**

Ragging is prohibited in the Educational Institutions as per Andhra Pradesh Prohibition of Ragging Act.No.26 of 1997, dated 21-08-1997 or any guidelines issued by either of Government of Telangana State or Government of India and any amendments made from time to time.

If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the institution.

Sd/-  
DIRECTOR

## ANNEXURE I

***List of documents to be submitted in person or by post along with typed application form, duly signed:***

1. Original bank demand draft/NIMS Cash Receipt (Please write the name of the candidate and course applied for on the back side of draft/receipt)
2. Attested true copy of Marks Memos of Degree
3. Attested true copy of Provisional/final degree certificate
4. Attested true copy of Transfer certificate / Migration certificate of degree
5. Attested true copy of study and conduct certificate for 7years (9th class to Degree) immediately preceding the qualifying exam from the Head of Institutions.
6. Attested true copy of X class marks memo
7. Attested true copy of *any one of the following documentary evidence* those who are claiming **non-local** candidature as defined in the Presidential Order (GOP No.646, dated 10<sup>th</sup> July, 1979, A.P. Educational Institutions (Regulation of Admissions), Order 1974, shall be submitted along with application *failing which their application shall be summarily rejected without any intimation.* Please refer Annexure III for local/non-local definition.
  - i. Residence certificate of candidate for a total period of 10 years either in the States of Telangana or Andhra Pradesh excluding the periods of study outside these States issued by MRO/Tahsildar (applicable to those who have not studied in any institution during the whole or any part of seven consecutive academic years in these States immediately preceding the qualifying examination)  
(OR)
  - ii. Residence Certificate either of the parent's for a total period of 10 years who have resided in the States of Telangana or Andhra Pradesh excluding periods of employment outside of these States issued by MRO/Tahsildar  
(OR)
  - iii. Study certificates for ten years issued by Principal/Head of the institution, if studied in the States of Telangana or AP  
(OR)
  - iv. Service certificate either of the parents who are in the employment of these States or Central Government, Public Sector Corporations, Local Bodies, Universities and other similar quasi-Public institutions within these States at the time of submitting the application issued by the appointing authority.  
(OR)
  - v. Service Certificate of the Spouse of those who are in the employment of these States or Central Government, Public Sector Corporations, Local Bodies, Universities and educational institutions recognized by the Government a University or other competent authority and similar other quasi-Government institutions within these States at the time of submitting the application issued by the appointing authority.

**NOTE:** The residence certificate of the candidate issued by MRO/Tahsildar, where applicable, must be in the format prescribed in the GOP No.646 dated 10<sup>th</sup> July, 1979.

8. Attested true copy of Social Status Certificate in case of SC/ST/BC as applicable (Candidates belongs to BC-E category and claiming against reservation seat, please note that the certificate issued by the MRO/Tahsildar should be dated on or after 7<sup>th</sup> July, 2007)
9. Service certificate and No Objection Certificate from the appointing authority in original (in case of in-service candidates)
10. Attested true copy of Differently-abled (Physically Handicapped) certificate where applicable. In case of temporarily disabled persons, the PH certificate should be issued, within 3 months prior to presenting his/her application for seeking admission by claiming the benefit of reservation, by the Medical Board vide G.O. Ms. No. 109 Women's Development Child Welfare and Labour Department dated 15-6-1992.

**NOTE: The candidates are required to submit clearly visible Xerox copies of all certificates duly attested by a Gazetted Officer**

**Please note the following:**

- Application will be summarily rejected if any of the above documents are not enclosed
- Any person found submitting false certificate will be prosecuted as per law
- If the memorandum of marks is not submitted along with the application form or where evaluation is done by grading, 50% will be assumed as default, if there should be need for tie breaking.
- Do not fold the application
- Do not staple or tag application with other documents

**Annexure - II**

**SPECIMEN FORM OF BOND TO BE EXECUTED BY A CANDIDATE  
JOINING MASTERIN HOSPITAL MANAGEMENT COURSE  
(Non- Judicial Stamped paper Rs.100/-)**

This Bond is executed on this \_\_\_ day of \_\_\_\_\_ 2018 by Mr/Ms. \_\_\_\_\_ S/o/D/o \_\_\_\_\_ R/o \_\_\_\_\_ hereafter called as "STUDENT" in favour of the Executive Registrar, Nizam's Institute of Medical Sciences (NIMS), Punjagutta, Hyderabad hereafter called as the "NIMS Institute".

WHEREAS the said student selected for the course of \_\_\_\_\_ in the NIMS for the year 2018.

WHEREAS the NIMS Institute has prescribed/stipulated the condition in admission prospectus that the student selected for course have to Execute bond for Rs.10,000/- (Rupees ten thousand only) in favour of the Executive Registrar, NIMS promising that he will complete the course. In case of cancellation/discontinuance of the said course by the student will be liable to pay the said bond amount and the amounts received if any from the NIMS by way of stipend etc.,

WHEREAS the student selected has agreed to the said conditions and executing this bond. The bond will come into force from date of admission.

This Bond is executed in the presence of the following witness.

(Signature of the student) \_\_\_\_\_

Witness 1    }  
                  } with full name and permanent address  
Witness 2    }

We, the Gazetted officers / faculty

1) \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_

working as \_\_\_\_\_

2) \_\_\_\_\_ S/o \_\_\_\_\_ R/o \_\_\_\_\_

working as \_\_\_\_\_, we hereby stand as sureties to the Bond executed by Mr/Ms. \_\_\_\_\_ in favour of Executive Registrar, NIMS, Punjagutta, Hyderabad . We undertake the liability of the above bond amount to an extent of bond amount as well as the stipend received by the student / executor of the Bond. If the student / executor of the said bond fail to discharge his obligations under the said bond, we will pay the said amount as and when the NIMS demand.

The Sureties are signed this bond in the presence of the following witness on this day \_\_\_\_\_ of \_\_\_\_\_ 2018.

Witness: 1 }  
} with full name and  
} permanent address  
}

Sureties: 1

Witness: 2}

Sureties: 2  
(With rubber stamp)

- NB: 1. Sureties should be two permanent employees not below the rank of Gazetted Officers.  
2. Sureties must be other than the witnesses.

MHAM-2018

## Annexure – III

### DEFINITION OF LOCAL / NON-LOCAL STATUS

1. A Candidate shall be regarded as a local candidate in relation to a local area (AU/OU/SVU)
  - 1.1. If he/she has studied in an Educational Institution or Educational Institutions in such local area for a period of not less than four consecutive academic years ending with the academic year in which he/she appeared or first appeared in the relevant qualifying examination as the case may be.
  - 1.2. Where, during the whole or any part of the four consecutive academic years in which he/she appeared, or first appeared in the relevant qualifying examination, he/she has not studied in any educational institutions, if he/she resided in that local area for a period of not less than four years immediately preceding the date of commencement of the relevant qualifying examination in which he/she appeared, or first appeared, as the case may be.
2. A candidate who is not regarded as local candidate under clause (1.1) above in relation to any local area shall
  - 2.1. If he/she studied in the educational institutions in the state for a period of not less than seven academic years ending with the academic year in which he/she appeared or first appeared for the relevant qualifying examination as the case may be, be regarded as a local candidate in relation to.
    - i. Such local area where he/she studied for the maximum period out of period of seven years.
    - OR
    - ii. Where the period of his/her study in two or more local areas is equal, such local area where he/she studied last in such equal periods.
  - 2.2. If during the whole or any part of the seven consecutive academic years ending with the academic year in which he/she appeared or first appeared for the relevant qualifying examination, he/she has not studied in the educational institutions, in any local area, but has resided in the state during the whole of the said period of seven years, be regarded as a local candidate in relation to.
    - i. Such local area where he/she has resided for the maximum period out of the said period of seven years.
    - OR
    - ii. Where the period of his/her residence in two or more local areas is equal such local area where he/she had resided last in such periods.

**Note:** Local area in respect of Andhra University (A.U area), it includes Nagarjuna University area, in respect of Sri Venkateswara University (SVU area), it includes Sri Krishnadevaraya University area, in respect of Osmania University (OU area), and it includes Kakatiya University area.

Candidates coming under any of the categories given below and not satisfying the conditions mentioned in 1 or 2 above are treated as Non-Local to all the three University areas specified above.



- a. Candidates who have resided in the State\*for a total period of 10 years excluding the periods of study outside the State; or either of whose parents have resided in the State for a total period of ten years excluding periods of employment outside the State;

OR

- b. Candidates who are children of parents who are in the employment of either of the States\* or Central Government, Public Sector Corporations, Local Bodies, Universities and other similar quasi-Public Institutions within the States\*\*;

OR

- c. Candidates who are spouses of those employment of this State or Central Government, Public Sector Corporations, Local Bodies, Universities and educational institutions recognized by the Government a University or other competent authority and similar other quasi-Government institutions within the State\*\* ;

\*State = Telangana/Andhra Pradesh

\*\*Parents/Spouse shall be working in Telangana/A.P. on regular basis as on date of submitting the application

**For full details refer G.O.P. No. 646, dated 10.07.1979**

Note:

Any period of study in State-wide University or a State-wide educational Institution/State-wide course as defined in the schedule to the Presidential Order, 1974 shall be disregarded for determining the University area.

## Annexure – IV

### List of Original Certificates to be submitted at the time of admission:

1. Provisional/Final Degree Certificate
2. Marks Memos of Degree
3. Transfer certificate / Migration certificate of Degree
4. Bonafide and conduct certificate for 7years (9th class to Degree) immediately preceding the qualifying exam from the Head of Institutions.
5. 10<sup>th</sup> class marks memo
6. Any one of the following original document shall be submitted those who are claiming non-local candidature as defined in the Presidential Order (GOP No.646, dated 10<sup>th</sup> July, 1979, A.P. Educational Institutions (Regulation of Admissions), Order 1974:
  - a. Residence certificate of candidate for a total period of 10 years either in the States of Telangana or Andhra Pradesh excluding the periods of study outside these States issued by MRO/Tahsildar (applicable to those who have not studied in any institution during the whole or any part of seven consecutive academic years in Telangana or Andhra Pradesh immediately preceding the qualifying examination)  
(OR)
  - b. Residence Certificate either of the parent's for a total period of 10 years who have resided in the States of Telangana or Andhra Pradesh excluding periods of employment outside of these States issued by MRO/Tahsildar  
(OR)
  - c. Study certificates for ten years issued by Principal/Head of the institution, if studied in the States of Telangana or AP  
(OR)
  - d. Service certificate either of the parents who are in the employment of these States or Central Government, Public Sector Corporations, Local Bodies, Universities and other similar quasi-Public institutions within these States at the time of submitting the application issued by the appointing authority  
(OR)
  - e. Service Certificate of the Spouse of those who are in the employment of these States or Central Government, Public Sector Corporations, Local Bodies, Universities and educational institutions recognized by the Government a University or other competent authority and similar other quasi-Government institutions within these States at the time of submitting the application issued by the appointing authority.

7. Social Status Certificate as applicable (Candidates belongs to BC-E category and claiming against reservation seat, please note that the certificate issued by the MRO/Tahsildar should be dated on or after 7<sup>th</sup> July 2007)
8. Fees to be paid as mentioned in prospectus
9. Relieving order from the appointing authority (in case of in-service candidates)
10. Bond as prescribed in Annexure – II
11. Differently-abled (Physically Handicapped) certificate where applicable. In case of temporarily disabled persons, the certificate should be issued, within 3 months prior to presenting his/her application for seeking admission by claiming the benefit of reservation, by the Medical Board vide G.O. Ms.No.109 Women's Development Child Welfare and Labour Department dated 15-6-1992.
12. The Medical Board constituted by the NIMS will scrutinize/verify the disability candidates and candidates claiming reservation under PH for confirmation of eligibility.

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**IMPORTANT NOTE:**

1. No individual correspondence will be made for selection/admission. Candidates are requested to follow the instructions/information displayed at NIMS notice board/website: [www.nims.edu.in](http://www.nims.edu.in) as per the scheduled programme.
2. The applications are preferably to be sent by Indian Postal Department. NIMS is not responsible for any postal delay for the receipt of the completed application after the prescribed closing date.
3. For enquiries contact:  
Academic-2  
2<sup>nd</sup> floor, Old OPD Block, NIMS  
Phone No:040-23489189  
Mobile No:9490295019
4. For clarifications mail to: [nimsadat@gmail.com](mailto:nimsadat@gmail.com)
5. Candidates are requested to visit the website regularly for any updates.

## Annexure V

PROFORMA FOR ENDORSEMENT BY THE EMPLOYER  
(Certificate to be produced by in-service candidates)

It is certified that Mr./Mrs. \_\_\_\_\_ S/o. / D/o.

\_\_\_\_\_ (Designation)

since \_\_\_\_\_ at \_\_\_\_\_

(A Government of Telangana/Andhra Pradesh/Autonomous Body / Public Sector Organisation / A Govt. of India). It is further certified that the undersigned has no objection to the application of Mr./Mrs. \_\_\_\_\_ being considered by NIMS for admission into Master in Hospital Management course for the year 2018 and if selected he/she will be relieved within the prescribed time limit as per the Rules from our office for the entire period of study.

Signature of the Employer  
(Name in Full & Designation)  
With Official Seal

## Annexure VI

### (FORM OF CASTE CERTIFICATE)

Serial No.

S.C.

S.T.

B.C.

Certificate No.

District Code:

Mandal Code:

Village Code:

### COMMUNITY, NATIVITY AND DATE OF BIRTH CERTIFICATE

1) This is to certify that Sri/Smt/Kum..... Son/daughter of  
Sri .....of Village / Town  
.....Mandal..... District  
..... of the State of Telangana belongs to .....  
Community which is recognized as Scheduled Caste/ Scheduled Tribe / Backward Class under:

The Constitution (Scheduled Castes) order 1950

The Constitution (Scheduled Tribes) order 1950

G.O.Ms.No.1793, Education, dated 25-9-1970 as amended from time to time (BCs) S.Cs., S.Ts. list  
(Modification) Order 1956, S.Cs. and S.Ts (Amendment) Act, 1976:

2) It is certified that Sri/Smt/Kum ..... is a native of..... Village /  
Town .....Mandal .....District of Telangana.

3) It is certified the place of birth of Sri/Smt/Kum .....is..... Village /  
Town .....Mandal .....District of Telangana.

4) It is certified that the date of birth of Sri/Smt/Kum .....is Day  
..... Month .....Year ..... (in words) ..... as per the declaration given  
by his/her father/mother/guardian and as entered in the school records where he/she studied.

Signature :

(Seal)

Date :

Name in Capital Letters :

Designation:

#### Explanatory Note:

While mentioning the Community, the Competent Authority must mention sub-caste in case of Scheduled Castes and sub-tribe or sub-group (in case of Scheduled Tribes) as listed out in the S.Cs. and S.Ts. (Amendment) act, 1976.

NOTE: Certifying Officer should follow the orders issued in G.O.Ms.No.58, Social Welfare (J) Dept., dt.12-5-97.