

SETH G. S. MEDICAL COLLEGE, PAREL,
MUMBAI – 400 012.

Instructions to the newly Post Graduate Students admitted for the Academic Year 2023-24 for M. D. / M. S. & Diploma Degree courses at Seth G. S. Medical College.

Congratulations on your selection and Welcome to this College.

The instructions below will help you through the paper work involved in your getting enrolled in the college. Please read the instructions carefully and follow them so as to avoid any inconvenience to you or the office staff.

The Post graduate Section of Seth G. S. Medical College is situated on the ground floor of the College building and it is open for admission purpose between 11.00 A.M. to 01.00 P.M. and 02.00 P.M. to 03.30 P.M. on all working days.

Office Contact No. – 022-24107565

While reporting to the college for admission, please get along with you the following..

1. Copy of downloaded NEET–PG-2023 Selection letter and NEET–PG-2023 Mark sheet/Score Card.
2. All original certificates and **Three** self attested copies (Self attested not allowed) as per the following list.

(Students have to keep 10 or more sets of attested Xerox copies and scanned copies of all original documents in one PEN DRIVE (Each document should be below 500 KB)with them. Because college sends all the original certificates with attested copies to M.U.H.S. which won't be returned to candidate until he/she completes his/her M.D., M.S. & Diploma Degree including one year Bond service)

1. Four passport size colour photographs.
2. Candidate has to submit the **Folder** with original and attested certificates to the clerk in charge of admission for verification at the time of reporting the College.
3. After documents verification, candidate will have to pay the fees in the Cash Section of the College office.
4. After payment of fees candidate will have to take blank undertaking form, agreement form, and get it franked with Rs.100/- adhesive stamp
5. Candidate will have to fill the application form completely and submit to the clerk in charge along with agreement and undertaking.
6. All M.D. / M.S. / Diploma candidates will be under Bond to serve the Govt. of Maharashtra for 1 year after passing their M.D./M.S./ & Diploma Degree examination or will have to pay penalty of **Rs. 50 Lakhs** along with interest if applicable for the default.
(As per DMER rules)
7. Any candidate responsible for lapse of M.D. / M.S. & Diploma Post graduation medical seat will have to pay Additional penalty of Rs. 10,00,000/- (Rupees Ten Lakhs Only). Any such candidate will not be eligible for admission through State Quota for subsequent two academic years, i.e. NEET PG 2024 & 2025 (As per DMER rules)
8. Students seeking admission for M.D. / M.S. and Diploma post graduate courses should complete junior residency tenure, failing which he/she will be required to pay Rs. 10,00,000/- (i.e. for non completion of Junior Residency tenure). However, this is not

applicable to the candidate of NEET 2023, resigning the PG registration before the prescribed date which will be notified by DMER.

9. At the time of commencement of residency for (M.D., M.S. & Diploma as the case may be) P.G. students are required to submit P.G. Registration and Enrollment form of MUHS, Nashik University duly signed by the P.G. Teacher and H.O.D. of the concerned Department to post graduate section, college office within seven days of joining of residency.
10. All candidates are required to join the residency immediately. Extension for joining late will not be granted under any circumstances.
11. Students are required to keep valid Identity Card with them. Please collect the identity card from the college office within a month from joining residency.
12. All applications / request letters will be addressed to **Dean, Seth G. S. Medical College** and forwarded through the proper Channel / H.O.D. concerned.
13. Students are hereby informed that residential quarters are limited and only shared accommodation will be provided as per the prevailing situation. They will also have to be abiding by disciplinary rules of Government / MCGM / MUHS and these institutions.
14. Students are requested to contact concerned Warden regarding Hostel accommodation.

**15. FEE STRUCTURE FOR M. D., M. S. & Diploma POST GRADUATE
ADMISSION FOR THE YEAR 2023-24.**

Sr. No.	Type of fees	MBBS Passed from MUHS University	MBBS Passed from Other University
A)		Rs.	Rs.
1	Admission fees	1,500/-	1,500/-
2	Tuition fees	1,25,700/-	1,25,700/-
3	Development fees	5,000/-	5,000/-
4	Library fees	1,000/-	1,000/-
		1,33,200/-	1,33,200/-
B)	Gymkhana Fees+Self Finance Unit Fund+Disaster Management Fund	1,960/- (Degree)	1,960/- (Degree)
		1,340/- (Diploma)	1,340/- (Diploma)
C)	Deposit		
1	Library	2,000/-	2,000/-
2	Security	4,000/-	4,000/-
		6,000/-	6,000/-
D)	Enrollment fees		
1	For MD / MS & Diploma (MUHS University)	3,650/-	Nil
2	For MD / MS (Other University)	Nil	13,200/-
3	For Diploma Course (Other University)	Nil	11,700/-
	Total amount of fees for Degree course	1,44,810/- (By D.D.)	1, 54,360/- (By D.D.)
	Total amount of fees for Diploma course	1, 44,190/- (By D.D.)	1, 52,240/- (By D.D.)
E)	Admission Form Fee	590/- (By cash)	590/- (By cash)

D. D. in favour of :

“Dean, Seth G. S. Medical College, Mumbai”
(with Two Xerox copies of D.D.)

Note:

Online Payment Details

Bank Name: Bank of Maharashtra
Branch : Parel
A/C Name: Dean, Seth G. S. Medical College
A/C No. 20070164717
IFSC Code: MAHB0000079
MICR No. - 400014011

- 1. Late fees of Rs. 50/- per document per week per student will be charged to the candidate towards late submission of documents after one month from cut of date. (As per MUHS Rules)**
- 2. Late fees of Rs. 500/- per student per day shall be charged to the candidate towards late submission of Registration and Eligibility form. (As per MUHS Rules)**

All India Quota / State required Documents for Admission 2023

Sr. No.	Original documents with Three attested Xerox copies
1	<ul style="list-style-type: none"> • Nationality certificate / Domicile certificate OR valid Original passport with Three without attested Xerox copies
2	<ul style="list-style-type: none"> • Provisional Allotment Letter / Selection Copy
3	<ul style="list-style-type: none"> • Admit Card issued by NBE
4	<ul style="list-style-type: none"> • NEET PG 2023 Mark sheet / Score Card issued by NBE
5	<ul style="list-style-type: none"> • MBBS Passing certificate
6	<ul style="list-style-type: none"> • MBBS Degree certificate / Provisional Degree Certificate
7	<ul style="list-style-type: none"> • Internship completion certificate on or before 11.08.2023 Certificate from the Head of Institution/College
8	<ul style="list-style-type: none"> • <u>Valid</u> Registration certificate from Council / Provisional Registration certificate
9	<ul style="list-style-type: none"> • Caste Certificate (If applicable)
10	<ul style="list-style-type: none"> • Caste Validity Certificate (If you don't get caste validity certificate from your state you have to produce letter from competent authority as per proforma attached below.
11	<ul style="list-style-type: none"> • Non-Creamy Layer Certificate valid up to 31/03/2024 for VJ, NT-1, NT2, NT3, OBC, SBC. (If applicable)
12	College Leaving Certificate / Transfer Certificate
13	Attempt certificate of all examination in Degree course from Head of Institute & M C I Recognition Certificate
14	Affidavit for change in Name – A copy of Govt. Gazette, Marriage Registration Certificate.
15	Migration Certificate issued by the respective University (If applicable)
16	Self Educational Gap (after qualifying Degree) Rs.100/- Affidavit by student certified by Executive Magistrate / Notary (If applicable)
17	Medical Fitness and Physically Handicapped certificate (As per the format given in the DMER Brochure)
18	Birth Certificate / High School Passing (Only 1 xerox set)
19	<ul style="list-style-type: none"> • All Mark sheets of MBBS Course

- Marked documents are **Mandatory** for the Admissions.

Late fees of Rs. 50/- per document per week per student will be charged to the candidate towards late submission of Original documents after Admission cutoff date.

APPLICATION FOR SUBMISSION OF ORIGINAL CERTIFICATES TO THE COLLEGE

To
The Dean (G)
Seth G. S. Medical College

Date:-

- 1) Dr. _____ Course: _____ have been provisionally selected through **All India / State Quota 2023** for (Degree / Diploma) at Seth G. S. Medical College, Mumbai.
- 2) I am submitting my original documents with two attested Xerox copies to office, as under (Tick / Cross)

SR. No.	Original documents with two attested Xerox copies	Student Use	Office use
1	Nationality Certificate / Domicile certificate OR Valid Passport with Three Without Attested xerox copies		
2	NEET PG 2023 Rank Letter issued by NBE / NEET PG 2023 Mark Sheet		
3	MBBS Passing Certificate		
4	MBBS Degree Certificate / Provisional Degree Certificate		
5	Internship completion certificate on or before 11.08.2023 / Provisional Internship Certificate		
6	Valid Registration certificate from Council / Provisional Registration Certificate		
7	Caste Certificate (If applicable) / EWS Certificate		
8	Caste Validity Certificate (If you don't get caste validity certificate from your state you have to produce letter from competent authority as per proforma given on kem website)		
9	Non-Creamy Layer Certificate valid up to 31/03/2024 for VJ, NT-1, NT2, NT3, OBC, SBC. (If applicable)		
10	College Leaving Certificate / Transfer Certificate		
11	Affidavit for change in Name – A copy of Govt. Gazette, Marriage Registration Certificate.		
12	Migration certificate issued by the respective University (If applicable)		
13	Self Educational Gap (after qualifying Degree) Rs.100/- Affidavit by student certified by Executive Magistrate / Notary (If applicable)		
14	Medical Fitness Certificate/ Physically Handicapped certificate (As per the format given in the DMER Brochure		
15	Provisional Allotment Letter / Selection Letter		
16	NEET PG 2023 Admit card issued by NBE		
17	Attempt certificate of all examination in Degree course from Head of Institute.		
18	M C I Recognition Certificate		
19	All MBBS Mark sheets along with One Xerox Set		
20	Birth Certificate or High School (Only One Xerox Set)		
21	Aadhar Card and Election Card or Ann 'C' / (Only One Xerox Set)		
22	Bond release certificate if applicable / Undertaking (Only One Xerox Set)		
23	Online downloaded Application form for State NEET PG 2023		

- 3) Please give me the acknowledgement for the same.

Yours faithfully

List of Pending documents

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Signature : _____
Mobile No. _____
Parent's Mobile No . _____

ACKNOWLEDGEMENT

Dean
Seth G. S. Medical College
Parel, Mumbai 400 012.

OFFICE THE _____

Outward No.:-

Date:-

TO WHOME IT MAY CONCERN

CERTIFICATE

This is to certify that, the Caste Certificate No.
Dated..... Issued to Mr./Miss
by the Tahsildar / Magistrate / Is Valid.

Further, it is stated that there is no provision of issuing separate Caste Validity
Certificate in State.

Office Seal/Stamp

Signature of Tahsildar/Magistrate/Issuing Authority

कार्यालय _____

जाचक क्र.

दिनांक:

जो कोई भी इससे संबंधित है उसके लिए

प्रमाणपत्र

प्रमाणित किया जाता है की, श्री / कुमारी.....
इनके, तहसीलदार/जिल्हा मेंजिस्ट्रेट/..... कार्यालय
द्वारा निर्गमित किया हुआ जात प्रमाणपत्र क्रमांक
दिनांक-..... वैध है।

तथा, राज्यमें अलगसे
जात वैधता प्रमाणपत्र निर्गमित करने का कोई प्रावधान नहीं है।

कार्यालयकी मोहोर

तहसीलदार/जिल्हा मेंजिस्ट्रेट/
तथा संबंधित अधिकारी के हस्ताक्षर

Self-Declaration

Applicant's Photo

To,

The Registrar,
Maharashtra University of Health Sciences,
Dindori Road. Mharsul
Nashik - 422004

I _____ Son / Daughter
of _____ aged _____ occupation _____
resident of _____ with UID No. _____

Hereby declare that, I have passed _____ course from
_____ college during the year
_____ and I hereby state that, I have not taken admission during the
period of gap from : _____ to _____ period, hence, the gap arises
in my education.

The information provided above is true and correct to the best of my personal
knowledge, information and belief. I truly understand the consequences of giving
false information. If the information is found to be false, I shall be liable for
prosecution and punishment under Indian penal code and / or any other law
applicable thereto.

Place _____

Applicant's Signature _____

Date _____

Applicant's Name _____

Annexure – IV

CONTINUATION LETTER BY THE COLLEGE AUTHORITY

This is to certify that Dr.
has completed the course of qualifying degree from this college. The Student is a past student of the college continuing the higher education without transfer. Submission of TC / LC is not required for the Student.

Place:

Date:..../..../.....

Signature and Stamp of the Dean