

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

Instructions to the newly Post Graduate Students admitted for the Academic Year 2025-26 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 10.30 A.M. to 01.30 P.M. and 02.00 P.M. to 04.30 P.M. on all working days.

Office Contact No. – 022-24107000 Ext.No.-7565

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

1. Copy of downloaded NEET–PG-2025 Selection letter and NEET–PG-2025 Mark sheet/Score Card.
2. All original certificates and **TWO** self attested copies as per list attached below.

(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 Xerox copies of 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.500/- 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 2026 & 2027 (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 2025, 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.

Contact Details for Hostel Accomodation:

1) Dr. Amol Darade : 7756997322

2) Dr. Sameer Badage : 8208111985

13. **FEE STRUCTURE FOR M. D., M. S. & Diploma POST GRADUATE
ADMISSION FOR THE YEAR 2025-26.**

Sr. No.	Type of fees	MBBS Passed from MUHS University (MUHS)	MBBS Passed from Other University (Non-MUHS)
A)		Rs.	Rs.
1	Admission fees	1,500/-	1,500/-
2	Tuition fees	1,52,100/-	1,52,100/-
3	Development fees	5,000/-	5,000/-
4	Library fees	1,000/-	1,000/-
		1,59,600/-	1,59,600/-
B)	Gymkhana Fees+Self Finance Unit Fund+Disaster Management Fund	1, 978/- (Degree)	1,978/- (Degree)
		1,352/- (Diploma)	1,352/- (Diploma)
C)	Deposit		
1	Library	2,000/-	2,000/-
2	Security	4,000/-	4,000/-
		6,000/-	6,000/-
D)	Enrollment fees		
	For MD / MS & Diploma	4,050/-	14,550/-
2	For Diploma Course (Other University)	--	12,900/-
	Total amount of fees for Degree course	1,71,628/- (By D.D.)	1,82,128/- (By D.D.)
	Total amount of fees for Diploma course	1,71,002/- (By D.D.)	1,79,852/- (By D.D.)
E)	Admission Form Fee	590/- (By cash)	590/- (By cash)

- **D. D. in favour of: “Dean, Seth G. S. Medical College” (with Three Xerox copies.)**
 - **Demand Draft with any 2 Bank Manager’s signature is mandatory and the same Demand Draft will be accepted. So kindly please take note of it.**

Note:

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 2025

Sr. No.	Original Documents with TWO attested Xerox copies
1	Nationality certificate / Domicile certificate OR Nativity / Residency Certificate OR Passport (If not available either Birth certificate or UG Transfer certificate on which nationality i.e. <u>Indian</u> is mentioned)
2	Provisional Allotment Letter / Selection Copy
3	Admit Card issued by NBE
4	NEET PG 2025 Mark sheet / Score Card issued by NBE
5	MBBS Passing certificate
6	MBBS Degree certificate / Provisional Degree Certificate
7	Internship completion certificate on or before 31/07/2025 Certificate from the Head of Institution/College
8	<u>Valid</u> Registration certificate from Council / Provisional Registration certificate
9	Caste Certificate (If applicable) / EWS Certificate
10	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. Pg No. 09)
11	Non-Creamy Layer Certificate valid up to 31/03/2026 for VJ, NT-1, NT2, NT3, OBC, SBC. (If applicable)
12	College Leaving Certificate / Transfer Certificate
13	Annexure III (For same college) Pg No. 10
14	Migration Certificate issued by the respective University (If applicable)
15	Affidavit for change in Name – A copy of Govt. Gazette, Marriage Registration Certificate.
16	Self Educational Gap (after qualifying Degree) Rs.500/- 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) Pg. No. 08
18	All Mark sheets of MBBS Course
19	Attempt certificate of all examination in Degree course from Head of Institute & M C I Recognition Certificate
20	Birth Certificate / High School Passing (Only 1 Xerox set)
21	Aadhar Card or Election Card (Only 1 Xerox set)

- 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.

UNDERTAKING

I, Dr. _____ son / daughter / wife
of Shri. _____ aged _____ years
bearing Roll No. _____ placed at SML No./ Rank No. _____ through P G
Admission A.Y. 2025-26 (All India Quota / State Quota) for admission to MD / MS /
Diploma course in Seth G. S. Medical College do hereby solemnly affirm and undertake
that I will complete the Residency in MD / MS / DIP _____
and complete the duration of my 3 years / 2 years course failing which I will pay
Rs.10,00,000/- (Rs.Ten Lakhs only) for the default i.e. non completion of Junior Residency
tenure) and also I will pay additional penalty of Rs.10,00,000/- (Rs.Ten lakhs only) for
lapse of Post graduation medical seats .

If I fail to render the Bond Service the amount of Rs.50,00,000/- will be recovered
from me as per DMER Rule.

Signature of the candidate: _____

SML NO / Rank No : _____

Permanent Address : _____

Mobile No. : _____

Parent's Mobile No. : Father: _____ Mother: _____

Residential No. : _____

E Mail Id : _____

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 2025** 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	<u>Valid</u> Registration certificate from Council / Provisional Registration Certificate / Receipt		
2	Caste Certificate (If applicable)		
3	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)		
4	Non-Creamy Layer Certificate valid up to 31/03/2026 for VJ, NT-1, NT2, NT3, OBC, SBC., SEBC		
5	EWS Certificate		
6	Nationality / Domicile certificate OR Nativity / Residency Certificate / Passport		
7	Medical Fitness Certificate		
8	Physically Handicapped certificate (As per the format given in the DMER Brochure		
9	MBBS Passing Certificate		
10	MBBS Degree Certificate / Provisional Degree Certificate		
11	College Leaving Certificate / Transfer Certificate		
12	NEET PG 2025 Rank Letter issued by NBE / NEET PG 2025 Mark Sheet		
13	Provisional Allotment Letter / Selection Letter		
14	Deputation certificate / N O C for In-service candidates		
15	Internship completion certificate on or before 31/07/2025 / Provisional Internship Certificate		
16	Attempt certificate of all examination in Degree course from Head of Institute.		
17	Migration certificate issued by the respective University (If applicable)		
18	Self Educational Gap (after qualifying Degree) Rs.500/- Affidavit by student certified by Executive Magistrate / Notary (If applicable)		
19	Affidavit for change in Name – A copy of Govt. Gazette, Marriage Registration Certificate		
20	NEET PG 2025 Admit card issued by NBE		
21	M C I Recognition Certificate		
22	All MBBS Mark sheets along with One Xerox Set		
23	Birth Certificate or SSC Passing Certificate (Only One Xerox Copy)		
24	Aadhar Card and Election Card or Ann 'C' / (Only One Xerox Copy)		
25	Bond release certificate if applicable / Undertaking (Only One Xerox Copy)		
26	Online downloaded Application form for State NEET PG 2025		

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

Yours faithfully

List of Pending documents

1.
2.
3.

4.
5.
6.

Signature : _____
Mobile No.: _____
Father's Mobile No.: _____
Mother's Mobile No.: _____

ACKNOWLEDGEMENT

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

Note:

A candidate must be medically fit to undergo the Medical Postgraduate Courses (NEET-PG 2025) applied for. The medical fitness must be certified by a Registered Medical Practitioner in the prescribed Proforma, as given above on a **Letterhead**.

CERTIFICATE OF MEDICAL FITNESS

This is to certify that I have conducted clinical examination of
Dr.

.....
..... who is desirous of admission to Medical
Postgraduate Courses.

He/she has not given any personal history of any disease incapacitating him/her to undergo the professional course. Also, on clinical examination it has been found that he/she is medically fit to undergo the medical postgraduate course (NEET-PG 2025).

- (1) Absence of any incapacitating and / or progressive systematic disease/disorder / condition,
- (2) Absence of any disability of upper limb/s,
- (3) Absence of any major visual/auditory disability,
- (4) Absence of psychosis/neurosis/mental retardation,
- (5) Ability to maintain erect posture,
- (6) Reasonable manual dexterity.

Address of the Registered Medical Practitioner	Signature
	Name
	Registration No.
	Seal of Registered Medical Practitioner
Date	

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 _____

जावक क्र.

दिनांक:

जो कोई भी इससे संबंधित है उसके लिए

प्रमाणपत्र

प्रमाणित किया जाता है की, श्री / कुमारी.....
इनको, तहसीलदार/जिल्हा मॅजिस्ट्रेट/..... 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 मॅजिस्ट्रेट/
तथा संबंधित अधिकारी के हस्ताक्षर



Annexure – III

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