

GRANT GOVERNMENT MEDICAL COLLEGE

MUMBAI

Instruction Manual for PG Admission Process 2023



WELCOME

Contact Details for Query : (Between 11.00 to 4.30 PM ONLY)

1. For any query, please call during 11:00 AM to 4:30 PM
Landline Number: 2373 55 55 Ext: (2202)
2. Official Email ID: gmccad@gmail.com
3. Official Website:ggmcjjh.com

**DO NOT CALL ON THE PERSONAL NUMBER OF THE
DEAN/NODAL OFFICER notified on the MCC website; It is given
for the administrative use by MCC/DMER ONLY**

Note: Parents are not allowed in office space at the time of admission

POST GRADUATE- ADMISSIONS PROCESS
GRANT GOVT MEDICAL COLLEGE MUMBAI
(All India Quota/ State Quota/ In Service Quota)

All students allotted PG seat at Grant Govt. Medical College, Mumbai (Maharashtra) should follow below mentioned instructions for PG admission:

1. **Download & print this PDF file. READ CAREFULLY ALL DETAILS**
2. **Student should report to the college in the morning for getting done the admission process on the same day.**
3. **Student should report personally for admission/admission cancellation in case of up gradation. PROXY will not be allowed for admission process/Cancellation of admission.**
4. **Print and fill 2 copies of Application Form.**
5. **Print and fill 2copies Scrutiny Form.**
6. **Print and fill 1copy of Candidate information.**
7. **Print and fill 1 copy of Medical Fitness in the prescribed format ONLY.**
8. All **original documents** enlisted in the scrutiny form will be compulsorily required for admission. Additionally, student should submit **2 sets of SELF ATTESTED photocopies** of all original documents.
9. All original Documents **individually SCANNED in PDF format only** will be compulsorily required during admission. Student should scan document properly through computer scanner (Size 500 kb only). **Please don't use mobile scanner for scanning documents.** Individual Original Documents should be scanned and renamed properly.
 - e.g. Nationality certificate after scanning should be renamed as **Nationality-Name of Student.**Prepare Folder and rename it with Name of the student, keep all scan documents in this folder for submission during admission. **Scan documents will be accepted only in Pen Drive. And also scan the DD in pdf file and mail us to email id - gmccadpg@gmail.com**
10. Fees: Demand draft (DD) of complete fees will be required during admission process. Kindly note that DD should NOT have any errors/spelling mistakes in the name of DD as desired. **Error/spelling will not be acceptable, such DD will be rejected. No cash/online transactions will be acceptable.**
11. Other Letters if required will be taken at the time of admission (within the rules thereof)
12. Submit Recent Passport size photos (3 copies).
13. The institute is responsible for only admission of student in respective Quota. We will not be available to guide any students for further rounds or rules & regulations of All India/State/In Service Quota. The student should read information brochure/Notifications/Advisory issued by different agencies on official websites. Please don't contact institute admission cell for any such information's.

14. As per the information brochure issued by the State commissioner of Maharashtra for the current academic year, under the clause of Penalty & Bond, non-completion of Junior residency tenure & for lapse of seat, or admission cancellation after cut-off date, the student must pay an amount of Rs.20,00,000/- (twenty lacs). In such case, returning of original documents will be done only after receipt of penalty amount. The deposited fees will also be non-refundable.
15. **Kindly note.... Admission Process requires verification and approval. No student will be given Joining letters urgently.**
16. **For any query, please call during 11:00 AM to 4:30 PM.**
Landline number:
Direct Number: 2373 55 55 Ext:(2202)
Don't call on personal Mobile number of Dean available on mcc website, it is given for administrative use by mcc/DMER ONLY.



Student's Name:.....
Address (In capital):.....

Phone No (Res.):.....
Mobile No:.....
Email Id:-.....
Date:.....

To,
 The Dean,
 Grant Govt Medical College,
 Mumbai.

Sub: Joining as JR-1 in subject of
 Through NEET PG All India/State Quota/In Service Quota seat allotment.

Ref: NEET PG Allotment Letter/ List.....Dated:.....

Respected Sir/Madam,

I the Undersigned Dr.....(Full name in Capital) have been selected for the post graduate degree/diploma course in the subject of..... as per the allotment letter/list available on official website Dated.....

Kindly enrol me in your college as JR-1 in the subject of..... for the academic year.....

I have informed that, I must submit Service Bond of 1 Year to Maharashtra Govt. Once my admission is confirmed in this institute, otherwise I will have to pay penalty of Rs.50,00,000/- (Fifty Lac only) as per the rules PG Admission regulations of State of Maharashtra and changes if any issued from time to time in the respective academic year of admission.

Thanking You.

Yours Sincerely,

(Dr.....)

CANDIDATE INFORMATION

Grant Govt. Medical College Mumbai.

Post Graduate Admission Year : 2023

Admission quota: _____ Subject: _____



| | | | | |
|-----------|--|---|-------------|--------------------|
| 1 | Name of the Student (In Capital words) <div style="text-align: right;">English Marathi</div> | SURNAME | NAME | FATHER NAME |
| 2 | Guardian / Father's Full Name | | | |
| 3 | Name of Mother | | | |
| 4 | Place & Date of Birth | Place: _____ | DOB: _____ | |
| 5 | Residential Detail Address: | | | |
| 6 | State to which candidate belongs | | | |
| 7 | Telephone No. With Code (Residential) | | | |
| 8 | Mobile No. | Student: _____ Parent: _____ | | |
| 9 | Email id | Student: _____ Parent: _____ | | |
| 10 | Aadhar No | | | |
| 11 | Voter ID No | | | |
| 12 | Blood Group | | | |
| 13 | Mark of Identification (Two) | 1. _____ 2. _____ | | |
| 14 | Quota of admission (AI/State/In Service) | | | |
| 15 | NEET Rank | | | |
| 16 | Percentile score of NEET PG | | | |
| 17 | Category: SC/ST/VJ/NT-1/NT-2/NT-3/OBC/OPEN/other | | | |
| 18 | Caste & Sub caste | | | |
| 19 | MMC/MCI registration No | Valid from _____ to _____ | | |
| 20 | State Medical Council Name Registration No Valid Upto | | | |
| 21 | MBBS College name | | | |
| 22 | MBBS passing year | | | |
| 23 | Marks Obtained in MBBS | Marks = _____ /out of = _____ % = _____ | | |
| 24 | Internship Completed Date | | | |
| 25 | Name of XIIth (10+2) Board | | | |

Date : / /

Place : Mumbai

Signature of Candidate

UNDERTAKING-NEET-PG ADMISSIONS

(Applicable for All India Admissions only)

I the undersigned hereby confirm that the data submitted during joining (1st / 2nd /subsequent rounds) for post-graduation through the online process was done in my presence and with my full consent. It will be my full responsibility to thoroughly check the data before final submission.

Name & Sign Witness

(Name & Sign of candidate with date)

Contact No.:

Contact No:

Place:- Mumbai

Date:-

ANNEXURE "L"

STATUS RETENTION FORM

NEET PG 2023

Candidate name : _____ SML NO : _____ ROLL NO :

Institute / College : _____ Course:

**To,
The Commissioner,
State CET CELL,
8th Floor, New Excelsior Bldg, A.K. Nayak Marg,
Fort Mumbai 400 001.**

Sir / Madam,

I Dr. _____ wish to retain the seat allotted
to me at Grant Govt. Medical College, Mumbai. For _____

Course for the academic year 2023.

DECLARATION

I am fully aware that after submitting this status retention form I will not be considered for any subsequent rounds of selection process for the year 2023. I also declare that I will not ask for reconsideration of my name for the further selection process.

Date :

Place:

Signature of Candidate

Submitted for necessary action

Date:

Place:

Signature of Dean/ Principal (With seal)

Note : This blank form to be Xeroxed and to be filled in triplicate, one copy to be sent to the competent authority by the college. one copy to be retained by the college, one copy to be retained by the candidate.

ANNEXURE - "K"

**RESIGNATION OF ADMISSION TO MEDICAL POSTGRADUATE
COURSE 2023-2024**

To,
The Commissioner,
State CET CELL,
8TH floor, New Excelsior Building, A.K.Nayak Marg,
Fort Mumbai 400 001.

(Through Dean / Principal)

Subject : Resignation of Post Graduate Admission.

Respected Sir

I, Dr. _____ SML NO. _____ has been admitted for
_____ course at Grant Govt. Medical College, Mumbai. On _____
under _____ category.

Now, I wish to resign the above mentioned PG admission for the following reasons.

1) I have secured admission to PG course at _____
_____ on _____ under _____ category.

I hereby tender my voluntary resignation. I am abide by the Rules and Regulations regarding fees, bond and penalty conditions, as per NEET-PG 2023 brochure.

Thanking You,

Yours Faithfully,

Date:

Place:

Signature of candidate

| | |
|--|-------------------------------|
| Name and address of the candidate : | For Office use only |
| | Amount Paid Rs: |
| | Amount Deducted Rs: |
| | Amount Refunded Rs: |
| Pin Code : | Cheque No. & Date: |
| Mobile : | Bank Particulars: |

Note:

This blank form to be Xeroxed and to be filled in triplicate, one copy to be sent to competent authority by the college, one copy to be retained by the college, one copy to be retained by the candidate.

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 incapacitation 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) in the academic Year _____

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

Address of the Registered Medical Practitioner

Signature

Name

Registration No.

Seal of Registered Medical Practitioner

Date:

Note:

- ✓ A candidate must be medically fit to undergo PG courses applied for. The medical fitness must be certified by registered medical practitioner in the above prescribed format ONLY.
- ✓ **If the candidate has claimed PWD seat& allotted a PWD seat:** He/She must submit additionally the current academic year RECENT Physical handicapped certificate (PWD) issued by the authorized agencies only as per the instructions of competent authorities of All India/State quota for the current academic year in information brochures/Notifications/Advisory.

SCRUTINY FORM

Name of the Student - _____ Date:- / /2023

Admission Quota - _____ Rank - _____

| Sr.No. | Essential Documents Required | Yes/No |
|--------|---|--------|
| 1 | Aadhar Card (Xerox Copy) | |
| 2 | Nationality Certificate or Valid Indian Passport | |
| 3 | Domicile Certificate | |
| 4 | NEET PG Mark Sheet | |
| 5 | NEET PG Admit Card | |
| 6 | NEET PG Allotment Letter/List | |
| 7 | MBBS Passing Certificate | |
| 8 | MBBS Degree Certificate | |
| 9 | Internship Completion Certificate | |
| 10 | Registration Certificate of MBBS from State medical council/MCI | |
| 11 | Caste Certificate (If applicable) | |
| 12 | Cast Validity (If applicable) Caste Validity format attached Below if candidate is from outside Maharashtra | |
| 13 | Non-Creamy layer Certificate valid up to 31.03.2024 (NCL) (If applicable) | |
| 14 | MBBS College Leaving Certificate (T.C.) OR Continuation letter if student is from same college (If not attached Submit the same in 15 Days of admission) | |
| 15 | Gazette for Change in Name (If applicable) | |
| 16 | Migration Certificate issued by respective University (If applicable) (If not attached Submit the same in 15 Days of admission) | |
| 17 | Self-Education Gap Certificate after completion of Internship (If applicable) | |
| 18 | Medical Fitness Certificate (in prescribed format only) | |
| 19 | Physical Handicapped Certificate from authorized agencies ONLY (If applicable) | |
| 20 | For state quota seat- Bond Release Certificate/Bond Break payment Govt. receipt (if applicable) | |
| 21 | 1) NOC 2) Reliving letter 3) Deputation Certificate 4) University Approval Certificate for teacher in concerned subject 5) Experience Certificate from health department for In service state quota students. (This will be Compulsory for In-service candidates) | |
| 22 | Other letter if any required will be taken during admission | |
| 23 | Orphan Certificate (If Applicable) | |
| 24 | Personal Information Certificate | |
| 25 | Retention Form (State Quota) | |
| 26 | Cancellation Form | |
| 27 | 15% AIQ students (For all student taken MBBS Admission in 15% AIQ) College Letter. | |

Deficiency IF any:**SCRUTINY OFFICER**

FEES NOTICE

Subject:- Payment of Fees for Post Graduate Students

(Academic Year 2023-2024)

All Post Graduate (MD/MS) Students who wants to take admission for Post Graduate course through NEET PG 2023 must follow the following instructions:

1. They must bring original set of documents and two attested photocopies of the same.
2. They must bring two separate DD from a Nationalized Bank (i.e. 125700/- & 18000/-) in favor of **Dean Grant Govt. Medical College, Mumbai.** (Payable at Mumbai).

1. Tuition Fees:-125700/- (One Lakh Twenty Five Thousand and Seven Hundred only)

2. Other Fees:-18000/- (Eighteen Thousand only)

- **Tuition Fees:-** Rs.125700/-
 - **Other Fees:-**
 - Admission Fees:- Rs.1500/-
 - Vikas Nidhi:- Rs.5000/-
 - Resident Deposit:- Rs.4000/-
 - Hostel Fees:- Rs.4000/-
 - Library Deposit:- Rs.2000/-
 - Library Fees:- Rs.1000/-
 - Gym Fees:- Rs.500/-
- Rs. 18000/-**

3. Student Insurance Scheme

4. It compulsory for candidate to pay Rs. 650/- (DD) for Student Insurance scheme after retention of seat.

SERVICE BOND

**To be submitted ONLY after final confirmation
of admission/after cut-off date.**

1. It will be the total responsibility of the student to submit the **SERVICE BOND after final confirmation / Cut-off date of admission within one week.**
2. Any student failing to submit the Bond within the stipulated time will not be eligible for appearing the PG exams. Appropriate action will be initiated against all such candidates and stipend will be withheld till the receipt of Bond.
3. Bond Should be prepared on Rs.500/- Bond. (Notarized)
4. Service Bond is applicable for All India/State PG Student.
5. Matter of Bond is given below.

INDEMNITY BOND

I, Dr. _____, D or S/o _____
_____ age _____, Indian Inhabitant, Present
Address: _____

_____, do hereby take an oath and state solemn affirmation as
under:

I the undersigned _____ student in
_____ course in Grant Govt. Medical College & Sir
J.J. Group of Hospital, Mumbai through NEET PG 2023 Exam state counselling.

As per NEET PG 2023 brochure clause/Para 21.3, I undertake that on
completion of my PG Course, I will be bound to serve the Government of
Maharashtra or Corporation or Defence Services for a minimum period of ONE
year.

If for any reason I fail to serve the Government of Maharashtra or
Corporation or Defence Services for a minimum period of ONE year, in that event
they will entitled to claim and recover from me or my sureties a sum of
Rs.50,00,000/- (Fifty Lakhs only).

If I have the service Central Government or Government of Maharashtra or
Corporation or Defence for any reason within this service period of One year they
can claim and recovery amount from me.

In the event I fail to comply with condition of this undertaking the whole of
said amount of Rs.50,00,000/-(Fifty Lakhs only) shall become forthwith payable
by Parents/Guardians/Sureties jointly and severally all discretion of the University
and University will be entitled to seek legal remedies against my
Parents/Guardians/Sureties.

I undertake to communicate my address from time to time if there is any
change.

Date: / /2023

Place:

Signature:

Name:

Address:

Mobile No.

Witnesses:

- 1)
- 2)

UNDERTAKING

I, selected through All India Quota/ State Quota for Postgraduate admission at Grant Government Medical College, Mumbai. I have reported on Date:- / /2023.

I undertake to submit the following certificate(s) with 15 days from the date of admission.

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)

I am aware that if I fail to submit above mentioned documents within 15 days, appropriate action will be initiated against me by the administration. It shall be my responsibility to produce all necessary documents and get eligibility from Maharashtra University of Health Sciences, Nashik. For any reason if I fail to submit the mentioned documents in given time, I will pay the late fees applied by university

Name:-

Signature of Candidate

AIR/Sate Quota : -----

Mobile No.

E-mail.

IMPORTANT:

Please Note that Any Amendment, Alteration in above information may be made in the future if required.

Annexure – IV

Office of the

Outward No.:-

Date:-

CERTIFICATE

TO WHOME IT MAY CONCERN

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,
तहसिलदार/ जिल्हा मॅजिस्ट्रेट कार्यालयद्वारा
निर्गमित किया हुआ जात प्रमाणपत्र क्रमांक दिनांक
वैध है ।

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

कार्यालयीन मोहोर

तहसिलदार / जिल्हा मॅजिस्ट्रेट तथा
संबंधित अधिकारी के हस्ताक्षर