

**Checklist for submission of documents for admission to DM / MCh courses in
Institute of Postgraduate Medical Education & Research (IPGME&R), Kolkata,
in 2025-28 academic session**

Name of the candidate: _____

NEET-SS Roll Number: _____ **All-India rank:** _____

Admission category: ☐ Open ☐ Service If applicable ☐ PwD ☐ EWS

Mobile: _____ **E-mail:** _____

AADHAAR No: _____ **PAN No:** _____

Checklist

1	This checklist	☐ Yes ☐ No
2	College Admission Form duly filled in and signed. Download form here	☐ Yes ☐ No
3	NEET-SS Seat allotment letter	☐ Yes ☐ No
4	NEET-SS Admit card	☐ Yes ☐ No
5	NEET-SS Rank card / Score card	☐ Yes ☐ No
6	MBBS degree certificate	☐ Yes ☐ No
7	MD / MS / DNB degree certificate	☐ Yes ☐ No
8	MD / MS / DNB mark sheet	☐ Yes ☐ No
9	Permanent Registration certificate issued by National Medical Commission or a state Medical Council (updated with postgraduate qualification)	☐ Yes ☐ No
10	Date of birth proof (Birth Certificate or Secondary or Higher Secondary examination admit card / marksheet issued by a recognized Board / Council stating date of birth)	☐ Yes ☐ No
11	Two Photo ID proof (Passport / Voter ID card / AADHAR Card / PAN card / Driving license)	☐ Yes ☐ No
12	If applicable, Disability Certificate (issued by one of the recognized disabilities certifying centers as notified by MCC) in appropriate format.*	☐ Yes ☐ No ☐ NA
13	If applicable, EWS Certificate in appropriate format.*	☐ Yes ☐ No ☐ NA
14	For candidates serving any government, government-aided or public sector agency, papers indicating that the candidate is in such service. **	☐ Yes ☐ No ☐ NA
15	For candidates serving any government, government-aided or public sector agency, papers indicating Permission / No objection certificate from employer to undertake course. **	☐ Yes ☐ No ☐ NA
16	Premature discontinuation bond on non-judicial stamp paper (not less than Rs. 100/-), duly filled in, signed and notarized.	☐ Yes ☐ No
17	Service to state government bond on non-judicial stamp paper (not less than Rs. 100/-), duly filled in, signed and notarized. ***	☐ Yes ☐ No ☐ NA
18	Proof of online fee payment	☐ Yes ☐ No
19	Fee payment declaration filled in and signed by candidate.	☐ Yes ☐ No
20	Recent color passport size photo – 4 copies	☐ Yes ☐ No

* Not required if no such reservation is put into effect by MCC for counseling in this academic session.

** These candidates will continue to draw their regular salary and will not be eligible for stipend.

*** Not required for candidates who are in confirmed service with any government, government-aided or public sector agency, provided such proof is provided.

☐ I have retained good quality hardcopies and softcopies of all original certificates that will be kept in the custody of the College Office since it is not feasible for the latter to supply such documents every now and then for copy purpose.

Date of submission of documents

Signature of candidate