

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

Name of the candidate: _____

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

Admission category: ☐ Open ☐ Service | ☐ EWS ☐ SC ☐ ST ☐ OBC-A ☐ OBC-B ☐ PwD

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

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

Checklist (to be filled by admitting official)

1	This checklist	☐ Yes ☐ No
2	College Admission Form duly filled in and signed.	☐ Yes ☐ No
3	Seat allotment letter	☐ Yes ☐ No
4	NEET-PG Admit card	☐ Yes ☐ No
5	NEET-PG Rank letter	☐ Yes ☐ No
6	MBBS degree certificate or provisional MBBS degree certificate	☐ Yes ☐ No
7	Marksheet 3rd Professional Part 2 MBBS examination	☐ Yes ☐ No
8	Marksheet 3rd Professional Part 1 MBBS examination	☐ Yes ☐ No
9	Marksheet 2nd Professional MBBS examination	☐ Yes ☐ No
10	Marksheet 1st Professional MBBS examination	☐ Yes ☐ No
11	Internship Completion Certificate (Must have been completed by 31.07.2025)	☐ Yes ☐ No
12	Permanent or Provisional Registration certificate issued by Medical Council of India or a state Medical Council	☐ Yes ☐ No
13	Date of birth proof (Birth Certificate or Secondary or Higher Secondary examination admit card / marksheet issued by a recognized Board or Council stating date of birth)	☐ Yes ☐ No
14	Photo ID proof (Passport / Voter ID card / AADHAR Card)	☐ Yes ☐ No
15*	For SC / ST / OBC / OBC-A / OBC-B candidate: Appropriate caste certificate issued in West Bengal.	☐ Yes ☐ No ☐ NA
16*	For OBC / OBC-A / OBC-B candidate: If applicable, non-creamy layer (NCL) certificate issued in West Bengal on or after 01.04.2025.	☐ Yes ☐ No ☐ NA
17*	For Economically Weaker Section (EWS) candidate: EWS Certificate issued by appropriate authority in West Bengal on or after 01.04.2025.	☐ Yes ☐ No ☐ NA
18*	For Person with Disability (PwD): Appropriate PwD Certificate issued by IPGME&R, Kolkata, or any of the recognized PwD certification centers recognized by Government of India.	☐ Yes ☐ No ☐ NA

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19*	Premature discontinuation bond on non-judicial stamp paper (not less than Rs. 100/-), duly filled in, signed and notarized.	☐ Yes ☐ No
20*	Service to state government bond on non-judicial stamp paper (not less than Rs. 100/-), duly filled in, signed and notarized.	☐ Yes ☐ No ☐ NA
21	Proof of online fee payment	☐ Yes ☐ No
22	Fee payment declaration filled in and signed by candidate.	☐ Yes ☐ No
23	For Open category candidates who have passed MBBS from outside West Bengal: Appropriate Domicile Certificate (as mentioned on wbmcc.nic.in)	☐ Yes ☐ No ☐ NA
24	For Open category candidates who have passed MBBS from outside West Bengal: Any two photo ID proof (from among Voter card / AADHAAR card / Passport) of any one parent (whose name is mentioned in domicile certificate) issued in West Bengal showing residence in this state.	☐ Yes ☐ No ☐ NA
25	For candidates with previous postgraduation: Previous Diploma / Degree certificate (course to have been completed and all bond obligations, if any, met by 31.07.2025)	☐ Yes ☐ No ☐ NA
26	For in-service candidates (WBHS / WBMS / WBPHAS): Declaration letter to the Dept. of Health and Family Welfare, Govt. of WB, to the effect that incumbent for the in-service seat fulfils all the conditions/eligibility for service quota and Trainee Reserve.	☐ Yes ☐ No ☐ NA
27	For in-service candidates (WBHS / WBMS / WBPHAS): Certificate from the Institute Head or Custodian of the Service Book to the effect that incumbent for the in-service seat fulfils all the conditions/eligibility for service quota and Trainee Reserve.	☐ Yes ☐ No ☐ NA
28	For in-service candidates (WBHS / WBMS / WBPHAS): Posting order and joining report for claiming in service category seats under 'Dept. of Health and Family Welfare, Govt. of WB'.	☐ Yes ☐ No ☐ NA
29	For candidates in service in government or semi-government institutions in WB (other than WBHS / WBMS / WBPHAS) or other states: ID card and NOC from employer, stating service status along with place of posting. Such communication should also indicate whether the candidate will draw stipend from the admitted institute (in which case, service bond will have to be furnished).	☐ Yes ☐ No ☐ NA
30	Candidate profile letter as generated from counseling website https://wbmcc.nic.in	☐ Yes ☐ No
31	Payment proof as generated from counseling website https://wbmcc.nic.in	☐ Yes ☐ No
32	Recent color passport size photo – 4 copies with name and DOB written on the back.	☐ Yes ☐ No

* In appropriate format provided by government. Old / outdated certificates will not be accepted.

☐ 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