



GOVERNMENT OF WEST BENGAL
OFFICE OF THE PRINCIPAL, MALDA MEDICAL COLLEGE
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MALDA 732101

In accordance with the decision of Government of India, Ministry of Health & Family Welfare, Medical Counselling Committee, Malda Medical College and Hospital, Malda, will conduct the admission process for all-India quota candidates, who have been allotted seats in the institute, as per the schedule published on the **mcc.nic.in** portal. Concerned candidates are advised to carefully go through the applicable rules & regulations and participate in the admission process by reporting on the scheduled days. While every effort will be made to keep the admission office open on Sundays and public holidays, as per the recommendations of MCC, it may not always be possible to do so because of the local situation.

Candidates are advised to go through the notice, arrange all documents, pay fees online and get the necessary bond ready and then visit the college office. This will make the admission process smoother and avoid crowding

Contact

information

The admission process will be handled by the institute's Student Section (Office of the Dean of Student Affairs), Ground Floor, Academic Building. The address of the institute is Malda Medical College & Hospital, Malda, Uma Roy Sarani, Singatal, Malda 732101. For urgent communication you can contact (between 9:00 AM to 7:00 PM) **Prof. Md Maheboob Alam, Nodal Officer MBBS Student counselling and Admission.** (or maldamedicalcollege@gmail.com)

Fees

Fees payable are Rs. 6,500/- (Rupees six thousand five hundred) only for all categories of candidates. No concessions are applicable.

Documents to be submitted

After submission of fees, please collate documents for submission as per the checklist provided below (checklist to be downloaded). Some documents / templates are to be downloaded – links provided below. **Please arrange all documents in order of the checklist and put them in a clear bag type plastic folder before coming to the admission office – one set originals and one set clear photocopies.** This will make the admission process smoother and easier.

The following documents are to be submitted.

1. Checklist of documents being submitted duly filled-in and signed. College Admission Form duly filled in and signed.
2. Four copies of recent color passport size photograph, labelled on the back with name and date of birth, and placed in an envelope stapled to admission form.
3. Photo ID proof (Voter Card / AADHAAR Card / Passport)

4. 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)
5. Seat allotment letter.
6. NEET-UG 2025 Admit card.
7. NEET-UG 2025 Rank / Score card.
8. Certificate of passing 10+2 Board Examination. Provisional certificate acceptable if original not yet in possession of student passing 10+2 Board Examination in 2025. **ORIGINAL WILL BE RETAINED BY COLLEGE**
9. Marksheet of 10+2 Board Examination. Provisional marksheet acceptable if original not yet in possession of student passing 10+2 Board Examination in 2025. **ORIGINAL WILL BE RETAINED BY COLLEGE**
10. * If applicable, Caste certificate as proof of SC / ST status
11. * If applicable, OBC Certificate (sub-caste must tally with central list and in the format mentioned in the certificate)
12. * If applicable, Disability (PwD) Certificate (issued by one of the recognized disabilities certifying centers as notified by MCC)
13. * If applicable, EWS Certificate in appropriate format. **ORIGINAL WILL BE RETAINED BY COLLEGE**
14. Premature discontinuation bond on non-judicial stamp paper (not less than Rs. 100/-), duly filled in and notarized.
15. Medical fitness certificate.

Bonds must be made computer printed or typewritten, on appropriate denomination non-judicial stamp paper. Information at the blank fields must also be entered computer printed or typewritten – writing by hand is not acceptable. Candidates may get the bonds ready by filling-in blank fields appropriately, getting clear prints and then getting them duly notarized. Note that local courts will be closed on Sundays and public holidays.

The college will make all efforts to accommodate candidates in genuine difficulty for any reason. However, requests to admit in the absence of essential documents **WILL NOT** be entertained. Further, even if a seat is allotted by MCC, admission under any Reserved Category or Person with Disability Category **WILL NOT** be done in the absence of valid documents. No such requests will be entertained. Further, all category certificates may be subject to re-verification by government authority and admission to the MBBS seat will be considered as PROVISIONAL till the verification process is completed and genuineness established.

Requests to admit without fee payment **WILL NOT** be entertained.

Candidates must note the following:

- All documents must be produced in original for verification.
- Laminated documents will not be accepted for verification.
- Please bring one set of photocopies of all documents to be retained by the college office. Poor quality photocopies or scanned copies will not be accepted.
- Selected documents will be retained by the college office in original as specified below.

Documents to be retained in original

As is the norm, the following documents will be retained by the college in **ORIGINAL** till course completion:

- a. Certificate of 10 + 2 level Board Examination
- b. Mark Sheet of 10 + 2 level Board Examination
- c. Premature discontinuation bond (non-returnable)
- d. Medical fitness certificate (non-returnable)
- e. EWS Certificate

Malda Medical College, Malda

Post-allotment Document Verification Checklist (NEET UG 2025 Counseling)

Name: _____ Date of Birth: _____ Category: UR/SC/ST/OBC/EWS

NEET Roll No.: _____ All India Rank: _____ PwD: yes/no

Mobile no.: _____ Email ID: _____

Document to be submitted at verification counter

S. No.	Documents	Self-attested photocopy
1	Candidate profile letter and payment receipt	Submitted
2	Successfully verified slip (for State Quota only)	Submitted
3	Allotment letter issued online	
4	Proof of Identity (Aadhar/PAN/Passport/Driving licence)	Submitted
5	NEET UG 2025 Admit card	Submitted
6	NEET UG 2025 Rank card 50 th percentile for UR, Gen-EWS; 40 th percentile for SC/ST/OBC 45 th percentile for UR-PwD, Gen-EWS-PwD	Submitted
7	Date of Birth proof (born on or before 31.12.2008)	Submitted
8	Class 10 th certificate (can be accepted as birth proof)	Submitted
9	*Class 10+2 marksheet a. has to pass in Eng, Phys, Chem, Biology/Bio-technology individually b. Marks in Phys, Chem, Bio taken together: UR, Gen-EWS: 50%; SC/ST/OBC/PwD: 40%	Submitted
10	*Class 10+2 certificate	Submitted
11	*Domicile certificate (for SQ only): any of the a1, a2, b or e domicile a2 only for those passing in 2025; those passing 10/12/both from outside WB to produce b a1 and b: to be signed by those listed in information bulletin a2: to be signed by headmaster/headmistress (if the candidate has passed 10+2 in 2025)	Submitted/NA
11a	In case domicile certificate of parent (b or e-domicile) is furnished, the candidate need to produce any 2 original photo ID proof (Voter ID/Passport/Aadhar) of the concerned parent with address in WB	Submitted/NA
12	Caste certificate, if applicable	Submitted/NA
12a	if OBC certificate is issued before 01.04.25, *NCL is required to be issued on/after 01.04.25	Submitted/NA
13	*EWS certificate, if applicable (issued on/after 01.04.25) To be issued by DM/Additional DM/SDO/DWO (for Kolkata Municipal area)	Submitted/NA
14	Disability certificate (issued from designated Disability centres), if applicable	Submitted/NA
15	*Medical certificate (Registered medical practitioner)	Submitted
16	*Bond: in a non-judicial stamp paper ≥Rs 100/- Check notary sign & seal	
17	Declaration for choice of upgradation in the 2nd/3rd round	Submitted
18	Online relieving letter (applicable for upgraded candidates of 2nd/3rd round of AIQ/SQ)	Submitted
19	Application for Hostel accomodation, if required	Submitted
20	Anti-ragging undertaking	Submitted
21	Undertaking (as specified in NEET UG notice in wbmcc website)	Submitted

*Original will be retained by the college. Candidates are advised to retain the good quality photo copies and soft copies of these documents.

Signature of the Verifying Officer with date

**Proforma for Execution of Bond by the candidate for availing of MBBS seat
in government medical college in West Bengal**

(to be executed on Non-judicial Stamp Paper of denomination Rs. 100/- or above and notarized)

I, Mr. / Ms. / Mrs., son of / daughter of / wife of
Mr. / Ms. / Mrs. residing at

..... Dist. Pin having been selected for undergraduate
medical degree (MBBS) course at

do hereby affirm and solemnly declare that I shall deposit a sum of Rs. 1,00,000/- (Rupees One
Lakh) only as prescribed by the Government of West Bengal in pursuance of G.O. No.
HF/O/MERT/1542/Admn/ME/STM-28-10/2(10) dated 25.10.2010, if I resign/discontinue the course
before completion of tenure of the course.

Moreover, it shall be obligatory on my part to observe or perform all terms and condition prescribed
by the Government for the aforesaid purpose.

The original documents which are in the custody of the admitting institute, namely
.....
will not be returned to me unless and until I pay the penalty of Rs.1,00,000/- (Rupees One Lakh)
only to the authority of

This bond is imposed as there will be no further provision on behalf of the W.B.M.C.C. (West
Bengal Medical counseling Committee), Department of Health & Family Welfare, Government of
West Bengal, to allot another candidate to the same seat on completion of the admission process.

Signature of the candidate:

Name of the candidate:

Date: Place:

Signature of witness:

Name of witness:

Residential address of witness:

Date: Place: