Government of West Bengal
OFFICE OF THE PRINCIPAL
MAHARAJA JITENDRA NARAYAN MEDICAL COLLEGE & HOSPITAL
(Previously Coochbehar Govt. Medical College & Hospital)
Vivekananda Street, Pilkhana, Cooch Behar-736101

Admission Process

A. Help Desk

- Following originals are to be checked:
  1. Date of Birth Certificate (if Metric Certificate does not bear the same)
  2. Class 10th certificate
  3. Class 10+2 marksheet
  4. Class 10+2 certificate
  5. Proof of Identity (Aadhar/PAN/Passport/Driving license)
  6. Caste certificate for SC/ST/OBC
  7. Disability certificate (for PwD candidates)
  8. EWS certificate
  9. Medical certificate
  10. Bond (in non-judicial stamp paper ≥ Rs. 50, with sign and seal of Notary)

N.B.: Caste certificate of OBC candidates allotted in Gen quota is not required.

- Candidates are to be provided with
  1. Checklist
  2. Certificate of Receipt of original documents (2 copies)
  3. Declaration for choice of upgradation
  4. Hostel application
  5. Bond proforma (if needed),
  6. Medical certificate proforma (if needed)
  7. ECS form (Proforma for Account details of candidates in case of resignation or upgradation)

B. Verification of Originals

Verifying officers will check and verify the following originals. Self attested photocopies and notarized Bond are to be retained. Checklist and originals to be returned at verification counter.

Document to be checked and/or submitted

	Documents
1.	Allotment letter issued by MCC

2.	Admit card of Exam issued by NTA Check photo of candidate
3.	Result/Rank letter issued by NTA Check Rank: 50th percentile for UR 40th percentile for SC/ST/OBC 45th percentile for UR-PwD 40th percentile for SC/ST/OBC-PwD
4.	Date of Birth proof Born before **31.12.2005**
5.	Class 10th certificate
6.	Class 10+2 marksheet a. has to pass in Eng, Phys, Chem, Biology/Bio-technology **individually** b. UR: **50%** marks in Phys, Chem, Bio **taken together** SC/ST/OBC: **40%** marks in Phys, Chem, Bio **taken together** c. PwD: **40%** marks in Phys, Chem, Bio **taken together** d. recognised board
7.	Class 10+2 certificate
8.	Proof of Identity (Aadhar/PAN/Passport/Driving licence) Check photo, name
9.	Caste certificate, if applicable a. English/Hindi, In case the certificate is in regional language the candidate should carry an attested translated copy of the certificate in English/ Hindi. b. format given by NTA c. OBC certificate is issued before **01.01.2022** , NCL /Income certificate is required to be issued on/after **01.01.2022**
10.	Disability certificate, if applicable a. Issued by Designated Disability centre b. Format given by NTA
11.	EWS certificate as per prescribed format (issued on/after 01.04.2021) To be issued by DM/ADM/SDO/DWO (for Kolkata Municipal area)
12.	Medical certificate From Registered Allopathic Medical Practitioner) Check Registration no. of MBBS doctor
13.	Bond a. non-judicial stamp paper **≥Rs 100/-** b. check **notary sign & seal**
14.	Declaration for choice of upgradation: 2nd round: yes/no Manual/Mop-up: yes/no
15.	Domicile certificate (for State quota) a1, a2, b a1 and b to be signed by those listed in notice issued in wbmcc website a2 by headmaster/headmistress a1, a2: domicile certificate of candidates b: domicile certificate of parent; need 2 additional photo ID proof
16.	Online relieving letter (applicable for upgraded candidates of 2nd or Mop-up round of AIQ/SQ)

17.	Application for Hostel accomodation, if required

C. Payment of fees and issue of money receipt

By fresh candidates allotted through AIQ/SQ

By candidates upgraded under SQ from ESIC, Joka and COM, Kalyani, or Dental College, Private Medical college of West Bengal

Candidates upgraded from WB State Govt. Medical College need to show fee receipt issued by the previous institute

Fees: Rs 6500/-

C. Admission letter generation

Reporting Officers at the admission counter are asked to

- Take **Checklist**
- Check deposit slip/payment slip, if applicable
- Take **10+2 marksheet, 10+2 certificate** and **Medical certificate**;
- Check filled-up 2 copies of **Certificate of Receipt** of originals
- Issue Admission letter (Generate Admission letter very carefully with choice for upgradation as given in Declaration)
- Make 2 sets
  1^{st} set: Checklist + Admission letter + Certificate of Receipt; 2^{nd} set: Admission letter+ Certificate of Receipt
- Take the signature of Candidate on Admission letter and Certificate of Receipt

D. Principal office

The Principal will sign on Admission letter and Certificate of Receipt

- Checklist + Admission letter+ Certificate of Receipt (1 set): to be retained by the office of the principal
- Admission letter + Certificate of Receipt (1 set): to be returned to the candidate

Resignation/seat surrender

Refund form is to be given to the candidate (to be filled up)

The Reporting officers are asked to take 1. Declaration for resignation; 2. Certificate of Receipt of originals with 'received' sign; 3. Refund form (duly filled up by the candidate)

Resignation letter will be generated in duplicate.

Declaration for resignation + Certificate of Receipt + Refund form+ Resignation letter: to be retained by the Institute

Originals+ Resignation letter: to be handed over to the candidate after taking the signature in memo book

Upgradation

Refund form is to be given to the candidate (if upgraded to non-WB State Govt. Medical College eg ESIC, Joka/COM, Kalyani) (to be filled up)

The Reporting officers are asked to take: 1. Fresh Allotment letter (self attested); 2. Certificate of Receipt of originals with 'received' sign; 3. Refund form (if applicable)

Online Relieving letter will be generated in duplicate

Fresh Allotment letter + Certificate of Receipt + Refund form (if applicable) + Online Relieving letter: to be retained by the Institute

Originals+ Online Relieving letter: to be handed over to the candidate after taking the signature in memo book.