

**UNIVERSITY COLLEGE OF MEDICAL SCIENCES  
DILSHAD GARDEN, DELHI-110095.**

**I. Formalities required for 1<sup>st</sup> Year MD/MS/MDS students for Academic Session 2016-2017 to be completed at Faculty of Medical Sciences, University of Delhi, 6<sup>th</sup> /7<sup>th</sup> Floor, V.P. Chest Institute, University of Delhi, Delhi-110007**

First of All the Candidate is required to contact the Joint Registrar, Faculty of Medical Sciences (Tel: 27667647), North Campus, V.P. Chest Institute, 6<sup>th</sup> Floor, University of Delhi, Delhi-7 (Near – Delhi Univ. Metro. Rail Station) to complete the required admission formalities.

The following Original Certificates will be deposited in the Faculty of Medical Sciences.

- i. Admit Card issued by AIPGEE.
- ii. Rank letter issued by AIPGEE.
- iii. Provisional allotment letter issued by MOHFW.
- iv. Mark Sheets of MBBS/BDS 1st, 2nd and 3rd Professional Examination.
- v. MBBS/BDS Degree Certificate.
- vi. Internship Completion Certificate/Certificate from the Head of the Institution or College that the candidate will be completing the Internship by 31st March, 2016.
- vii. Permanent/Provisional Registration Certificate issued by MCI or DCI/State Medical or Dental Council.
- viii. High School/ Higher Secondary Certificate/ Birth Certificate in proof of date of birth.
- ix. The Candidate should also bring the following certificate, if applicable:
  - a) SC/ST Certificate issued by the competent authority and should be in English or Hindi in language. Sub caste should be clearly mentioned in the certificate.
  - b) OBC certificate issued by the **competent authority**. The sub caste should be tally with the Central List of OBC. The OBC candidate should not belong to Creamy Layer.
  - c) Orthopaedic Physical Disability Certificate issued from a duly constituted and authorized Medical Boards. **No other PWD certificate, issued by any other Authorities/Hospital will be entertained.**
- x. Two Demand Drafts in favor of “Registrar, University of Delhi” payable at Delhi, amounting to Rupees as under:-
  1. 15,600/- for all category (Gen/SC/ST/OBC/PWD) for Annual Tuition Fee & other fee for 1st year of the course.
  2. 1500/- for Gen/OBC Category, 1000/- for SC/ST Category and candidate with disability(PWD), for cost of the Bulletin of Information and Application form for admission to PG courses.
- xi. Surety Bond of Rs. Five (05) Lakh (copy enclosed).
- xii. Three passport size photograph (Self attested).
- xiii. Two set of Photocopies of all above documents (Self attested).

**Note:** Provisional certificate of MBBS/BDS degree is permissible for those candidates who had passed the MBBS/BDS course in the year 2015

The candidate is required to contact Academic Section/Cell of the respective College/Institution running the PG programme immediately after verification of original certificates and completion of formalities at Faculty of Medical Sciences with the admission/assignment letter, failing which his/her seat may be cancelled. One set of the Photocopies of all the certificates at the respective College/Institution running PG programme.

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**II. Formalities required for 1<sup>st</sup> Year MD/MS/MDS students for Academic Session 2016-2017 to be completed at Room No.133, First Floor of College Block, University College of Medical Sciences, Entry from (Gate No. 2) & GTB Hospital, Delhi-110095, Near Jhilmil Metro Station, Dilshad Garden, Delhi-110095**

1. Candidate may note that the admission is provisional and if any discrepancies/concealment of facts detected at any stage, the Candidates will be held liable for any consequences.
2. The Candidates are required to complete/fill up the forms as enclosed herewith, in his/her own hand writing strictly as per instructions given below.
3. **Date of Birth:** Enter the date, month and year of birth as per English calendar and as recorded in the secondary education board certificate. Date of birth should be mentioned at the prescribed place in the form in the figure as well as in words as shown below:  
 Figure: - 3<sup>rd</sup> September, 1987 19<sup>th</sup> November, 1988  
 Words: - 030987 191188
4. **Address:** It will be responsibility of the candidates to ensure that he/she fills in his/her correct address in the form. The candidate must ensure that address given by them be such at which candidate may be able to get the communication till the end of the MD/MS/DIPLOMA course. The College shall not be responsible for any loss in transit or for an incorrect address given by the candidate in the form. The candidate should fill his/her complete address for further correspondence Pin code should invariably be provided.
5. The Candidate is required to submit photocopies of the following documents at the time of joining this College:
  - a) Assignment letter issued by FMS, Delhi.
  - b) High School/Higher Secondary Certificate for verification of the Date of Birth.
  - c) MBBS Degree, in case it has already been released by the University.
  - d) Detailed marks certificates of the I, II & Final Prof. MBBS Examination.
  - e) The compulsory rotating Internship Completion Certificate.
  - f) Employer's certificate, if employed.
  - g) Registration Certificate with State Medical Council/Medical Council of India.
  - h) SC/ST/OBC/PWD certificate, if applicable.
  - i) Six recent passport size photographs.
6. The students who passed MBBS outside Delhi, are required to procure a 'Migration Certificate' from the parent Institution/University. It is entirely responsibility of the concern candidate to get enrolled in the University of Delhi, failing which respective MD / MS Degree Certificate would not be released by the University of Delhi.
7. Rs.10,000/- (Rupees Ten Thousand only) Demand Draft in favor of Principal, University College of Medical Sciences, Delhi-110095, to be deposited in the College (refundable after completion of the Course).
8. On completion of the above formalities, for the release of the PG stipend the following documents be also completed:
  - a) Copy of the Bond duly attested by the Court, Delhi.
  - b) HRA Form to claim House Rent Allowance
  - c) PG Leave Card
9. Prescribed:- Provision for a record (LOG BOOK) of the work carried out by the PG student.
10. Any other requirements/formalities if required during the admission process and later will be communicated to the Candidates accordingly.

**SURETY BOND**

In pursuance of my undertaking given on \_\_\_\_\_, this Surety Bond, hereafter the bond, is executed at Delhi on this \_\_\_\_\_ day of 2016 by Dr./Ms./Mr. \_\_\_\_\_ son of/ daughter of \_\_\_\_\_, hereafter the student, admitted in \_\_\_\_\_ course, hereafter the course, at \_\_\_\_\_, hereafter the college, in favour of Registrar, University of Delhi and the Principal/ Dean/ Director of \_\_\_\_\_ (Name of the college)

Whereas the student has applied and has been admitted in the course, a Post-graduate Course being conducted by the University of Delhi.

Whereas on the basis of the merit, the student was offered various course(s) at various Institution(s) available at the time of his/ her counselling and he/ she has voluntarily opted for the course at the college and he/ she has been admitted in the course at the college with the understanding and subject to the undertaking that the student shall undergo the course on full-time and regular basis and shall maintain the required standard of performance and shall not indulge in indiscipline/ misconduct.

The student has, therefore, agreed to be loyal to pay a sum of ₹ 5.0 lakhs (₹ five lakhs only) to the college in the following circumstances;

- A. If the student does not join the course at the allotted Institution on or before the stipulated date.
- B. If the student leaves the course before its completion.
- C. If the admission/ registration of the student is cancelled/ terminated by the University on account of unsatisfactory performance/ misconduct/ indiscipline.

Whereas the student undertakes that till the entire surety amount ₹ 5.0 lakhs (₹ five lakhs only) is paid, the college and/ or the University of Delhi shall have the right to retain the original certificates of the student.

Whereas I have requested Ms./Mr. \_\_\_\_\_ son of/ daughter of \_\_\_\_\_ resident of \_\_\_\_\_ and Ms./Mr. \_\_\_\_\_ son of/ daughter of \_\_\_\_\_ resident of \_\_\_\_\_ to stand as sureties, severally and jointly, for me for the payment of the said amount.

**Signature of the student**

That I \_\_\_\_\_ son of/ daughter of \_\_\_\_\_ resident of \_\_\_\_\_, the student aforesaid, acknowledge my indebtedness to the Registrar, University of Delhi and the Principal/ Dean/ Director of \_\_\_\_\_ to a sum of ₹ 5.0 lakhs (₹ five lakhs only), which I hereby promise to pay on demand to the college. (Name of the college)

**Signature of the student**

In consideration of the bond executed by the student (Dr./Ms./Mr. \_\_\_\_\_ son of/ daughter of \_\_\_\_\_ resident of \_\_\_\_\_) in favour of Registrar, University of Delhi and the Principal/ Dean/ Director of \_\_\_\_\_ for a sum of ₹ 5.0 lakhs (₹ five lakhs only), I \_\_\_\_\_ hereby stand as surety, jointly and severally, for the payment of the said amount on the terms mentioned above. In case the student fails to pay on demand a sum of ₹ 5.0 lakhs (₹ five lakhs only), I, the said surety, shall without any objection, pay the said due amount to the College on demand.

**Signature:** \_\_\_\_\_

**Name of the Surety:** \_\_\_\_\_

**Present Address:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

**Phone/ Mobile No.:** \_\_\_\_\_

In consideration of the bond executed by the student (Dr./Ms./Mr. \_\_\_\_\_ son of/ daughter of \_\_\_\_\_ resident of \_\_\_\_\_) in favour of Registrar, University of Delhi and the Principal/ Dean/ Director of \_\_\_\_\_ for a sum of ₹ 5.0 lakhs (₹ five lakhs only), I \_\_\_\_\_ hereby stand as surety, jointly and severally, for the payment of the said amount on the terms mentioned above. In case the student fails to pay on demand a sum of ₹ 5.0 lakhs (₹ five lakhs only), I, the said surety, shall without any objection, pay the said due amount to the college on demand.

**Signature:** \_\_\_\_\_

**Name of the Surety:** \_\_\_\_\_

**Present Address:** \_\_\_\_\_

**Permanent Address:** \_\_\_\_\_

**Phone No.:** \_\_\_\_\_

**Mobile No.:** \_\_\_\_\_

