

H.B.T. MEDICAL COLLEGE, VILE PARLE, MUMBAI – 56.

Instructions to the newly Post graduate Students admitted for the academic year 2020-2021 for MD / MS / Diploma Course at H.B.T. Medical College.

Congratulations for your selection and welcome to this College.

The instructions below will help you through the paperwork involved in getting enrolled in the college. Please read the instructions carefully and follow them so as to avoid any inconvenience to you or the office staff.

The Post graduate Section (College Office) of H.B.T. Medical College is situated on the first floor of the Hospital building E wing and for admission purpose, it is open between 11.00 a.m. to 01.00 p.m. and 02.00 p.m. to 03.30 p.m. in working days.

While reporting to the college for admission, please get along with you the following.

****** Please Note. ******

All Original documents with Three attested copies (self - attested not allowed) as per the attached list and submit scanned copies of Original documents in separate folder with student name and subject. Each document should be labeled separately like Degree certificate, Passing certificate, MBBS Mark sheet I, MBBS Mark sheet II & etc. (File size of documents should be 50 kb To 600 kb in PDF format on pen drive)

(Students have to keep 10 or more sets of Xerox copies and scanned copies of all original documents with them. Because college sends all the original certificates with attested copies to M.U.H.S. which won't be returned to candidate until he/she completes his/her MD / MS / Diploma Degree course including one year bond service)

- 1 Four passport size color photographs.
- 2 Candidate has to submit the folder with original and attested certificates to the Clerk-In-Charge of admission for verification at the time of reporting to the College.
3. After verification, candidate will have to pay the fees in the Cash Section at the College office.
4. After payment of fees, candidate will have to take blank agreement form, undertaking form and get it franked with Rs.100/- adhesive stamp.
5. Candidate will have to fill the application form completely and submit to the Clerk In Charge along with agreement and undertaking.
6. All MD / MS / Diploma candidates will be under Bond to serve the Govt. of Maharashtra for 1 year after passing their MD / MS / Diploma Degree examination or will have to pay penalty of Rs. 50 Lakhs for the default. **(As per information Brochure state CET cell NEET PG 2020).**

7. Candidate who has joined for postgraduate course either through All India Post Graduate quota or through NEET-PG 2020 state quota should complete Junior residency tenure, failing which he/she will be required to pay nonrefundable 10,00,000/- (i.e. for non-completion of Junior residency tenure). However, this is not applicable to the candidates of NEET-PG 2020 resigning the PG admission before prescribed date, which will be notified in due course.
8. Any candidate admitted either through All India Post Graduate quota or through NEET-PG 2020 state quota responsible for lapse of post graduate medical seat will have to pay non-refundable Additional penalty of Rs.10,00,000/-, such candidate will not be eligible for admission through State Quota for subsequent two academic years, i. e NEET PG 2021&2022.
9. At the time of commencement of residency **02.05.2020** for MD / MS / Diploma as the case may be P.G. students are required to submit P.G. registration and enrollment form of MUHS, Nashik University duly signed by the P.G. teacher and H.O.D. of the concerned department & Haemogram report to post graduate section, college office within seven days of joining of residency.
10. All the candidates are required to join the residency immediately as per dates mentioned above. Extension for joining late will not be granted under any circumstances.
11. Students are required to keep valid Identity Card with them. Please collect the identity card from the college office within a month from joining residency.
12. All applications/request letters will be addressed to Dean, H.B.T Medical College and forwarded through the proper channel/H.O.D. concerned.
13. Students are hereby informed that residential quarters are limited and only shared accommodation will be provided as per the prevailing situation. They will also have to be abiding by disciplinary rules of Government/MCGM/MUHS and this College.
14. Students are requested to check www.hbtmc.edu.in web site before one week of joining the course for Hostel accommodation.

FOLLOW THE FEE STRUCTURE GIVEN BELOW

**FEE STRUCTURE FOR M. D., M. S. & Diploma POST GRADUATE ADMISSION
FOR THE YEAR 2020-21**

Sr. No	Type of Fees	MBBS Passed from MUHS University	MBBS Passed from Other University
A)		Rs.	Rs.
1	Admission fees	1,500/-	1,500/-
2	Tuition fees	94,400/-	94,400/-
3	Development fees	5,000/-	5,000/-
4	Library fees	1,000/-	1,000/-
		1,01,900/-	1,01,900/-
B)	Gymkhana fees	1,700/- (Degree)	1,700/- (Degree)
		1,150/- (Diploma)	1,150/- (Diploma)
C)	Deposit		
1	Library	2,000/-	2,000/-
2	Security	4,000/-	4,000/-
		6,000/-	6,000/-
D)	Enrollment fees		
1	For MD / MS & Diploma (MUHS University)	3,300/-	Nil
2	For MD / MS (Other University)	Nil	12,000/-
3	For Diploma Course (Other University)	Nil	10,600/-
	Total Amount of fees for Degree course	1, 12,900/- (By D.D.)	1, 21,600/- (By D.D.)
	Total Amount of fees for Diploma course	1, 12,350/- (By D.D.)	1, 19,650/- (By D.D.)
E)	Admission Form Fee	525/- (By cash)	525/- (By cash)

D.D. in favour of “ Dean, H.B.T. Medical College, Mumbai.” (With Two Xerox copies of D.D.)

Note: 1. Late fees of Rs. 50/- per week per students will be charged to the candidate towards late submission of documents after one month from cut of date. (As per MUHS Rules)

2. Late fees of Rs. 500/- per day shall be charged to the candidate towards late submission of Registration and Eligibility form. (As per MUHS Rules)

All India Quota / State Quota required Documents for Admission 2020

SR. No.	Original documents with Three attested Xerox copies of following documents with Folder (Scan size of each document must be 50kb To 600 kb in PDF format with pen drive also)
1	Admission Fees Demand Draft Xerox
2	Nationality certificate / Domicile certificate OR valid Original passport with Three Xerox copies (Without attestation)
3	Provisional Allotment Letter issued by NBE / Selection copy (Net copy)
4	Admit Card issued by NBE
5	Rank letter issued by NBE
6	NEET PG 2020 Mark sheet issued by NBE
7	Aadhar Card & Election Card (Xerox copy)
8	MBBS Passing certificate
9	MBBS Degree certificate / Provisional Degree Certificate
10	Internship completion certificate on or before 31.03.2020 / Certificate from the Head of Institution/College
11	<u>Valid</u> Registration certificate from Council / Provisional Registration certificate
12	Caste Certificate (If applicable)
13	Caste Validity certificate (If you don't get caste validity certificate from your state you have to produce letter from competent authority as per proforma attached below.
14	Non-Creamy Layer certificate valid up to 31/03/2020 for VJ, NT-1, NT2, NT3, OBC, SBC, SEBC (If applicable)
15	College Leaving Certificate / Transfer Certificate
16	Attempt certificate of all examinations in Degree course from Head of Institute.
17	Affidavit for change in Name – A copy of Govt. Gazette, Marriage Registration Certificate.
18	Migration certificate issued by the respective University (If applicable)
19	Self Educational Gap (after qualifying Degree) Rs.100/- Affidavit by student certified by Executive Magistrate / Notary(If applicable)
20	Medical Fitness certificate (as per proforma attached below)
21	Physically Handicapped certificate
22	10th&12th Passing Certificate (for date of Birth) Xerox only
23	10th School Leaving Xerox Copy only
24	All Mark sheets of MBBS Course (Original with one set Xerox only)
25	Bond release certificate(If applicable)
26	Haemogram report (Original Copy Only)
27	Caste Certificate (If applicable) (Extra One Xerox copy)
28	Caste Validity certificate (Extra One Xerox copy)
29	Non-Creamy Layer certificate valid up to 31/03/2020 (Extra One Xerox copy)

Late fees of Rs. 50/- per week per students will be charged to the candidate towards late submission of Original documents after Admission cutoff date

OFFICE OF THE _____

Outward No:- Date :-

TO WHOME IT MAY CONCERN

CERTIFICATE

This is to certify that, the Caste Certificate No. _____

Dated _____ issued to Mr./Miss. _____

By the Tahsildar / Magistrate / _____ is

Valid. Further, it is stated that there is no provision of issuing separate

Caste Validity

Certificate in _____ State.

Office Seal / Stamp

Signature of Tahsildar/ Magistrate/ Issuing Authority

ANNEXURE – “M”

CERTIFICATE OF MEDICAL FITNESS

This is to certify that I have conducted clinical examination of
Dr who
is desirous of admission to Medical Postgraduate Courses.

He/She has not given any personal history of any disease incapacitating him/her to undergo the professional course. Also on clinical examination it has been found that he/she is medically fit to undergo the medical postgraduate course (NEET- PG 2020).

- (1) Absence of any incapacitating and /or progressive systematic disease/disorder / condition,
- (2) Absence of any disability of upper limb/s,
- (3) Absence of any major visual/auditory disability,
- (4) Absence of psychosis/neurosis/mental retardation,
- (5) Ability to maintain erect posture,
- (6) Reasonable manual dexterity.

Address of the Registered Medical Practitioner	Signature
	Name
	Registration No.
	Seal of Registered Medical Practitioner
Date	

Note:

A candidate must be medically fit to undergo the Medical Post graduate Courses (NEET-PG 2020) applied for. The medical fitness must be certified by a Registered Medical Practitioner in the prescribed proforma, as given above on a **Letter head**.

Annexure 'C'

पदवी, पदव्युत्तर पदवी प्रथम वर्ष अभ्यासक्रमास प्रवेश घेणाऱ्या सर्व मुला/मुलींकडून प्रवेशाच्या वेळीच मतदार यादीमध्ये नाव नोंदणी करण्याच्या अनुषंगाने घ्यावयाचे प्रमाणपत्र / हमीपत्र नमुना

हमीपत्र

मी अभ्यासक्रम :
महाविद्यालयाचे नाव:
..... या महाविद्यालयात प्रथम वर्षात प्रवेश घेतला असून मी दिनांक ०१/०१/..... रोजी १८ वर्षाचा /वर्षाची झालो / झाले आहे किंवा होणार आहे. १८ वर्ष पूर्ण झाल्याबरोबर मी माझे नाव मतदार यादीत नोंदवून घेणार आहे अशी मी प्रतिज्ञा करतो/करते. यासाठी सोबत जोडलेला नमुना ६, ७ ८ व ८अ व्यस्तितपणे भरलेला आहे.

स्वाक्षरी

नाव :