Checklist for submission of documents for admission to MD/MS/DNB courses in Prafulla Chandra Government Medical college & Hospital, Arambagh, Hooghly in 2026-29 academic session

---

Name of the candidate _____

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

Candidate status ❒ MBBS from WB ❒ Other MBBS ❒ FMG, internship from WB ❒ Other FMG

Admission category: ❒All India ❒State ❒In Service |❒UR ❒EWS ❒SC ❒ST ❒OBC ❒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	State Quota seat allotment letter	❒ Yes ❒ No
4	Candidate profile letter as generated from counseling website https://wbmcc.nic.in	❒ Yes ❒ No
5	Payment proof as generated from counseling website https://wbmcc.nic.in	❒ Yes ❒ No
6	Age proof [Birth certificate or 10th standard examination admit card / certificate issued by a recognized Board or Council]	❒ Yes ❒ No
7	Photo ID proof (Passport / Voter ID card / AADHAR Card) (any two)	❒ Yes ❒ No
8	NEET-PG Admit card	❒ Yes ❒ No
9	NEET-PG Rank letter / Score card	❒ Yes ❒ No
10	MBBS Degree Certificate or equivalent for FMG [Provisional Certificate allowed for students completing Final MBBS in 2026] Issued by: ❒ University in WB ❒ University outside West Bengal	❒ Yes ❒ No
11	All MBBS Marksheet	❒ Yes ❒ No
12	Internship Completion Certificate (Must have been completed by 30.09.2026) Issued from: ❒ College in WB ❒ College outside West Bengal	❒ Yes ❒ No
13	Permanent or Provisional Registration certificate issued by National Medical Commission NMC) or by state Medical Council of _____	❒ Yes ❒ No
14*	For SC / ST / OBC candidate: Appropriate caste certificate issued in West Bengal.	❒ Yes ❒ No ❒ NA
15*	For OBC candidate: If applicable, non-creamy layer (NCL) certificate issued in West Bengal on or after 01.04.2026.	❒ Yes ❒ No ❒ NA
16*	For Economically Weaker Section (EWS) candidate: EWS Certificate issued by appropriate authority in West Bengal on or after 01.04.2026.	❒ Yes ❒ No ❒ NA
17*	For Person with Disability (PwD): Appropriate PwD Certificate issued by any of the recognized PwD certification centers recognized by Government of India.	❒ Yes ❒ No ❒ NA
18	Premature discontinuation bond on non-judicial stamp paper (not less than Rs. 100/-), duly filled in, signed and notarized.	❒ Yes ❒ No
19	Service to state government bond on non-judicial stamp paper (not less than Rs. 100/), duly filled in, signed and notarized. (If any)	❒ Yes ❒ No ❒ Na
20	Proof of online fee payment to college	❒ Yes ❒ No
21	Fee payment declaration filled in and signed by candidate.	❒ Yes ❒ No

Please turn over

22	For candidates with previous postgraduation: Previous Diploma / Degree certificate (course to have been completed and all bond obligations, if any, met by 30.09.2026)	❒ Yes ❒ No ❒ NA
23	For in-service candidates (WBHS / WBMES / 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
24	For in-service candidates (WBHS / WBMES / 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
25	For in-service candidates (WBHS / WBMES / 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
26	For candidates in service in government or semi-government institutions in WB (other than WBHS / WBMES / 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
27	Recent color passport size photo – 4 copies with name and DOB written on back.	❒ Yes ❒ No
28	Undertaking from the student	❒ Yes ❒ No ❒
29	Original Document receipt	❒ Yes ❒ No

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

* Sl no from 22 to 26 in the check list are only for the candidates who are in service or candidate with Previous post Graduation Degree.

❒ 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.

Documents to be retained in original:

As is the norm, the following documents will be retained by the college in **ORIGINAL** till release from bond obligations:

a. Medical Registration certificate
b. Internship Completion Certificate
c. MBBS Degree Certificate
d. Third Professional Part 2 examination marksheet
e. OBC-NCL Certificate, if applicable
f. EWS Certificate, if applicable
g. Premature discontinuation bond
h. Service to state government bond, if applicable
i. NOC issued by employer for candidate in government / public sector service.
j. PwD successfully verified certificate from NRS Medical College, Kolkata OR from any center as designated by MCC, New Delhi (if any as applicable)
k. Proof of previous degree/diploma if any as applicable
l. Document Verification slip

Date of submission of documents **Signature of candidate**