

GRANT GOVERNMENT MEDICAL COLLEGE

MUMBAI

Instruction Manual for PG Admission Process 2025-2026



WELCOME

Contact Details for Query : (Between 11.00 to 4.30 PM ONLY)

1. For any query, please call during 11:00 AM to 4:30 PM
Landline Number: 2373 55 55 Ext: (2202)
2. Official Email ID: gmcacadpg@gmail.com
3. Official Website: gmcjjh.edu.in

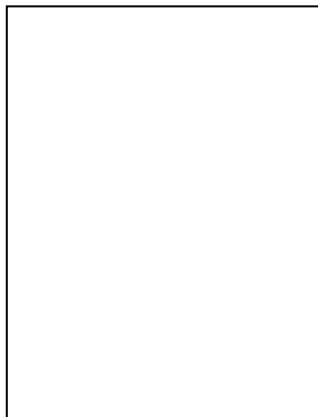
POST GRADUATE- ADMISSIONS PROCESS
GRANT GOVT MEDICAL COLLEGE MUMBAI
(All India Quota/ State Quota/ In Service Quota)

All students allotted PG seat at Grant Govt. Medical College, Mumbai (Maharashtra) should follow below mentioned instructions for PG admission:

1. **Download & print this PDF file. READ CAREFULLY ALL DETAILS**
2. **Student should report to the college in the morning for getting done the admission process on the same day.**
3. **Student should report personally for admission/admission cancellation in case of up gradation. PROXY will not be allowed for admission process/Cancellation of admission.**
4. **Print and fill 2 copies of Application Form.**
5. **Print and fill 2copies Scrutiny Form.**
6. **Print and fill 1copy of Candidate information.**
7. **Print and fill 1 copy of Medical Fitness in the prescribed format ONLY.**
8. All **original documents** enlisted in the scrutiny form will be compulsorily required for admission. Additionally, student should submit **2 sets of SELF ATTESTED photocopies** of all original documents.
9. All original Documents **individually SCANNED in PDF format only** will be compulsorily required during admission. Student should scan document properly through computer scanner (Size 500 kb only). **Please don't use mobile scanner for scanning documents.** Individual Original Documents should be scanned and renamed properly.
 e.g. Nationality certificate after scanning should be renamed as **Nationality-Name of Student.**
 Prepare Folder and rename it with Name of the student, keep all scan documents in this folder for submission during admission. **Scan documents will be accepted only in Pen Drive. And also scan the DD in pdf file and mail us to email id - gmccadpg@gmail.com**
10. Fees: Demand drafts (DD) of complete fees will be required during admission process. Kindly note that DD should NOT have any errors/spelling mistakes in the name of DD as desired. **Error/spelling will not be acceptable, such DD will be rejected. No cash/online transactions will be acceptable. DD should be in the name of "The Dean Grant Govt. Medical College, Mumbai".**
11. Other Letters if required will be taken at the time of admission (within the rules thereof)
12. Submit Recent Passport size photos (3 copies).

13. The institute is responsible for only admission of student in respective Quota. We will not be available to guide any students for further rounds or rules & regulations of All India/State/In Service Quota. The student should read information brochure/Notifications/Advisory issued by different agencies on official websites. Please don't contact institute admission cell for any such information's.
14. As per the information brochure issued by the State commissioner of Maharashtra for the current academic year, under the clause of Penalty & Bond, non-completion of Junior residency tenure & for lapse of seat, or admission cancellation after cut-off date, the student must pay an amount of Rs.20,00,000/- (twenty lacs). In such case, returning of original documents will be done only after receipt of penalty amount. The deposited fees will also be non-refundable.
15. **Kindly note.... Admission Process requires verification and approval. No student will be given Joining letters urgently.**
16. **For any query, please call during 11:00 AM to 4:30 PM.**
Landline number:
Direct Number: 2373 55 55 Ext:(2202)
Don't call on personal Mobile number of Dean available on mcc website, it is given for administrative use by mcc/DMER ONLY.

APPLICATION FORM



Student's Name:.....

Address (In capital):.....

.....

Phone No (Res.):.....

Mobile No:.....

Email Id:-.....

Date:.....

To,
The Dean,
Grant Govt Medical College,
Mumbai.

Sub: Reporting/Joining as JR-1 in subject of
Through NEET PG All India/State Quota/In Service Quota seat allotment.

Ref: NEET PG Allotment Letter/ List.....Dated:.....

Respected Sir/Madam,

I the Undersigned Dr.....(Full name in Capital) have been selected for the post graduate degree/diploma course in the subject of..... as per the allotment letter/list available on official website Dated.....

Kindly enroll me in your college as JR-1 in the subject of..... for the academic year 2025-2026.

I have informed that, I must submit Service Bond of 1Year to Maharashtra Govt. Once my admission is confirmed in this institute, otherwise I will have to pay penalty of Rs.50,00,000/- (Fifty Lac only) as per the rules PG Admission regulations of State of Maharashtra and changes if any issued from time to time in the respective academic year of admission.

Thanking You.

Yours Sincerely,

(Dr.....)

PG ADMISSION - 2025**SCRUTINY FORM**

Name of the Student - _____ Date:- / /2025

Admission Quota - _____ Rank - _____

Sr.No.	Essential Documents Required	Yes/No
1	Aadhar Card (Xerox Copy)	
2	Nationality Certificate or Valid Indian Passport attested by Dean	
3	Domicile Certificate	
4	NEET PG Mark Sheet	
5	NEET PG Admit Card	
6	NEET PG Allotment Letter/List	
7	MBBS Passing Certificate	
8	MBBS Degree Certificate	
9	Internship Completion Certificate (should not be later than 31/07/2025)	
10	Registration Certificate of MBBS from Maharashtra Medical Council	
11	Caste Certificate (If applicable)	
12	Cast Validity (If applicable) For outside Maharashtra students (OMS) Letter from magistrate that yourstate does not issue caste validity certificate will be compulsory as per attached proforma (Annexure E)	
13	Non-Creamy layer Certificate valid up to 31.03.2026 (NCL) or Later (If applicable)	
14	EWS Certificate (If applicable) Produced for the Year 2025-2026. All India as per format Annexure I / State as per format Annexure -A Ref. State CET Brouchure)	
15	MBBS College Leaving Certificate (T.C.) OR Continuation letter if student is from same college (If not attached Submit the same in 15 Days of admission)	
16	Gazette for Change in Name (If applicable)	
17	Migration Certificate issued by respective University (If applicable) (If not attached Submit the same in 15 Days of admission)	
18	Self-Education Gap Certificate after completion of Internship (If applicable)	
19	Medical Fitness Certificate (in prescribed format only)	
20	Physical Handicapped Certificate from authorized agencies ONLY (If applicable) Refer MCC Brouchure for All India Quota- Annexure 2 Refer State CET Brouchure for State Quota Page 49	
21	For state quota seat- Bond Release Certificate/Bond Break payment Govt. receipt (if applicable) (For candidate who have completed Internship on or Before 11.08.2023 as per State CET Cell Broacher Clause 8.13)	
22	1) NOC 2) Reliving letter 3) Deputation Certificate 4) University Approval Certificate for teacher in concerned subject 5) Experience Certificate from health department for In service state quota students. (This will be Compulsory for In-service candidates)	
23	Other letter if any required will be taken during admission	
24	Orphan Certificate (If Applicable)	
25	Personal Information Certificate	
26	Retention Form (applicable to State Quota Annexure L attached)	
27	Cancellation Form (applicable to State Quota Annexure K attached	
28	50% AIQ students (For all student taken MBBS Admission in 15% AIQ) College Letter.	

Deficiency IF any:

(Please Mentioned) Eligible/ Not Eligible -

SCRUTINY OFFICER
(Name & Signature)

UNDERTAKING-NEET-PG ADMISSIONS

(Applicable for All India Admissions only)

I the undersigned hereby confirm that the data submitted during joining (1st / 2nd /subsequent rounds) for post-graduation through the online process was done in my presence and with my full consent. It will be my full responsibility to thoroughly check the data before final submission.

Name & Sign Witness

(Name & Sign of candidate with date)

Contact No.:

Contact No:

Place:- Mumbai

Date:-

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 incapacitation 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) in the academic Year 2025-2026.

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 PG courses applied for. The medical fitness must be certified by registered medical practitioner in the above prescribed format ONLY.
- ✓ **If the candidate has claimed PWD seat& allotted a PWD seat:** He/ She must submit additionally the current academic year RECENT Physical handicapped verification certificate (PWD) issued by the authorized centers only as per the instructions of competent authorities of All India/State quota for the current academic year in information brochures/Notifications/Advisory.

SERVICE BOND/ **INDEMNITY BOND**

To be submitted ONLY after final confirmation
of admission/after cut-off date.

1. It will be the total responsibility of the student to submit the **SERVICE BOND after final confirmation / Cut-off date of admission within one week.**
2. Any student failing to submit the Bond within the stipulated time will not be eligible for appearing the PG exams. Appropriate action will be initiated against all such candidates and stipend will be withheld till the receipt of Bond.
3. Bond Should be prepared on Rs.500/- Bond. (Notarized)
4. Service Bond is applicable for All India/State PG Student.
5. Matter of Bond is given below.

INDEMNITY BOND

I, Dr. _____, D or S/o _____
_____ age _____, Indian Inhabitant, Present
Address: _____

_____, do hereby take an oath and state solemn affirmation as
under:

I the undersigned _____ student in
_____ course in Grant Govt. Medical College & Sir
J.J. Group of Hospital, Mumbai through NEET PG 2025 Exam state counselling.

As per NEET PG 2025 brochure clause/Para 21.3, I undertake that on
completion of my PG Course, I will be bound to serve the Government of
Maharashtra or Corporation or Defence Services for a minimum period of ONE
year.

If for any reason I fail to serve the Government of Maharashtra or
Corporation or Defence Services for a minimum period of ONE year, in that event
they will entitled to claim and recover from me or my sureties a sum of
Rs.50,00,000/- (Fifty Lakhs only).

If I have the service Central Government or Government of Maharashtra or
Corporation or Defence for any reason within this service period of One year they
can claim and recovery amount from me.

In the event I fail to comply with condition of this undertaking the whole of
said amount of Rs.50,00,000/-(Fifty Lakhs only) shall become forthwith payable
by Parents/Guardians/Sureties jointly and severally all discretion of the University
and University will be entitled to seek legal remedies against my
Parents/Guardians/Sureties.

I undertake to communicate my address from time to time if there is any
change.

Date: / /2025

Place:

Signature:

Name:

Address:

Mobile No.

Witnesses:

- 1)
- 2)

(On Letter head of the Tahsildar/Magistrate office)

Annexure E

OFFICE 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

UNDERTAKING

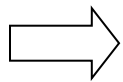
I, selected through All India Quota/
State Quota for Post Graduate admission at Grant Government Medical
College, Mumbai. I have reported on Date:- / /2025.

I undertake to submit the following certificate(s) with 15 days from
the date of admission.

- 1)
- 2)
- 3)
- 4)
- 5)
- 6)

I am aware that if I fail to submit above mentioned documents
within 15 days, appropriate action will be initiated against me by the
administration. It shall be my responsibility to produce all necessary
documents and get eligibility from Maharashtra University of Health
Sciences, Nashik.

Name:-
Signature of Candidate
AIR/State Quota : -----
Mobile No.
E-mail.



STUDENT LIFE CYCLE MANAGEMENT

(KINDLY FILL THE FORM IN THE CAPITAL LETTERS ONLY)

QUOTA: STATE/ALL INDIA_____

SEX; M/F_____

DATE OF ADMISSION_____

NEET ROLL NO. _____

AIR NO _____

NAME OF THE STUDENT (in English)_____

(AS PER HSC MARKSHEET)

NAME OF THE STUDENT (in Marathi)_____

LOCAL ADDRESS_____

_____ PIN: _____

PERMANENT ADDRESS_____

_____ PIN: _____

DATE OF BIRTH_____

PLACE OF BIRTH_____

DOMICILE STATE_____ -

MOBILE NOS:- SELF_____ & FATHER/MOTHER_____

LAND LINE NO _____ AADHAR CARD NO. _____

BLOOD GROUP _____ MOTHER TONGUE _____ PAN

NUMBER _____

S.S.C. PASSING MARKS/OUT OF _____ PERCENTAGE _____ BOARD NAME _____

SCHOOL NAME _____ MONTH & YEAR OF PASSING _____

H.S. C, PASSING MARKS/OUT OF _____ PERCENTAGE _____ BOARD NAME _____

COLLEGE NAME _____ MONTH & YEAR OF PASSING _____

MARKS : PHYSICS : _____ CHEM: _____ BIO: _____ ENG: _____

PCB TOTAL: _____ PCBE TOTAL : _____ PCB PERCENTAGE _____ HSC SEAT NO _____

MBBS, PASSING MARKS/OUT OF _____ PERCENTAGE _____

UNIVERSITY NAME _____

COLLEGE NAME _____ MONTH & YEAR OF PASSING _____

NEET MARKS _____ NEET PERCENTAGE _____ NEET PERCENTILE _____

ADMITTED CATEGORY/QUOTA _____ STUDENT'S CATEGORY _____

SUB CASTE _____ (ALSO FOR OPEN CANDIDATES), **SPL RESERVATION** _____

ANNUAL INCOME: FATHER _____ MOTHER _____

SIGNATURE:: CANDIDATE _____ FATHER _____

EMAIL ID : (IN CAPITAL) _____ MOTHER NAME _____

NON CREAMY LAYER VALID UPTO _____

FATHER DETAILS :

FULL NAME _____

PERMANENT ADDRESS _____

STATE _____ DISTRICT _____ PIN CODE _____

MOBILE NO _____ LANDLINE _____

FATHER EMAIL ID _____

MOTHER DETAILS :

FULL NAME _____

PERMANENT ADDRESS _____

STATE _____ DISTRICT _____ PIN CODE _____

MOBILE NO _____ LANDLINE _____

FATHER EMAIL ID _____

FATHER OFFICE DETAILS:

OCCUPATION_____OFFICE NAME_____

OFFICE ADDRESS_____

STATE_____DISTRICT_____PIN CODE_____

MOBILE NO_____LANDLINE_____

FATHER OFFICE EMAIL ID_____

MOTHER OFFICE DETAILS:

OCCUPATION_____OFFICE NAME_____

OFFICE ADDRESS_____

STATE_____DISTRICT_____PIN CODE_____

MOBILE NO_____LANDLINE_____

FATHER OFFICE EMAIL ID_____

STUDENT BANK DETAILS:

STUDENT NAME(as per Bank Account)_____

BANK NAME_____BANK AC NO_____

BANK IFSC CODE_____

BANK ADDRESS_____

STATE_____DISTRICT_____PIN CODE_____

KINDLY ATTACHED COPY OF HSC MARKSHEET, SELECTION LETTER AND CC ,CVC & EWS

(Kindly fill 2 copies of the above form and bring along with you at the time of Admission)

FEE STRUCTURE

POST GRADUATE (MD/MS)

ADMISSION YEAR 2025-2026			
	JR 1 (First Year)	JR 2 (Second Year)	JR 3 (Third Year)
Tuition Fee (A)	152100	152100	152100
Other Fee (B)			
Admission Fee	1500	-	-
Vikas Nidhi	5000	5000	5000
Resident Deposit	4000	-	-
Hostel Fee	4000	4000	4000
Library Deposit	2000	-	-
Library Fee	1000	1000	1000
Gymkhana Fee	500	500	500
Rashtriya Seva Yojana	10	-	-
Total (B)	18010	10500	10500
Total (A+B)	170110	162600	162600

* This Fee Structure is applicable to all category students.

Note: This Fee Structure is applicable to all Three Years for the candidate admitted in the Academic Year 2025-2026.

FEES NOTICE

Subject:- Payment of Fees for Post Graduate Students

(Academic Year 2025-2026)

All Post Graduate (MD/MS) Students who wants to take admission for Post Graduate course through NEET PG 2025-2026 must follow the following instructions:

1. They must bring original set of documents and two attested photocopies of the same.
2. They must bring two separate DD from a Nationalized Bank (i.e. 1,52,100/- & 18,010/-) in favor of **The Dean Grant Govt. Medical College, Mumbai.** (Payable at Mumbai).

1. Tuition Fees:-1,52,100/- (One Lakh Fifty Two Thousand and One Hundred Only)

2. Other Fees:-18,010/- (Eighteen Thousand & Ten Rupees only)

• Tuition Fees:-	<u>Rs.1,52,100/-</u>
• <u>Other Fees:-</u>	
Admission Fees:-	Rs.1500/-
Vikas Nidhi:-	Rs.5000/-
Resident Deposit:-	Rs.4000/-
Hostel Fees:-	Rs.4000/-
Library Deposit:-	Rs.2000/-
Library Fees:-	Rs.1000/-
Gym Fees:-	<u>Rs.500/-</u>
Rashtriya Seva Yojana	Rs. 10/-
	<u>Rs. 18,010/-</u>

ANNEXURE "L" (For State Candidate)

STATUS RETENTION FORM

NEET PG 2025

Candidate name : _____ SML NO : _____ ROLL NO :

Institute / College : _____ Course:

**To,
The Commissioner,
State CET CELL,
8th Floor, New Excelsior Bldg, A.K. Nayak Marg,
Fort Mumbai 400 001.**

Sir / Madam,

I Dr. _____ wish to retain the seat allotted
to me at Grant Govt. Medical College, Mumbai. For _____
_____ Course for the academic year 2025.

DECLARATION

I am fully aware that after submitting this status retention form I will not considered for any subsequent rounds of selection process for the year 2024. I also declare that I will not ask for reconsideration of my name for the further selection process.

Date :

Place:

Signature of Candidate

Submitted for necessary action

Date:

Place:

Signature of Dean/ Principal (With seal)

Note : This blank form to be Xeroxed and to be filled in triplicate, one copy to be sent to the competent authority by the college. one copy to be retained by the college, one copy to be retained by the candidate.

ANNEXURE - "K" (For State Candidate)

**RESIGNATION OF ADMISSION TO MEDICAL POSTGRADUATE
COURSE 2025-2026**

**To,
The Commissioner,
State CET CELL,
8TH floor, New Excelsior Building, A.K.Nayak Marg,
Fort Mumbai 400 001.**

(Through Dean / Principal)

Subject : Resignation of Post Graduate Admission.

Respected Sir,

I, Dr. _____ SML NO. _____ has been admitted for
_____ course at Grant Govt. Medical College, Mumbai. On ____
_____ under _____ category.

Now, I wish to resign the above mentioned PG admission for the following reasons.

1) I have secured admission to PG course at _____
_____ on _____ under _____ category.

I hereby tender my voluntary resignation. I am abide by the Rules and Regulations regarding fees, bond and penalty conditions, as per NEET-PG 2024 brochure.

Thanking You,

Yours Faithfully,

Date:

Place:

Signature of candidate

Name and address of the candidate :	For Office use only
	Amount Paid Rs:
	Amount Deducted Rs:
	Amount Refunded Rs:
Pin Code :	Cheque No. & Date:
Mobile :	Bank Particulars:

Note:

This blank form to be Xeroxed and to be filled in triplicate, one copy to be sent to competent authority by the college, one copy to be retained by the college, one copy to be retained by the candidate.