

## DOCUMENT VERIFICATION INSTRUCTIONS

### PG-Medical Counseling & Admission Committee [Odisha]-2018

- Eligibility:** All candidates registered for online counseling at [www.dmetodisha.gov.in](http://www.dmetodisha.gov.in) for Odisha PG-Medical Selection -2018 for the state quota seats are eligible for Document Verification [DV].
- Date and Time :** The DV shall be conducted in batches between **March -19-to-24-2018** between **10 am till 4pm**.
- Venue:** DV shall be held at Lecture Hall-I of VIMSAR located in the Ground floor of the main College Building near Central Library.
- Day-wise Allotted Candidates** for DV:

<u>Date</u>	<u>Odisha Application Number</u> [last four digits ]	
• March-19[Monday]	batch-1	0001 to 0150
• March-20[Tuesday]	batch-2	0151 to 0300
• March-21[Wednesday]	batch-3	0301 to 0450
• March-22[Thursday]	batch-4	0451 to 0600
• March-23[Friday]	batch-5	0601 to 0750
• March-24[Saturday]	batch-6	0751 to rest and all PH candidates
- Reporting time:** Candidates must report between 10.00 AM to 12.00 Noon. Reporting late beyond 12noon shall not be entertained that day.
- Attendance:** Each candidate shall have to sign the Attendance Sheet by producing the tagged set of photocopies of documents mentioned below. A Coupon number will be allotted on the Candidate's Application on first come first serve basis.
- DV Desk:** When called, each candidate shall report at the DV DESK allotted with all supportive documents.
- Document List :** The Documents required to be produced for DV shall include both ORIGINALS and SELF-ATTESTED PHOTOCOPIES arranged serially as follows:
  1. **Print out of online submitted Application form for Odisha PG Counseling and signed .**
  2. **NEET-PG 2018 Admit Card.**
  3. **NEET-PG 2018 Rank Card.**
  4. **Photo-ID [Aadhaar/ Voter-id/Pan/DL].**
  5. **Matriculation Certificate [10<sup>th</sup>] indicating Date of Birth.**
  6. **MBBS Mark Sheets.**
  7. **MBBS Degree / Provisional Certificate.**
  8. **Internship / Houseman ship Completion Certificate.**
  9. **Updated Medical Registration Certificate.**
  10. **Permanent Resident / Domicile / Nativity Certificate (Issued within 6 months)**
  11. **Reservation Category Certificate [if applicable]**
  12. **DD towards Counseling fee [ Rs.2500/- Drawn in favor of "Convener, PG Medical Counseling Committee" Payable at "SBI-Burla"**
  13. **Service Certificate (if applicable) issued by CDMO / Concerned authority.**
  14. **Authorization Certificate [if applicable]**
- Document Arrangement:** Arrange all documents in serial order as above both for the ORIGINALS and COPIES. Tag all self attested photocopies –one set in the same order. Loose papers shall not be accepted. Stapled papers shall not be accepted.
- Time:** The process for each candidate may take about 20 minutes time.
- No undertakings:** No undertakings shall be accepted as such for want of any documents not produced on the allotted time of document verification.
- Hall Entry:** Only candidate or authorized representative shall be allowed entry into the hall. Nobody else shall be allowed into the hall.
- Break time:** There shall be lunch break for one hour as per convenience.
- No TA /DA /Refreshments** shall be given to the candidates as per norm.
- DV Certificate:** A DV Certificate shall be issued to the candidates completed the DV process.

Sd/

**Convener. PGMCAC [O] 2018**