

# **INFORMATION/INSTRUCTIONSTOCANDIDATES**

## **(WARDS OF INSURED PERSONS' (IPs))**

ADMISSION OF 'WARDS OF INSURED PERSONS' (IPs) IN UG COURSE (MBBS) GOVERNMENT MEDICAL COLLEGE KOLLAM under 'INSURED PERSONS (IPs) QUOTA' FOR ACADEMIC SESSION 2025-26.

For completion of the admission process, it is informed as under:

1. Verification of all original documents, as under, would be done at the respective Medical College allotted after declaration of result of online counseling conducted by MCC.

2. Candidate should bring the following documents in original along with self-attested copies for verification by ESIC authorities, as under, failing which they will not be allowed to complete the admission process;

**a) ESIC Pehchan card**

**b) Copy of – Birth Certificate /Matriculation Certificate for proof of Date of Birth,**

**c) Senior Secondary School certificate (+2). Provisional, if final has not been issued.**

**d) National Eligibility cum Entrance Test – 2025 [NEET (UG)-2025] Admit card**

**e) NEET-2025 score card indicating All India Rank.**

**f) 'Ward of Insured Person Certificate' issued by ESIC [Annexure–3 (A) or 3(B) as applicable].**

**g) SC / ST / OBC / PH / EWS Certificate as applicable; and in the format as per NEET-2024 brochure. The PH certificate would be subject to verification by Competent ESIC Board, if required.**

**h) EWS Certificate by Competent Authority.**

**i) For FEMALE CANDIDATES ONLY**

- **Affidavit by candidate as per Annexure-4**

- **Affidavit by IP as per Annexure–5**

**j) Any other documents as per requirement of NTA / NEET etc**

**3. Execution of Bond for Service:** All Candidates seeking admission to any ESIC Education Institution will have to execute a bond for ₹5 lakh, to serve any ESIC /ESI Scheme (ESIS institution run by State Government) for a period of 01 year or as may be specified, from time to time. Further, the candidate would have the option to (i) furnish Bank Guarantee amounting to ₹5 lakh, 1 month before completion of internship, for a period of 14 months in lieu of the amount and original documents of the student would be retained by the Corporation pending the submission of Bank Guarantee; OR (ii) not furnish Bank Guarantee, as above, when original documents would be retained by ESIC till Bond conditions are met with, i.e. completion of service under bond or payment in lieu. Period of rural service, if any, as per policy of the Central or State Government, will be inclusive in the one-year period of the bond.

**Along with the above documents candidate should ensure that all documents as mentioned in the following page is also required for admission.**

**ATTENTION TO CANDIDATES SEEKING ADMISSION TO**

**ESIC QUOTA SEATS AT GOVT.MEDICAL COLLEGE KOLLAM**

**CHECK LIST OF ADMISSION TO THE MBBS DEGREE COURSE 2024-25**

Sl	ITEM	Remarks
1	CHECK LIST FORM	Will be Issued From the College at the time of admission
2	DECLARATIONS DULY SIGNED BY THE STUDENT AND GUARDIAN	Will be Issued From the College at the time of admission
3	BIO DATA SHEET	Will be Issued From the College at the time of admission
4	PHOTOGRAPH PASSPORT SIZE	3 COPIES & STAMP SIZE 1 COPY (In White Background)
5	ADMIT CARD, SCORE CARD, DATA SHEET	NEET 2025 ADMIT CARD & SCORE CARD
6	ALLOTMENT MEMO	Allotment Memo Issued by MCC (For IP Quota)
7	CERTIFICATE TO PROVE DATE OF BIRTH (10TH MARK LIST & PASS CERTIFICATE)	10TH MARK LIST & PASS CERTIFICATE
8	RECEIPT OF FEES REMITTED TO CEE / MCC	IP Quota- Fee paid to MCC for registration
9	PASS CERTIFICATE OF THE QUALIFYING EXAMINATION	12th MARK LIST & PASS CERTIFICATE
10	TRANSFER CERTIFICATE FROM THE INSTITUTION LAST STUDIED	If Transfer Certificate is other than of Plus two or from other courses affiliated to other Universities Migration Certificate is required or else a certificate from the Institution stating the student is not registered in the University. <b>Other State students make sure all certificates affixed with Institution/Office seal, if not a letter / certificate to be obtained from the Institution/office stating that there is no such practice of affixing seal.</b>
11	COURSE CERTIFICATE & VALID CONDUCT CERTIFICATE (RECENT)	<b>Validity of a Conduct (Character) certificate is Six months.</b> If the conduct certificate issued from the last studied institution & is more than six months, obtain a new conduct certificate from a <b>Gazette officer</b> . Format attached.
12	MIGRATION CERTIFICATE	From the last studied course.
13	ELIGIBILITY CERTIFICATE (BOARDS OTHER THAN HSC/VHSC/THSC/CBSE/CISCE)	Eligibility certificate from Kerala University of Health Sciences in the case of candidates who have passed a qualifying examination other than Kerala HSE/VHSE/CBSE/CISCE for admission in KUHS affiliated colleges. <b>Application to be submitted through <a href="http://www3.kuhs.ac.in/student/eligibility/egty_app_form.php">http://www3.kuhs.ac.in/student/eligibility/egty_app_form.php</a></b>
14	PHYSICAL FITNESS CERTIFICATE	IN THE RELEVANT FORMAT (Annexure XVII(B) KEAM 2024 Prospectus) to be <b>OBTAINED FROM AN AUTHORITY NOT BELOW THE RANK OF ASSISTANT SURGEON FROM A GOVERNMENT INSTITUTION (with Institution seal) IS MANDATORY.</b> Format attached.
15	CERTIFICATE OF VACCINATION	HBV, MMR, CHICKENPOX VACCINATION CERTIFICATE

16	IF SC/ST/OEC/OBC/EWS CANDIDATES– COMMUNITY CERTIFICATE AS MENTIONED IN PROSPECTUS	Must Produce the certificates in relevant forms & from relevant authorities as per the Prospectus/Guidelines Issued by CEE/MCC.
17	GOVT. APPROVED ID PROOF & PROOF OF ADDRESS (Both Candidate & Sureties)	Sureties (Insured Person) those who are signing in the bond, to be present at the time of admission
18	Undertaking for anti ragging	Students are directed to file online undertaking at <a href="https://www.antiragging.in/affidavit_registration_disc_laimer.html">https://www.antiragging.in/affidavit_registration_disc_laimer.html</a> and have to submit the details at the time of admission. After filling out this form successfully, you can download the Student's Anti Ragging Undertaking and the Parents Anti Ragging Undertaking from Website. The student will receive an e-mail with his/her registration number. The student will forward that e-mail to argmckollam@gmail.com.
19	<u>STUDENTS ARE DIRECTED TO SEND SEPARATE SCANNED COPIES OF ALL ORIGINAL DOCUMENTS &amp; PHOTO to <a href="mailto:ugmcklm@gmail.com">ugmcklm@gmail.com</a></u>	DOCUMENTS IN PDF FORMAT : EACH DOCUMENT (From SI No.5 to 17 ) OF SIZE LESS THAN 150 KB AND Scanned Passport size Photo (Maximum Size : 30Kb Image Dimension : 150W X 200H, Image Type : JPG, Background color : White )
20	KERALA STAMP PAPER WORTH RS. Rs. 500/- <b>in the name of student.</b>	Execution of Bond for Service: All Candidates seeking admission to any ESIC Education Institution will have to execute a bond for ₹5 lakh, to serve any ESIC /ESI Scheme (ESIS institution run by State Government) for a period of 01 year or as may be specified, from time to time.
21	COPY OF 'ESIC PEHCHAN CARD'	Original to be produced before ESIC Officials for verification at the Admission Venue
22	COPY OF 'WARD OF INSURED PERSON' CERTIFICATE	Original to be produced before ESIC Officials for verification at the Admission Venue
23	COPY OF BOND IN THE PRESCRIBED FORM IN KERALA STAMP PAPER WORTH RS. 500 FOR ESIC CANDIDATES	After executing the bond copy of the same to be submitted.
24	ANY OTHER DOCUMENTS AS REQUIRED TO PROVE CLAIMS,IF ANY	

- ☐ TWO SET OF PHOTOSTAT COPY OF ITEMS 5 to17 & 21 to 23 SHOULD ALSO BE ATTACHED SEPARATELY.
- ☐ ALL **ORIGINAL DOCUMENTS** AND TWO SET OF PHOTOCOPY OF ABOVE MENTIONED DOCUMENTS TO BE SUBMITTED at the time of admission.
- ☐ ALL CANDIDATES ARE DIRECTED TO TAKE SUFFICIENT NUMBER OF PHOTOCOPIES/SCANNED COPIES OF THEIR ORIGINAL CERTIFICATES AS THE SAME WILL NOT BE RETURNED BEFORE COMPLETING THE COURSE IN ANY CIRCUMSTANCES.
- ☐ **COPIES/ATTESTED COPIES OF ORIGINAL DOCUMENTS TO BE RETAINED THEMSELVES FOR THEIR FUTURE USE BEFORE SUBMITTING THE ORIGINAL TO THE COLLEGE.**

**ADMISSION ENQUIRY: 0474 257 4574**

**Students should report before 11.30 AM on the day reporting at the Admission Venue**

(Principal Office) along with their Parents/Guardians.  
Kindly follow the instructions of authorities at the venue.

**DETAILS OF FEES TO BE REMITTED AT THE TIME OF ADMISSION**

**Fee to be remitted by the Students under ESI IP QUOTA**

**Mode Of Payment : Online only (UPI/Net banking etc.)**

<i>Sl.No.</i>	<i>Nature of Fee</i>	<i>Amount (in Rs.)</i>
1	Tuition Fee	24,000.00
2	Caution Deposit	5,000.00
3	Van Fee	1,740.00
4	Miscellaneous Fee	1,740.00
5	KUHS Registration Fee (Including ID card, Certificate verification, UUF, Sports fee)	2,665.00
6	Library Fee	1,000.00
7	Document Verification Fee	100.00
<b><i>TOTAL</i></b>		<b>36,245.00</b>

- ☐ Any change in the tuition fee made by Government, the Students are liable to pay the enhanced amount.
- ☐ SC/ST/OEC Students from Kerala State Domicile need to pay only KUHS Registration, Caution deposit & Document Verification Fee (Rs. 7,765/-)

**ANNEXURE – XVII (b) PHYSICAL FITNESS CERTIFICATE**

**FOR ADMISSION TO ENGINEERING / MEDICAL & ALLIED COURSES**

[Other than BSc.( Hons.) Forestry course] [See  
Clause 13.4 (g)]

.....  
Signature of candidate

I, Dr. .... after careful personal examination of the case do hereby certify  
that Sri/Kum. .... whose signature is given above is found  
physically fit to undergo professional education.

His/ Her height ....., weight ....., chest ..... and vision.....

Signature :

Name :

Place :

Reg. No. :

Date :

Designation :

(Hospital/Institution seal)

# CONDUCT CERTIFICATE

This is to certify that Sri/Smt .....

Son/ Daughter of .....,

Residing at .....,

.....District is known to me personally for the last

..... Year (s). His / Her Conduct and Character are ..... .

He / She is not related to me.

Place: .....

Date: .....

Signature & Designation

Office Seal