

INSTRUCTION

Instructions for Provisional Registration for those Indian Nationals having qualified/obtained primary qualification i.e. MBBS or equivalent from foreign Institutions

1. Carefully choose the application you want to apply from the homepage and proceed by entering all the details required as part of the application.
2. Candidates are required to have a valid personal e-mail ID. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her own new e-mail ID before applying online
3. The name of the candidate and the name his/ her father etc. should be spelt correctly in the application as it appears in the certificates issued from various institutions.
4. Application must be complete in all respects. No alteration will be allowed once it is submitted to the Council.
5. After submission of application, the system will ask to preview the detail. Please check the details and doubly ensure it. The request to edit may not be possible once the proceed button is clicked.
6. On successful submission, the system will generate a Unique Application Number (Case ID) for the application. You should note/remember your Unique Application Number for future reference and use.
7. After hitting the proceed button the system will ask to upload the documents. Kindly upload the documents as per Documents type. Documents are to be uploaded in particular order. No request for wrong upload will be entertained later.
8. Take a colour print out of the "Application form" which is to be produced before the Council along with supported documents from No. 1 to 17 in original along with photocopies in the same order as listed in the application form.
9. Colour Photograph & Signature on application form should be duly attested by Dean of concern college OR Medical Superintendent of concern institute along-with seal/stamps with name affixed.
10. Submit, in person, the hard copy of application form (as per instruction No. 8 above) to Madhya Pradesh Medical Council, F-7, Sanchi Complex, Opposite Board Office, Bhopal (MP) 462016 on the appointed date which will be communicated to the applicant through SMS on the given mobile phone number. If failed to respond on appointed date, his/her application may considered as rejected.

11. A duly notarized affidavit on the Stamp Paper of Rs. 50.00 shall be submitted along-with application form for provisional registration on the format given in Appendix –A.
12. The applicant should get class 10th and 12th mark sheet verified online from the concerned board and submit to Council such verified document along with application form as per instruction No. 10 above.
13. Wherever the facility of online verification is not available, applicant must submit the prescribed fee as demand draft for postal verification.
14. Original 10+2 mark sheet by the applicants in case they have qualified their 10+2 examination from the education boards of the following states:
 - (i) Jammu & Kashmir
 - (iv) Haryana
 - (ii) Punjab
 - (v) Rajasthan
 - (iii) Andhra Pradesh
 - (vi) Karnataka

(the originals are required since respective boards confirm the authenticity of the certificates only upon submission of original documents)
15. In case of applicants passed out from the Institutions of Nepal, the candidates along-with application form (as per No. 10 above) will have to submit duly authenticated medical degrees from the Counsellor section of the Embassy of India after getting it duly verified by the concerned universities in Nepal.
16. Please note that applicant has to come in person along with all the original documents including passports for verification in the office of M. P. Medical Council
17. The photocopies of the documents wherever required should be self attested by the candidate.
18. All the Original Mark sheets/Certificates will be returned to the applicant by Registered Post or in person as the case may be, after verification.
19. Application Form will be accepted in the Council Office between 10:30 am to 3:00 pm on working days
20. After receiving the pertinent document along-with original, Provisional Registration will be issued by this Council, generally within two months time.
21. The certificate is generally sent on given current/Correspondence address by registered post /speed post.

22. CHECK LIST for submission of documents

The candidates are requested to ensure that the documents be enclosed and upload as per the order in the Checklist. All papers/documents should be numbered according to the checklist.

(i)	Domicile Certificate of Madhya Pradesh	One Xerox copy
(ii)	Certificate for Date of Birth (10th or 12th or Birth Certificate)	One Xerox copy
(iii)	Copies of Mark sheet of 12th Class (10+2) or equivalent examination	Four Xerox copies
(iv)	Pass Certificate of 10th Class or equivalent examination	Four Xerox copies
(v)	Pass Certificate of 12th Class or equivalent examination	Four Xerox copies
(vi)	Copies of Pass Certificate of 12th Class (10+2) or equivalent examination. (showing all the subjects & the name of the school).	Four Xerox copies
(vii)	Copies of Marks-sheet of 'MBBS/M.D Physician or equivalent Degree	Four Xerox copies
(viii)	Copy of Degree MBBS/MD 'Physician' /Doctor of Medicine degree	Four Xerox copies
(ix)	Provisional Registration Certificate	One Xerox copy
(x)	Eligibility Certificate issued to the Candidate by MCI for admission to undergraduate Medical Course abroad	One Xerox copy
(xi)	Copy of Screening Test Result	One Xerox copy
(xii)	Photocopy of all the pages of all the passports showing visa the date of emigration and migration from and to foreign country and India	One Xerox copy
(xiii)	Letter from the Indian Embassy concerned that primary medical qualification as possessed by the candidate is a recognized qualification for enrolment as medical practitioner in the country in which the institution awarding the said qualification is situated	One Xerox copy
(xiv)	Permission order for doing internship issued by Govt. Of M. P. /Director Medical Education (for Government institutes) / other Institute (for transfer of internship)	One Xerox copy
(xv)	Permission of Internship from concern institution	Four Xerox copies
(xvi)	Affidavit for conditionally depositing and issuing certificate (Prescribed format see on Instruction on "Appendix A".	In original
(xvii)	Copy of Online verification of 10th & 12th not more than 30 days	One Xerox copy

23. The Non refundable fee of Rs. 5200.00 (along-with late fee, if applicable)

Late fee :

(The Period lapsed between the date of passing screening Test and submission of application for provisional registration)	Amount
Up to 3 month	Nil
3 to 6 month	250.00
6 to 12 month	500.00
12 to 24 month	1,000.00
24 to 48 month	3,000.00
48 to 60 month	5,000.00
5 to 6 year	5,500.00
6 to 7 year	6,000.00
7 to 8 year	6,500.00
8 to 9 year	7,000.00
9 to 10 year	7,500.00
10 to 11 year	8,000.00
11 to 12 year	8,500.00
12 to 13 year	9,000.00
13 to 14 year	9,500.00
Above 14 year	10,000.00

22. Photograph Image:

- (i) Photograph must be a recent passport style colour picture with white background.
- (ii) Ensure that the size of the scanned image is not more than 100KB. If the size of the file is more than 100KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.
- (iii) Images must be in JPG, JPEG or GIF format only.
- (iv) If the file size and format are not as prescribed, an error message will be displayed.

23. Signature Image :

- (i) The applicant has to sign on white paper with Black/Blue Ink pen.
- (ii) The signature must be signed only by the applicant and not by any other person.
- (iii) If the Applicant's signature on the Submitted Application does not match the signature attached by him/her, the applicant will not be accepted and processed.

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