

INSTRUCTION

Instructions for Provisional Registration for those student who are passed out from Medical Colleges of Madhya Pradesh

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 6 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 Medical College 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. The photocopies of the documents wherever required should be self attested by the candidate.
12. 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.
13. The student who pass out of medical colleges of Madhya Pradesh whose degree of MBBS is not recognised, should submit a notarized affidavit on Stamp Paper of Rs. 50.00 along-with application form for provisional registration on the format given in Appendix –A.
14. Application Form will be accepted in the Council Office between 10:30 am to 3:00 pm on working days
15. After receiving the pertinent document along-with original, Provisional Registration will be issued by this Council, generally with in two months time.
16. The certificate is generally sent on given current/Correspondence address by registered post /speed post.
17. 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)	Certificate for Date of Birth (10th or 12th or Birth Certificate)	One Xerox copy
(ii)	Copies of Mark sheet of 12th Class (10+2) or equivalent examination	One Xerox copy
(iii)	Copy of Mark sheet of Final MBBS Examination Part-I	One Xerox copy
(iv)	Copy of Mark sheet of Final MBBS Examination Part-II	One Xerox copy
(v)	The internship under doing certificate issued by the Dean of the concerned medical college.	In original
(vi)	Any authentic document of your medical college for verification of name medical college	One Xerox copy

18. The Non refundable fee of Rs. 2200.00 for provisional Registration

Late fee	
(Expiry the Period from the month of Exam)	
Up to 3 months	Nil
3 to 6 months	250.00
6 to 12 months	500.00

19. 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.

20. 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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