

INSTRUCTION

Instructions for Provisional Registration for those student who are provisionally registered with the State Medical Councils of states other than Madhya Pradesh or MCI

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 10 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 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. 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. Application Form will be accepted in the Council Office between 10:30 am to 3:00 pm on working days
14. After receiving the pertinent document along-with original, Provisional Registration will be issued by this Council, generally with in two months time.
15. The certificate is generally sent on given current/Correspondence address by registered post /speed post.
16. 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)	NOC from Concerned University	One Xerox copy
(vi)	NOC from Concerned Medical College	One Xerox copy
(vii)	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
(viii)	Permission of Internship from concern institution	One Xerox copy
(ix)	Provisional Registration Certificate	One Xerox copy
(x)	NOC from Concerned State Medical Council	In original

17. The Non refundable fee of Rs. 2200.00 for provisional Registration
18. 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.
19. 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