

OFFICE OF THE CONTROLLER OF EXAMINATIONS
Aligarh Muslim University, Aligarh.

IMPORTANT INSTRUCTIONS
For MBBS / BDS Courses 2023-24

Candidates offered admission at A.M.U., Aligarh are required to report in person for Admissions at Dean's Office, Faculty of Medicine, AMU, Aligarh/or as notified by the Medical Counselling Committee (MCC), on the given Date and Time mentioned in the M.C.C. website (www.mcc.nic.in) alongwith following **Original Documents**:

1. **Admit Cards of NEET (UG) 2023 exam issued by National Testing Agency (NTA)**
2. **Result/ Rank letter of NEET (UG) 2023 issued by NTA**
3. **Class 10th Certificate**
4. **Date of Birth Certificate (if Metric Certificate does not bear the same)**
5. **Marks Sheet/ grade sheet of qualifying examination (Senior Secondary School Certificate along with SIX Self attested photocopies).**

Note:

(i) The candidate who possess the Internet downloaded marksheet/gradesheet of qualifying examination may be considered for provisional admission/counselling (wherever applicable) to the course concerned if the same is attested by the Controller / Registrar / Issuing Authority of the concerned University / Board.

(ii) The candidate who do not possess the marksheet /gradesheet of qualifying examination on account of (a) its non-issuance by the concerned Board/University, or, (b) result of qualifying examination not declared formally, may be considered for provisional admission/counselling (wherever applicable) to the course concerned provided their Statement of Marks detailing the marks / grade obtained in each subject separately including total aggregate marks and percentage in a Confidential Sealed Cover on official stationery are received directly from the issuing authority of the concerned University / Board / Institution in the name of Controller of Examinations, AMU for its approval by the Vice Chancellor atleast one (01) day before the date of admission. The one day period will be counted excluding the day of admission. Statement of Marks issued/ verified / attested by the School / College or any person other than the issuing authority shall not be accepted.

Such a candidate shall give an undertaking on prescribed Proforma (as given in Appendix IV) to submit the Original Marksheet/Grade Sheet of the qualifying examination in the Office of the Dean, Faculty of Medicine to submit the same by 30.09.2023.

If any discrepancy is found in the examination result of the aforesaid candidate or the original Marksheet/Grade sheet is not submitted by the stipulated time, the University reserves the right to cancel his/her admission.

6. Ten (10) Passport size photograph (same as affixed on the application form.)
7. Provisional allotment letter generated on-line
8. Proof of identity (Aadhar/ PAN/ Driving License/ Passport).
9. NRI/ OCI candidates are required to submit the following documents:
 - a) Copy of the passport of sponsorer
 - b) Sponsorship affidavit (stating that sponsorer is ready to bear the expenses for the whole duration of study)
 - c) Relationship Affidavit (Relation of Candidate with the sponsorer)
 - d) NRI certificate/Employment certificate attested by Indian Embassy
 - e) The NRE Bank Account Number in India with copies of relevant valid document(s) duly attested by the concerned bank from which payment is to be made

Note:

1. It is preferable for NRIs Sponsored Candidates to furnish both the Relationship affidavit and Sponsorship affidavit from the same country where from NRI/Employment Certificate duly attested by the embassy has been obtained.
 2. Relationship affidavit is not required if Father/Mother of the candidate is the sponsor.
10. SC/ST Certificate issued by the competent authority (in the standard format as specified in the prospectus/information bulletin of NEET) and it should be in English or Hindi language. Sub caste should be clearly mentioned in the certificate. In case the certificate is in regional language the candidate should carry attested translated copy of the certificate in English/ Hindi.
 11. OBC certificate issued by the competent authority. The sub- caste should tally with the Central List of OBC. The OBC candidates should not belong to Creamy Layer to claim OBC reservation benefit. The OBC certificate must be in the standard format as mentioned in the prospectus/ Information Bulletin of NEET.
 12. Medical Fitness Certificate on prescribed Format (**available on our website**).
 13. Transfer / Migration and Character Certificate from the Institution last attended (if not enrolled at AMU). If the Certificate(s) is/are not available, the candidates may give an undertaking on the prescribed format to submit the same in a month's time from the date of admission.
 14. Name Removal Certificate from the rolls of the concerned Faculty / College / Institution (if already enrolled to any full time course of study in any institution), if applicable.
 15. Undertaking before the Vice-Chancellor, AMU, Aligarh on plain paper regarding Compulsory 75% Attendance in each Subject / Course / Paper as per MCI / DCI norms.
 16. **Affidavits on simple plain paper** – one on the candidates behalf and the other on behalf of the candidates parents / guardian regarding not to indulge in ragging. The sample format of these Affidavits are available on the website www.amucontrollerexams.com
 17. Admission fee of R. 47,865/- (for MBBS) and Rs. 41,815/- (for BDS) in the form of Cash/ Demand Draft in the favour of Finance Officer, AMU, Aligarh, to be paid at the time of admission .Refund of fee to upgraded/leaving candidates will be made as per the existing rules of the University by the Finance Office, AMU.
 18. No candidate shall be admitted unless he/she has completed all the eligibility requirements at the time of admission.
 19. Hostel Accommodation is not guaranteed. Students allotted a Hall of Residence will have to pay three months Dining Hall Charges at the time of room allotment.
 20. TWO Self-addressed envelopes bearing postage stamps worth **Rs. 22/-** each (to be submitted in the Office of the Provost of Hall of Residence / NRSC allotted).

IMPORTANT RULES FOR FILLING UP SEATS RESERVED FOR PERSONS WITH DISABILITY (PHYSICALLY CHALLENGED)

FOR MBBS / BDS (Faculty of Medicine)

1. The 05% reservation shall be inclusive in the total annual intake of seats (sanctioned) **not over and above the intake.**
2. **Eligibility Criteria for admission in respect of Disability:** As per Right of Persons with Disabilities, Act, 2016.

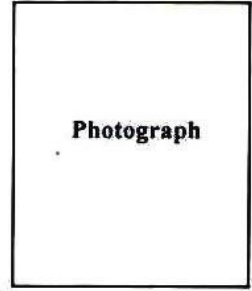
21. Certification of Disability :

The qualified disabled candidates seeking admission in Faculty of Medicine, AMU will get themselves certified at one of the under mentioned Disability Assessment Boards:

1. Vardhman Mahavir Medical College & Safdarjang Hospital, Ansari Nagar (Ring Road), New Delhi.
2. All Indian Institute of Physical Medicine and Rehabilitation, (for Locomotor Disability only), Mumbai.
3. Institute of Post Graduate Medical Education & Research, Kolkata.
4. Madras Medical College, Chennai.
5. Grant Government Medical College, J.J. Hospital Compound, Mumbai, Maharashtra.
6. Goa Medical College, Goa.
7. Government Medical College, Thiruvananthapuram, Kerala.
8. SMS Medical College Jaipur, Rajasthan.
9. Govt. Medical College and Hospital, sector 32, Chandigarh.
10. Govt. Medical College, Agartala State Disability Board, Agartala.
11. Institute of Medical Sciences Banaras Hindu University, Varanasi
12. Ali Yavar Jung National Institute of Speech & Hearing Disabilities, Bandra, Mumbai
13. AIIMS, Nagpur, Maharashtra
14. Atal Bihari Vajpayee Institute of Medical Sciences & RML Hospital, New Delhi
15. Lady Hardinge Medical College & Associated Hospitals, New Delhi
16. All India Institute of Speech and Hearing (AIISH), Mysuru, Karnataka

Note: Candidates are required to produce the following downloadable Medical Checkup form at the time of reporting for admission, countersigned by C.M.O./M.O./ Incharge, Govt. Hospital (with Seal & Date).

**(MEDICAL CHECKUP FORM)
MBBS/BDS COURSE**



Dated: _____

Full Name (in Capital) :

Father's Name :

Permanent Address :

Date of Birth (in words) :

(in figure) :

By Physician:

General Examination:

Appearance	Weight	Height
Skin	Pulse	
Anemia	B.P	
Jaundice		
Oral Cavity		
Lymph Nodes		
Nails		
Spine		
C.V.S.		
Respiratory System		
Abdomen		
C.N.S.		

Remarks

Fit/Unfit

Signature
(with Seal & Date)

By Ophthalmologist:

V/A
using/not using glasses
Color vision
Fundus

Remarks

Fit/Unfit

Signature
(with Seal & Date)

Countersigned by C.M.O./M.O./Incharge, Govt. Hospital
(with Seal & Date)