

PUBLIC NOTICE

It is informed to all concerned that a new procedure for submitting application/proposal for Establishment of new Medical College, starting/increase intake in MBBS course in existing medical colleges has been introduced by this Ministry from the academic session 2016-17. It will be an add-on procedure which will run parallel with conventional procedure of manual submission of applications and comes into effect from 1.8.2015. A link at www.mohfw.nic.in has been provided for the purpose. A detailed note on the procedure to be followed is also enclosed herewith.

**ONLINE APPLICATIONS FOR NEW MEDICAL COLLEGES/INCREASE OF
INTAKE CAPACITY**

I. A NEW PROCEDURE FOR SUBMITTING APPLICATION/PROPOSAL HAS BEEN INTRODUCED BY THIS MINISTRY. IT IS A ADD-ON PROCEDURE WHICH WILL RUN PARALLEL WITH CONVENTIONAL PROCEDURE OF MANUAL SUBMISSION OF APPLICATIONS. AS PER THE REVISED PROCEDURE AN ONLINE APPLICATION IS MANDATORY AND COMES INTO EFFECT FROM 1-8-2015.

II. APPLICANT/COLLEGES DESIROUS OF FILING AN APPLICATION FOR PURPOSES OF (I) ESTABLISHMENT OF N.M.C AND (II) INCREASE IN INTAKE CAPACITY OF MBBS SEATS IN AN EXISTING MEDICAL COLLEGE SHALL FOLLOW THE FOLLOWING PROCEDURE:

- (1) VISIT: WWW. MOHFW.NIC.IN
- (2) CLICK ON: LINK MEDICAL EDUCATION (ONLINE APPROVALS)
- (3) CLICK ON: LINK ONLINE APPLICATION SYSTEM
- (4) YOU WILL BE REDIRECTED TO AN EXTERNAL LINK
- (5) A REGISTRATION WINDOW WILL OPEN. DO A ONE TIME REGISTRATION USING A VALID E-MAIL ADDRESS
- (6) REGISTER/OBTAIN ID
- (7) LOGIN USING ID AND PASSWORD.
- (8) READ AND ACCEPT TERMS OF ONLINE APPLICATION.
- (9) FILL UP THE COLUMNS OF THE APPLICATION WHICH ARE ENABLED.

(10)UPLOAD A SCANNED COPY OF ESSENTIALITY CERTIFICATE AND DEMAND DRAFT (AS EVIDENCE OF FEE PAID).

(11)UPLOAD THE APPLICATION.

(12)OBTAIN AN ACKNOWLEDGEMENT OF THE ONLINE APPLICATION.

NOTE: THESE INSTRUCTIONS ARE VISIBLE ON THE ONLINE APPLICATION SYSTEM.

(13)FILE A MANUAL COPY OF THE COMPLETE APPLICATION AS PRESCRIBED BY THE MCI REGULATIONS, ALONGWITH ALL VALID DOCUMENTS, DRAFT IN ORIGINAL AS EVIDENCE OF FEE PAID AND A COPY OF THE SYSTEM GENERATED ONLINE APPLICATION ACKNOWLEDGEMENT.

(14)IT MAY BE NOTED THAT AN ONLINE APPLICATION IS NOT A COMPLETE APPLICATION AND ONLY ON FULFILLMENT OF (13) ABOVE AN APPLICATION WILL BE DEEMED TO BE COMPLETE.

(15)IT MAY BE NOTED THAT LAST DATE FOR APPLICATIONS IS 31-08-2015.