

INSTRUCTIONS

FOR ADMISSION TO UG (MBBS) AND PG COURSES FOR ACADEMIC YEAR 2023-24

1. Registration for NEET Counselling to be completed by candidates as per the instructions in the MCC portal (<http://mcc.nic.in>) and CGDME portal (<https://www.cgdme.in>)
2. Candidates are required to report at CIMS, Bilaspur, CG with the Allotment letter issued by MCC/ CGDME. It is advisable to report at least 1-2 days before the scheduled last day to complete the admission formalities to avoid stress and inconvenience.
3. Candidates reporting at institute should come prepared with the documents as required in the above portals and the payment of fees to avoid delay in the admission process.
4. Download and fill up the Application form as appropriate for UG (DOC1_UG), and for PG (DOC1_PG).
5. Affix the same passport photograph as used for NEET Examination, in the form wherever required.
6. Download and fill the Scrutiny Form as appropriate for UG (DOC2_UG), and for PG (DOC2_PG), and the Submission of Documents Form as appropriate for UG (DOC3_UG), and for PG (DOC3_PG).
DO NOT put the Thumb Impression, student sign and guardian sign in DOC2 to be filled only in front of the scrutiny and admission committee.
7. List of Documents as prescribed in the UG Gazette of Chhattisgarh dated 25.05.2018 (DOC4_UG), and PG gazette (DOC4_PG), available in the Notice for Online application dated 22.07.2023 can be downloaded from CGDME portal.
8. Class Certificate for PH issued by Chhattisgarh State Medical Board, DME, CG for State Quota candidates and Various certification centres as listed in Annexure 1 of Information bulletin & Counselling Scheme for All India Quota candidates is Essential if applicable.
9. Medical Fitness Certificate issued by District Medical Board is valid and candidates reporting with the document will avoid unnecessary delay in completing admission formalities. Candidates not having the document will have to go through medical examination in the institution.
10. Rural Service Bond and Discontinuation of course Bond is essential for UG students. The candidates can come prepared with the Bond in the prescribed format (Download the content from the CGDME portal in UG Gazette of Chhattisgarh dated 25.05.2018) on Rs.250/- non-judicial stamp paper. (DOC4_UG)

The bond {अनुसूची5(क) } is to be given by the applicant (student) which requires one guarantor (e.g. a parent) and two witnesses.

The bond {अनुसूची 5(ख) } is to be given by the parent which requires one guarantor (e.g. the other parent/ others) and two witnesses [can be same as in {अनुसूची5(क) }]

Rural Service Bond and Discontinuation of course Bond is essential for PG students. The candidates can come prepared with the Bond in the prescribed format (Download the content from the CGDME portal in PG Gazette of Chhattisgarh dated 10.12.2021) on Rs.250/- non-judicial stamp paper. (DOC4_PG)

The bond {अनुसूची5(क) } is to be given by the applicant (student) which requires one guarantor (e.g. a parent) and two witnesses.

The bond {अनुसूची 5(ख) } is to be given by the applicant (student) which requires one guarantor (e.g. the other parent/ others) and two witnesses [can be same as in {अनुसूची5(क) }]

11. Notarised Affidavits in non-judicial stamp paper of Rs.50/- each for i) Anti ragging (by student), ii) Anti Ragging (by parent))(DOC5 UG and PG), iii) Caste, (DOC6 UG and PG) Document Authentication (by student))(DOC7 for UG and PG) (Download the content from the CGDME portal in UG Gazette of Chhattisgarh dated 25.05.2018 and for PG Gazette of Chhattisgarh dated 10.12.2021.

12. Documents in 9, 10 & 11 can be prepared by the student at their place of stay before reporting at the institute for admission to avoid unnecessary delay in completing admission formalities.

13. Fee details are as under: (**two SEPARATE Demand drafts** to be made):

The Demand Draft should be prepared by the student at their place of stay before reporting at the institute for admission to avoid unnecessary delay in completing admission formalities.

| S. No. | UG Course | Amount | In-Favour of | Payable at |
|--------|-------------|------------|------------------------------------|--|
| 1. | Tuition Fee | Rs.40000/- | Autonomous Committee CIMS Bilaspur | Punjab National Bank, CIMS, Bilaspur, CG |
| 2. | Other Fee | Rs.10000/- | DEAN CIMS BILASPUR | Punjab National Bank, CIMS, Bilaspur, CG |

| S. No. | PG Course | Amount | In-Favour of | Payable at |
|--------|-------------|------------|---------------------------------------|---|
| 1. | Tuition Fee | Rs.20000/- | Autonomous Committee CIMS Bilaspur | Punjab National Bank, CIMS, Bilaspur, CG |
| 2. | Other Fee | Rs.50000/- | DEAN CIMS BILASPUR | Punjab National Bank, CIMS, Bilaspur, CG |

ONLINE PAYMENTS ARE TO BE MADE ONLY AFTER THE SCRUTINY PROCESS AT THE INSTITUTE

Account Numbers for Online Payments.: **(Accepted after certification from PNB CIMS Campus Branch Only):**

- a. Bank Name: Punjab National Bank.
- b. DEAN CIMS BILASPUR – 0058020101006607
- c. Autonomous Committee CIMS Bilaspur – 0058020101006722
- d. IFSC CODE – PUNB0617300
- e. Branch Name – PNB CIMS Campus Bilaspur.

14. CANDIDATES ARE REQUIRED TO PREPARE SOFT COPY of application form, NEET documents, all other submitted documents for admission, along with affidavits, bonds, admission fees receipt and admission slip IN PDF FORMAT AND SUBMIT IT IN PEN DRIVE AT THE TIME OF ADMISSION. **(Note: student should preserve a copy for himself/ herself as these documents may be necessary by the student during the course of their study.)**