



कर्मचारी राज्य बीमा निगम
(श्रम एवं रोजगार मंत्रालय, भारत सरकार)
Employees' State Insurance Corporation
(Ministry of Labour & Employment,
Govt. of India)



चिकित्सा महाविद्यालय एवं अस्पताल
Medical College & Hospital
देसूला, एमवाई ए, अलवर (राज.)-301030
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GENERAL INSTRUCTIONS FOR THE STUDENTS **(ADMISSION FOR MBBS 2024-25 COURSE)**

1. Students must report at Academic Branch, ESIC Medical College, building (**3rd Floor, Room No-307**) for MBBS admission on or before date indicated on their NEET allotment letter issued by MCC/ Rajasthan NEET UG Board 2024. If any student fails to report before last date, his/her admission will stand cancelled and the same will be intimated to concerned authorities.
2. One of the parent / guardian must accompany student at the time of admission or when surrendering of seat is done as some documents are to be signed by them. Parent/Guardian must carry two ID Proofs of self.
3. **The admission process may take more than one day. Outstation candidates are requested to make their own staying arrangements accordingly.**
4. The admission offered to a candidate will be only provisional. RUHS is final authority for admission approval.
5. The original documents will be sent to ***Rajasthan University of Health Sciences(RUHS) , Jaipur*** for admission approval. The students are instructed to keep at least 3 Xerox copies of original documents with themselves for future use
6. Each Candidate must submit the following original certificate shown in the check list as applicable along with one set of self-attested copies. The originals and Xerox must be produced in the prescribed sequence. ***CANDIDATE MUST PROVIDE ONE FILE FOLDER AND Legal size Plastic POSTAL ENVELOPE FOR THEIR ORIGINAL DOCUMENTS.***
7. In case of AIQ/ESIC Ward of IP-NEET seats-seat surrender procedure will be duly followed.
8. Kindly generate the online seat surrender receipt and contact the Admission Counter of ESIC Medical College, Alwar after surrendering the seat.
9. Reporting timings :
Monday to Friday 09.00 am to 04:00 pm
Saturday 09:00 am to 01:00 pm