



क.रा.वी.नि.
E.S.I.C.

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



सत्यमेव जयते

चिकित्सा महाविद्यालय एवं अस्पताल
Medical College & Hospital
देसुला, एमआई ए, अलवर (राज.)-301030
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GENERAL INSTRUCTIONS FOR THE STUDENTS (ADMISSION FOR MBBS 2025-26 COURSE)

1. Students must report at Academic Branch, ESIC Medical College, building (3 rd Floor, Room No-307) for completion of procedure of MBBS admission **on or before date indicated on their NEET allotment letter** issued by MCC/ Rajasthan NEET UG Board 2025. 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. It is desirable that 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 ID Proofs of self.
3. All out efforts are made to complete the admission process on the same day of reporting. In circumstances beyond control the process of completion may extend to the next working day . Overnight accommodation for the outstation candidates are arranged by the institution only if available therefore candidates are requested to make their own accommodation accordingly.
4. The admission offered to a candidate will be provisional only. Rajasthan University of Health Sciences (RUHS) Jaipur reserves the right for admission approval as final authority.
5. The original documents will be sent to Rajasthan University of Health Sciences (RUHS), Jaipur for admission approval. The students are therefore instructed to keep at least 3 (three) Xerox copies of original documents with themselves for future use.
6. Each Candidate must submit the following original certificate shown in the check list (annexure) as applicable along with one set of self-attested copies. The originals and Xerox must be produced in the prescribed sequence.
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. Charges to be levied for Up gradation / Surrender / Resignation /Withdrawal/Cancellation of MBBS Seat from NEET (UG)-2025 Counselling.

Parameter	Charges Levied (Rs.)	Time Limit
The Amount of fee to be deducted on re-allocation of seat/ upgradation of seat to the candidates in 2nd/3rd Round of Counselling.	Rs. 5000/- towards Student Welfare Fund	Within the Schedule/time provided by MCC/ Rajasthan NEET(UG) Admission / Counselling Board-2025.
The Amount of Fee to be reimbursed in case candidate resigns during counselling period.	After Deduction of Rs 10,000/- towards Student Welfare Fund & any other fees as may be prescribed/advised by the competent authority, the remaining fees shall be reimbursed.	Within the Schedule/time provided by MCC/ Rajasthan NEET(UG) Admission / Counselling Board-2025.
The Amount to be forfeited in case of resigning, whose seat has not been upgraded during 2nd /3rd/Stray Round and any other Counselling Rounds	Rs. 5,00,000/- as per ESIC UG MBBS Compulsory Bond Agreement/Condition	After Timeline provided by MCC/ Rajasthan NEET(UG) Admission / Counselling Board-2025

10. Reporting timings:

Monday to Friday 09.00 am to 04:00 pm

Saturday 09:00 am to 01:00 pm

Dean
ESIC MC&H, Alwar