



ACADEMIC SECTION
INFORMATION BROCHURE REGARDING ADMISSION PROCEDURE
FOR DM/M.Ch. COURSE – JULY 2024 SESSION - FIRST COUNSELLING

The Reporting Dates and Time for the Admission Process will be as follows:

Date	Time	Venue
20.06.2024 (Thursday)		
21.06.2024 (Friday)		
22.06.2024 (Saturday)	9.00 AM –	Academic Section, 3 rd Floor,
24.06.2024 (Monday)	11.00 AM	JIPMER Academic Centre (JAC),
25.06.2024 (Tuesday)		JIPMER.

A. For candidates who choose Option 1 in the first counselling (accepted the seat):
(Admission process will span over a minimum of two working days.)

a. Tasks to be completed before reaching the admission venue:

1. Fill the e-form by clicking the link

<https://www.digialm.com/EFForms/configuredHtml/827/68596/application.html>

(Note: Name should be filled as given in MBBS degree certificate)

Forms to be printed and brought to the venue:

1. ID card form – all the fields should be filled and in block letters (Annexure 1)
2. Biodata forms (Annexure 2)
3. Joining letter and joining report formats (Annexure 3)
4. Hostel application form (if applicable) (Annexure 4)
5. Honour Code (Annexure 5)

2. **Submission of Agreement Document:**

A PDF version of the agreement (Should check the Attachment) will be available on JIPMER Website. You will have to purchase a minimum 10-rupees stamp paper or e-stamp paper on your name and the content emailed to you should be printed on the stamp paper. You should get Notary public signature and seal on the agreement. Content of the agreement as given to you should not be modified under any circumstances. The signed agreement should be submitted to the admission team.

Note: Please do not fill/write anything on the agreement form except for your Name & Father/Guardian's Name. Page No. 1-5 should be signed by Notary Public and the date of agreement should be filled on the day of reporting.

On the day of reporting (For Option 1 candidates) :

The following steps should be completed in the given order.

1. Please provide application sequence number (of e-form given above) to the team and be seated.
2. You will be called at certificate verification desks inside the hall. Please produce **admission fee receipt, all required documents in original, 1 set of photocopies of the original certificates, 4 passport-size photographs, and biodata forms.**
3. The Candidates should keep the documents in the order mentioned below and hand them over to the verification desk when required:
 1. Hall Ticket for INISS entrance examination.
 2. Rank Letter and Seat Allotment letter.
 3. Proof of Date of Birth (Birth Certificate or X Std. Certificate)
 4. MBBS Degree Certificate
 5. MD/MS/DNB Degree Certificate/Provisional Pass Certificate
 6. MD/MS/DNB Marksheet
 7. Character and Conduct Certificate from the Head of the Institute last studied.
 8. Aadhar Card / Residence Certificate issued by Revenue Authority not below the rank of Tahsildar
 9. Transfer Certificate from the Head of the Institution last studied / Migration Certificate from the University last studied *
 10. Permanent Medical Registration Certificate from National Medical Commission (or State Medical Council) #
 11. Registration of Additional Medical qualification with National Medical Commission
 12. Service candidate should produce NOC/Relieving Order and a certificate granting studyleave with or without pay, as the case may be (If applicable)
 13. Two Passport size colour photographs identical with the photograph uploaded in the application.
- * **A maximum of one-week time will be given from the date of issue of provisional admission order # Permanent Medical Registration certificate is mandatory before joining the course.**
4. These documents and photographs will be retained by the admission team. In addition, bank passbook, Aadhaar card, and PAN card in original will be verified and returned to the candidate. The photocopies of the three documents will be retained.
5. After successful certificate verification, you will be given a form for Medical Examination by the team. The place of Medical Examination will be informed on the day of reporting. The duly signed Medical Examination report should be submitted to the admission team.

Note: No Medical Examination will be held on Saturday. Candidates reporting after 11:00 AM, will have to come next day for medical examination.

After successful Medical Examination, candidates need to pay the Admission fee. Complete fee payment procedure through SBI Collect payment portal for JIPMER at <https://www.onlinesbi.sbi/sbicollect/icollecthome.htm?corpID=362853>.

Choose Academic fee – MCh DM MD MS PDF in drop down menu and provide the details of payment mentioned below:

Sl.No.	Description	DM / M. Ch course
1	Admission Fee	3,000
2	Tuition Fee (per annum)	2,200
3	Learning Resource Fee (per annum)	15,000
4	Corpus Fund on Academic Fee (per annum)	110
5	Student information details (per annum)	1,500
6	Identity Card Charges	150
7	Caution deposit (refundable *)	3,000
TOTAL		24,960

Note: Fee once paid will not be refunded under any circumstances. Provide a hard copy of fee receipt to the admission team.

6. The following will be issued to you after completion of the above procedure:

1. Bonafide certificate (certifying that the original documents are retained by the institute)
2. Provisional Admission order will be issued on 29.06.2024 (Saturday) 9:00 AM to 11:00 AM at Academic Section.

The academic session will commence from 1st July 2024.

Candidates should join the respective departments on the forenoon of 01.07.2024.

- The filled-in joining letter and joining report forms should be submitted to the respective department office at the time of joining. The joining report will be returned by the department later, through proper channel.
- Submit Hostel application form (if needed). **Candidates can avail hostel facility (Subject to availability) once admission order is issued.**

Note: There is no vacancy in women hostel at present. Vacancies are likely to arise only between August to October 2024. Candidates are advised to make their own arrangement for accommodation.

- **IMPORTANT:** If any candidate who has been allotted a seat in JIPMER chooses OPTION-1 and reports for admission in JIPMER as per the schedule given in INI-SS result notification, his / her certificates will be retained after verification of the same. If a candidate decides to leave the seat after submission of certificates to JIPMER authorities but before completion of joining / admission formalities and getting admission order / joining the department, he / she will be liable to pay the penalty of Rs.3 Lakhs to JIPMER. Additionally, the fee paid by him / her for admission will not be refunded.

* **Final Admission will be subject to the result of biometric verification.**

B. For candidates who choose Option 2:

Candidates should submit either the certificates mentioned in the prospectus as published on INI-CET official website (<https://www.aiimsexams.ac.in>)

OR

Security deposit of Rs. 3,00,000/- as mentioned in the INI(SS) result notification.

The Candidates should keep the documents in the order mentioned below and hand them over to the verification desk when required:

1. Hall Ticket for INISS entrance examination.
2. Rank Letter and Seat Allotment letter.
3. Proof of Date of Birth (Birth Certificate or X Std. Certificate)
4. MBBS Degree Certificate
5. MD/MS/DNB Degree Certificate/Provisional Pass Certificate
6. MD/MS/DNB Marksheet
7. Character and Conduct Certificate from the Head of the Institute last studied.
8. Aadhar Card / Residence Certificate issued by Revenue Authority not below the rank of Tahsildar
9. Transfer Certificate from the Head of the Institution last studied / Migration Certificate from the University last studied *
10. Permanent Medical Registration Certificate from National Medical Commission (or State Medical Council) #
11. Registration of Additional Medical qualification with National Medical Commission
12. Service candidate should produce NOC/Relieving Order and a certificate granting studyleave with or without pay, as the case may be (If applicable)
13. Two Passport size colour photographs identical with the photograph uploaded in the application.

*** A maximum of one-week time will be given from the date of issue of provisional admission order
Permanent Medical Registration certificate is mandatory before joining the course.**

After successful certificate verification, you will be given a Bonafide certificate/acknowledgement slip to attend further round of counselling.

**Sd../..
Dean (Academic)**

Additional information:

Location of the admission venue:

Academic Section is located in the third floor of JIPMER Academic Centre. (<https://goo.gl/maps/kpsijrtceQR5QRfV7>).

Outlets for taking print-out:

It is advisable to get all the annexures printed out from your hometown. A facility for printing is located within Harvey House I hostel building and is open from 10 AM to 5 PM. (<https://goo.gl/maps/wG5Jf4RNZvy8TtwBA>)

Location of hostels:

Harvey House II for men and Blackwell House II for women are located in the New hostel complex. (<https://goo.gl/maps/veLeyfXCKfPBv5sQ7>) Blackwell House I for women is located adjacent to Superspeciality Block Annex. (<https://goo.gl/maps/ktTHbPPTpMHdj7Zt7>)

Waiting area of parents or accompanying persons:

No waiting area is allocated. Accompanying persons and parents are not allowed inside the Academic Centre building (with the exception of PwD candidates who require assistance).

Availing hostel room accommodation:

Hostel accommodation can be availed by outstation candidates, **subject to availability**, by candidates who chose option 1 and who have been issued admission order by submitting a filled-in application form (Annexure 4). Login credentials for digital campus account (online platform for hostel room allotment and other uses) will be given to you on completion of admission process. On approval of the application, the hostel caretaker will allot a room on the online platform and payment can be done then on the same platform. There is no other mode of hostel fee payment. Read Hostel Manual carefully and thoroughly before choosing hostel accommodation (link below).

<https://www.jipmer.edu.in/sites/default/files/JIPMER%20Hostel%20Manual.pdf>

Please note that you will be paying hostel fees as well as relinquish house rent allowance (approximately 12,000 rupees per month).

Annexures

Annexure 1:

**JIPMER
PUDUCHERRY / KARAIKAL
APPLICATION FOR ID CARD
STUDENT**

(All the Fields are mandatory and to be fill in BLOCK LETTERS)

Recent Passport Size Photograph

STUDENT NUMBER	:	
NAME	:	
COURSE	:	
DEPARTMENT	:	
DATE OF BIRTH	:	
DATE OF ADMISSION	:	
DATE OF COURSE COMPLETION	:	
BLOOD GROUP	:	
MOBILE NUMBER	:	
AADHAR NUMBER	:	
EMAIL ID	:	
PRESENT RESIDENTIAL ADDRESS	:	
		PIN CODE
REASON (Supporting Document to be attached with the Application)	:	New Admission / Internship / Change of Address / Damage / Missing.
SIGNATURE (In Blue Ink Only)	:	
DATE OF APPLICATION	:	

FOR OFFICE USE

ID Card Printed on

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Pay Roll

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Attendance Portal

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**JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH,
PUDUCHERRY- 605 006.
Institute of National Importance, Ministry of Health & Family Welfare
Government of India**

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BIO-DATA OF THE POST GRADUATE STUDENT

01. Name (IN BLOCK LETTERS) :
02. Father's Name :
03. Husband's / Wife's Name :
04. Male/ Female :
05. Date of Birth :
06. Date of Joining :
07. Permanent Address :
- Phone No./E Mail ID :
08. Local Address :
09. Educational Qualification :
10. Medical Registration No. & Date :
11. Council in which Registered :
12. Whether he/she is a service candidate :
13. If so, Name of the parent Department, Employer and his/her designation and place of his/her last postings :
14. Kind of leave sanctioned to proceed his/her studies in this Institute :
15. Whether he/she wish to draw pay and allowances from this Institute ? If so, enclose the relieving Order and leave sanction Order. :

Date:

SIGNATURE OF THE CANDIDATE

1—जीवन-वृत्त

1—BIO-DATA

1. पूरा नाम (साफ अक्षरों में)
Name in full (in block letters)
श्री/श्रीमती/कुमारी
Shri/Shrimati/Kumari
2. पिता का नाम (साफ अक्षरों में)
Father's name (in block letters)
3. पति का नाम (साफ अक्षरों में)
Husband's name (in block letters)
4. राष्ट्रियता (यदि भारत का नागरिक नहीं है तो पात्रता प्रमाण-पत्र की संख्या तथा तारीख)
Nationality (if not a citizen of India, number and date of eligibility certificate)
5. क्या अनुसूचित-जाति/जन जाति का है?
Whether a member of Scheduled Caste/Tribe?
6. ईसवी सन और जहां कहीं संभव हो शक संवत् में भी जन्म की तारीख (शब्दों और अंकों दोनों में)
Date of birth by Christian Era and wherever possible also in Saka Era (both in words and figures.)
7. शैक्षिक योग्यता:
Educational qualifications:
(क) पहली नियुक्ति के समय
(a) at the time of first appointment
(ख) बाद में प्राप्त की गई
(b) subsequently acquired
8. ऐसी व्यवसायिक तथा तकनीकी योग्यताएं जिनका उल्लेख उक्त 7 में न किया गया हो
Professional and technical qualifications not covered by 7
9. नाप के अनुसार वास्तविक कद (बिना जूतों के)
Exact height by measurement (without shoes)
10. पहचान का वैयक्तिक चिह्न
Personal mark of identification
11. स्थायी घर का पता
Permanent home address
12. सरकारी कर्मचारी के हस्ताक्षर अथवा बाएं हाथ के अंगूठे का निशान (तारीख सहित)
Signature or left hand thumb impression of the Government servant (with date)
13. साक्ष्यांकन अधिकारी के हस्ताक्षर तथा पदनाम (तारीख सहित)
Signature and designation of attesting officer (with date)

* फोटोग्राफ
* Photograph

- * चिपकाने से पहले कार्यालय अध्यक्ष द्वारा साक्ष्यांकित किया जाना है।
* To be attested by the Head of Office before pasting.

टिप्पणी :—सरकारी कर्मचारी की 10 वर्ष की सेवा के बाद नया फोटोग्राफ लगाया जाए।

Note :—Photograph should be renewed after 10 years of service of Government servant.

Annexure 3:

Joining letter

From
Name:
Roll no.:

To
The Head of the Department,
Department of _____,
JIPMER

Respected sir/madam,

Sub.: Joining the department after admission to DM/M.Ch. _____ in July 2024 session through INI-SS

Ref.: Admission order No. _____ dated _____.

With reference to above, I am joining the department of _____ in the forenoon/afternoon of _____. Kindly accept my joining letter.

Thanking you,

Yours sincerely,

Puducherry,
Date:

Signature

Encl.: Photocopy of admission order

Joining report

(To be completed by the department and sent through TAPAL to Admin IIB and copy to Academic section)

From
The Head of the department,
Department of _____,
JIPMER

To
The Director,
JIPMER

Sir/madam,
Sub.: Joining report of DM/M.Ch. residents of July 2024 session
Ref.:

The following candidate has joined DM/M.Ch. _____ in the department of _____ in the forenoon/afternoon of _____.

Name of the candidate:
Roll number of the candidate:

Thanking you,

Yours sincerely,

Puducherry,
Date:

(Signature and seal of the head of the department)

Copy to: Dean (Academic)

Annexure 4:

Hostel application form

I have thoroughly read the Hostel Manual and I agree to abide by the rules as mentioned in the manual. I also understand that I will be paying the required hostel fees as given in the Hostel manual (some of which are non-refundable) in addition to relinquishing house rent allowance (approximately Rs. 12,000 per month). I request for allotment of a hostel room in Harvey House II (for men) / Blackwell House I or II (for women).

Yours sincerely,

Puducherry,
Date:

Name:
INI- SS Roll No.
Course:

**JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND
RESEARCH, PUDUCHERRY – 605006**

HONOUR CODE

On joining (course) in JULY 2024 session in this Institute,
I have understood the following:

1. All powers relating to discipline and disciplinary action against the students are vested on the Director of the Institute. The Director may delegate all/any such powers, as he/she deems fit to the Dean(Academic) or any other officer of this Institute as he/she may specify on his behalf.
2. Discrimination based on caste, religion, language, gender, socio-economic status, and region will be viewed seriously. JIPMER and Union Territory of Puducherry Legal Services Authority has constituted a legal services clinic for providing legal assistance and guidance exclusively to students hailing from the Northeastern region of India.
3. Sexual harassment against women shall be punishable under sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013. JIPMER has a specially designated committee for women, to enquire into the complaints of sexual harassment at workplace/college/hospital etc.
4. The acts of gross indiscipline shall include:
 - i. Physical assault or threat to use physical force against any member of the teaching or non-teaching staff of JIPMER or any other persons within the campuses of JIPMER
 - ii. Carrying or use or threat of use of any weapon
 - iii. Ragging in any form (punishment will be awarded thereof as per JIPMER rules)
 - iv. Violation of the status, dignity, and honour of any student/resident/healthcare worker including students belonging to the Scheduled caste, Scheduled Tribes, and Other Backward Caste.
 - v. Sexual, mental, and physical harassment of anybody.
 - vi. Willful destruction of institutional property.
 - vii. Misuse of internet and social media through JIPMER internet / Wi-fi.
 - viii. Creating ill-will or intolerance on religious or communal grounds, causing disruption in any manner of the functioning of JIPMER.
 - ix. Smoking, consumption of alcohol or any other prohibited substance anywhere within the campus.
 - x. Cheating/stealing/burglary/arson/extortion or any other criminal activity
 - xi. Not abiding by institute rules, regulations, and orders
5. Without prejudice to the generality of his/her powers relating to the maintenance of discipline as may seem appropriate to him/her and taking such action in the interest of maintaining discipline as he/she may seem appropriate, the Director may in exercise of his/her powers, order any student or students to:
 - i. Be removed from the Rolls of JIPMER on the recommendation of the Committee to be constituted by him/her for that purpose.
 - ii. Be suspended, for a stated period after recording the reason thereof in writing.
 - iii. Be fined normally up to Rs. 1,000/- (Rupees One thousand only) or any other amount commensurate to his/her misdeed.
 - iv. Be debarred from taking any examination(s) including Exit examinations for one or more phases after providing him/her the opportunity of being heard.

- v. Withhold the result of the student(s) concerned in the Examination(s) in which he/she appeared, for a period not more than 3 months.
 - vi. Be prohibited from appearing or completing any examination by any unfair means such as copying, use of notes, mobile phones or any other electronic gadgets inside the examination halls.
6. I understand that in each academic year leave rules to be followed to be eligible to appear in the professional exam at the end of the course.
7. I understand that if my name is removed from the rolls of JIPMER owing to any disciplinary action against me, I shall be liable to pay the same penalty which is applicable for mid-stream departure.

I pledge,

- To abide by the honour code and to encourage my peers to uphold this honour code,
- To be courteous in my interactions with juniors, peers, staff, and faculty members
- To not indulge in any kind of academic misconduct such as malpractice in examinations, impersonation, plagiarism, etc.,
- To not indulge in any harassment of any form,
- To abide by the orders, rules, and regulations governing JIPMER and its campuses,
- To follow the Institute's dress code,
- To put my best efforts in academic activities, examinations, assignments, as well as work in the laboratory/hospital.
- To uphold the high standards of conduct in patient care and research.

Date:

Place: Puducherry – 605006

Signature:

Name (in CAPITAL letters):

Entrance Examination Roll No.:

Rank: