

जवाहरलालस्नातकोत्तरआयुर्विज्ञान  
शिक्षा एवं अनुसंधान संस्थान (जिपमेर)  
(स्वास्थ्य एवं परिवार कल्याण मंत्रालय,  
भारत सरकार के आधीन राष्ट्रीय महत्वका संस्थान)  
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Medical Education and Research (JIPMER)  
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No.Edu/MD/MS/Jul2022

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## ACADEMIC SECTION

### INFORMATION BROCHURE REGARDING ADMISSION PROCEDURE FOR MD/MS/MDS/Integrated 6-year M.Ch courses JULY 2022 SESSION - FIRST COUNSELLING

Congratulations on allotment of MD/MS/MDS/ Integrated 6-year M.Ch courses seat at JIPMER!  
Please download and read this document carefully.

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

17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup> and 20<sup>th</sup> August 2022 from 9 AM. Candidates should report before 10 AM.

**Admission Venue:** Exam Hall - 3, 4<sup>th</sup> Floor, JIPMER Academic Centre (JAC).

**IMPORTANT:** Vaccination certificate is MANDATORY - Candidates should have received both the vaccine doses against the corona virus as per the order of the Director of Health and Family Welfare Services, UT of Puducherry. This includes JIPMER Institute candidates.

#### **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.**

##### Tasks to be completed before reaching the admission venue:

1. Fill the e-form by clicking the link  
<https://www.digialm.com//EForms/configuredHtml/827/68596/application.html>  
(Note: Name should be filled as given in MBBS degree certificate)
2. Complete fee payment procedure through SBI Collect payment portal for JIPMER at  
<https://www.onlinesbi.com/sbicollect/icollecthome.htm?corpID=362853>.  
Choose *Academic fee – MCh DM MD MS PDF* option in the dropdown menu. Refer to the prospectus for correct split-up of fees (as given in page number 12 of prospectus B for JIPMER). Fee once paid will not be refunded under any circumstances. Bring hard copy of fee payment receipt on the day of reporting.

##### Forms to be printed, filled, and brought to the venue:

1. ID card form – all the fields should be filled and in block letters (Annexure 1)
2. Joining letter (Annexure 2)
3. Joining report format (Annexure 3)
4. Hostel application form (if applicable) (Annexure 4)
5. Photocopy of Aadhaar card and PAN card (original should be brought during admission for verification)

On the day of reporting:

The following steps should be completed in the given order.

**Day 1:**

1. Please produce a copy of vaccination certificate and enter the hall.
2. Please submit the print out of e-form to the admission team and be seated.
3. 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. List of certificates are mentioned in the prospectus B of JIPMER in pages 10 to 12.  
<http://docs.aiimsexams.edu.in/sites/INI-CET%20Prospectus%20Part%20B%20July%202022%20session%20JIPMER%20PUDUCHERRY%20Received%20on%2029.07.2022.pdf> These documents and photographs will be retained by the admission team. In addition, Aadhaar card and PAN card in original will be verified and returned to the candidate. The photocopies of the three documents will be retained.
4. After successful certificate verification, you will be given a form for Medical Examination by the team. Medical Board will be available at 2.15 PM on the Exam Hall No: 1, Third Floor (Room number 201), JIPMER Academic Centre (JAC) building. The duly signed Medical Examination report should be submitted to the admission team.

**Day 2:**

5. Submission of agreement document: A PDF version of the agreement will be sent to you on the registered email ID after submission of biodata form on day 1. You will have to purchase a minimum 10-rupees stamp paper at the District Registrar office on the next working day at Kamaraj Salai, Saram, Puducherry - 605 013, and the content emailed to you should be printed on the stamp paper. You will require the help of a notary public, some of whom are located near the Registrar office. Content of the agreement as given to you should not be modified under any circumstances. The signed document should be submitted to the team.
6. Biometric capture (fingerprint impression) will be obtained by Mr. Praburaj inside Academic section office. It takes about 2 minutes for biometric recording.
7. The following will be issued to you after completion of the above steps:
  - a. Bonafide certificate (certifying that the original documents are retained by the institute)
  - b. Admission order\*
8. Submit
  - a. Hostel application form (if needed).
  - b. ID card form. The form has a field for the residential address (in Puducherry). You may fill the field either after allotment of a hostel room or after renting an accommodation outside the campus and submit this form.

9. The filled-in joining letter and joining report forms should be submitted to the respective department office as soon as possible. The joining report will be returned by the department later, through proper channel.

**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-CET 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.

\*Subject to the result of facial 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 as mentioned in the INI-CET result notification.

Bonafide certificate will be issued to the candidates if certificates are retained.

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

## **Additional information:**

### Location of the admission venue:

Exam Hall – 3, 4<sup>th</sup> floor, 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).

### Allotment of hostel room:

Hostel room can be allotted to a candidate (option 1) only after issue of admission order. No accommodation will be provided to option 2 candidates.

**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

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

**FOR OFFICE USE**

ID Card Printed on

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Pay Roll

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Attendance Portal

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Annexure 2:

**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 MD/MS/MDS/ Integrated 6-year M.Ch course  
\_\_\_\_\_ in July 2022 session through INI-CET.

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:

(Name: \_\_\_\_\_)

Encl.: Photocopy of admission order

Annexure 3:

**Joining report**

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

From  
The Head of the department,  
Department of \_\_\_\_\_,  
JIPMER

To  
The Director,  
(Thro' proper channel)  
JIPMER

Sir/madam,

Sub.: Joining report of MD/MS/MDS/ Integrated 6-year M.Ch residents of July 2022 session.

Ref.:

The following candidate has joined MD/MS/MDS/ Integrated 6-year M.Ch course

\_\_\_\_\_ 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- CET Roll No.

Course: \_\_\_\_\_

\_\_\_\_\_