



ESIC MEDICAL COLLEGE & PGIMSR, KK NAGAR, CHENNAI
INSTRUCTIONS TO STUDENTS

I. STUDENT SHOULD BRING THE FOLLOWING:

- All the Original Certificates including allotment order kept in a good quality plastic folder to be handed over to college along with folder. Students are advised to take sufficient copies of their certificates for their future use. Certificates shall be returned only on fulfillment of bond conditions of ESIC.
- Rs.100 (Non-Judicial) Stamp Paper in the name of the candidate printed with the matter mentioned in the page 1 of annexure. (Soft copy in word format is available in website: www.esicmcpgimsrcennai.ac.in). Page 2 of annexure printed in green sheet will be provided by the institution. **All pages of Bond to be signed in front of college authorities.**
- Copies of Pan Card of surety and Address Proof (preferably Aadhar card) of bounden and surety signing the bond. Originals to be shown at the time of signing the bond.
- Hepatitis-B Vaccination Certificate. (format available in prospectus)
- Copies of the all the Original certificates including allotment order – 2 sets
- Student's passport size photograph – 6 copies
- CD containing soft copies (jpg format) of signature and photograph of student maximum size upto 20 KB

II. PROCEDURE TO FOLLOW:

1. To report at Conference Hall (3rd Floor) of Hospital Building at 9.00 A.M well before last date mentioned in allotment order/counseling schedule.
2. Collect the admission booklet from 'Reception' counter at conference hall.
3. Get your originals verified and hand over them to college at the 'Certificate Verification' desk.
4. If hostel accommodation is required, give requisition at the Hostel Allotment counter.
5. Submit original proof of payment of fee/deposit in respect of tuition fee, college security deposit and obtain receipt.
6. Submit the filled in admission booklet along with the prescribed annexures including filled in Rs.100 bond paper.
7. On completion of admission formalities obtain admission slip.
8. For students requiring Hostel: Enquire on allotment of Hostel at the designated counter. If allotted, obtain the allotment letter alongwith bank challan for payment of Hostel fee of Rs.1800 per annum and Hostel Deposit Rs.10,000. Submit the challan after payment of fee and deposit.
9. Medical examination date will be informed.

III. COLLEGE FEES PARTICULARS: (subject to revision as per ESIC directions)

- Tuition fee –Rs.24,000/- per annum for IP Quota Candidates. Rs.1,00,000/- per annum for All India and State Quota Candidates.
- College Security deposit (refundable) – Rs.5,000/- per annum
- Hostel fee – Rs. 1,800/- per annum, Hostel Security – Rs.10,000/-
- University fee – Actuals as per University to be paid as per university directions.
- Mess Charges – Actuals to be paid directly to the service provider.

Fees and deposits should be paid in Bank of India, K.K. Nagar, Branch using the institution Challan. Challan will be issued by the College at the time of admission process.

Candidates who seek admission under IP Quota should follow the instructions given from time to time by the ESIC Headquarters office, New Delhi in website www.esic.nic.in

DEAN.