

MUNICIPAL CORPORATION OF GREATER MUMBAI
Hinduhridaysamrat Balasaheb Thackeray Medical College, Juhu, Mumbai
APPLICATION FOR SUBMISSION OF ORIGINAL CERTIFICATES TO THE COLLEGE

To,
The Dean,
H.B.T. Medical College

Date: - ____ / ____ /2025

Mr./Ms. _____ All India Rank No. _____ NEET NO. _____
_____ Admitted Category _____ have been provisionally selected through NEET-2025 (M.B.B.S.) at
Hinduhridaysamrat Balasaheb Thackeray Medical College, Mumbai.

1) I am submitting my original documents with 3 set of self-attested Xerox copies to office, as under (Tick). also, I herewith submit scanned original documents in pen drive.

Sr. No.	<u>Original Documents with 3 set of attested Xerox copies</u>	Student Use (Tick)	Office Use
<u>(MANDATORY DOCUMENTS) FOR RESERVED AND UNRESERVED CATEGORY CANDIDATES</u>			
1	Nationality Certificate issued by District Magistrate/Addl. District Magistrate or Metropolitan Magistrate (Competent Authority for issue of such Certificate)/ valid Indian Passport/ School Leaving Certificate of HSC/12 th Std. indicating the nationality of the candidate as 'Indian' on it. Or If Leaving Certificate of HSC/12 th Std. not indicating the nationality of the candidate as 'Indian' on it so Provide District Magistrate letter indicating the nationality of the candidate.		
2	Domicile Certificate issued by District Magistrate/Metropolitan Magistrate/Addl. District Magistrate or Competent Authority for issue of such Certificate.		
3	S.S.C (or equivalent) passing certificate (for Date of Birth)		
4	H.S.C (or equivalent) examination Mark Sheet		
5	H.S.C Passing Certificate (mandatory for 12 th passed before academic year 2025) *		
6	Admit Card of NEET UG - 2025		
7	Copy of Online Application Form (Latest) filled on www.mahacet.org		
8	NEET UG - 2025 Mark sheet		
9	Selection/Allotment Letter from Competent Authority (DMER)/ (15% AIQ Prov. Allotment letter)		
10	Medical Fitness Certificate (As per DMER Format- Annexure 'H')		
11	College (12 th) Leaving/ Transfer Certificate		
12	Migration Certificate/Transference certificate (mandatory for 12 th passed from other than Maharashtra State board)		
13	Student Affidavit for Educational Gap (Affidavit from Students)		
14	Aadhar Card/ Ration Card/ Student PAN Card copy / Proof of Current Residential Address Electric bill.		
15	Student Report of Blood (Hemogram or C.B.C.)		
16	Student Election Card Copy (If not fill annexure 'C' attached)		
17	Demand Drafts		
18	Student Photograph in Soft Copy (less than 3 MB in Jpg Format)		
<u>MANDATORY DOCUMENTS FOR CONSTITUTIONAL RESERVED CATEGORY CANDIDATES</u>			
19	Caste Certificate issued by authority from within the State of Maharashtra		
20	Caste Validity Certificate (If your state does not issue CVC, you have to submit the letter from Competent Authority as per attached proforma)		

21	Non-Creamy Layer Certificate valid upto 31/03/2026 (For VJ, NT1, NT2, NT3, & OBC including SBC) Not required for SC and ST.		
22	Income Certificate for the year 2024-25 from competent authority (SC, ST, NT-1,2,3, VJ/OBC/SBC/SEBC & EWS category students should submit Tahsildar Income Certificate for FREESHIP/SCHOLARSHIP Purpose)		
<u>MANDATORY DOCUMENTS FOR PWD CATEGORY CANDIDATES</u>			
23	Disability Certificate of Authorized Medical Board as per <u>National Testing Agency MCC</u> . Any certificate issued by authorities other than Authorized Medical board is <u>NOT valid</u> .		
<u>MANDATORY DOCUMENTS FOR EWS CATEGORY CANDIDATES</u>			
24	Recent Eligibility Certificate for EWS category issued by Competent Authority as per State Government Format. Certificate in <u>Central Government format will not be accepted</u> .		
<u>MANDATORY DOCUMENTS FOR HILLY AREA CATEGORY CANDIDATES</u>			
25	<u>Domicile Certificate of the parent</u> stating that he/she is domicile in the village declared as a Hilly area specified in the Table for the respective Regions. The <u>candidate should pass SSC/HSC</u> (or equivalent) examination from School/Junior College situated in the hilly area of his/her parent's domicile or if not so, at the most, from a School/Junior College situated in the taluka of his/her parents' domicile.		
26	Proof showing that candidate has passed SSC/HSC from the same Tehsil/Taluka in the hilly area of his/her parents' domicile. i.e. SSC/HSC passing certificate of School leaving certificate.		
<u>MANDATORY DOCUMENTS FOR D-1 CATEGORY CANDIDATES</u>			
27	Certificate of parent form Zillah Sainik Board		
28	Domicile certificate of parent, it should be from within state of Maharashtra		
<u>MANDATORY DOCUMENTS FOR D-2 CATEGORY CANDIDATES</u>			
29	Certificate of parent from competent authority form Defence services stating that parent is serving as per Army/Navy/Air force act.		
30	Domicile certificate of parent, it should be from within state of Maharashtra		
<u>MANDATORY DOCUMENTS FOR D-3 CATEGORY CANDIDATES</u>			
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I have not submitted following documents: -

2) Please give me the acknowledgement for the same.

Sr. No.	DD No	Date	Rs	Bank Name & Branch
1				
2				
3				
4				
5				

Students have to submit Pen Drive containing scanned copies of all the Original Documents mentioned above including Demand Draft, Fitness, Student Photograph (JPG Format less than 3 MB), Hemogram & Voter ID form (Annex C) of MBBS Tuition Fees, in separate folder with student name. Each document should be labeled separately.

For e.g. Allotment Letter, Nationality certificate, 10th Passing, 12th Mark sheet etc. (Submit Each original scanned document should be 75 kb to 150 kb in PDF format in pen drive) as per MUHS, Nashik guidelines.

Yours faithfully,

Signature: _____

Mobile No.: _____

Res.Tel. No. _____

Scrutiny Committee Member

Name :- _____

Designation :- _____

Department :- _____

Signature :- _____

Date :- _____

MUNICIPAL CORPORATION OF GREATER MUMBAI
Hinduhridaysamrat Balasaheb Thackeray Medical College and
Dr. R.N. Cooper General Hospital, Juhu, Mumbai 400 056)
FEES FOR M.B.B.S. COURSE 2025 - 26

● FOLLOWING DD ACCEPTED AT THE TIME OF ADMISSION PROCESS					
Sr. No.	Type of fees	Open Category Fees in Rs.	Economically Weaker Section Fees in Rs.	Reserve Category, Maratha, Orphan students Fees in Rs.	Girls (income below than 8 Lac) students Fees in Rs.
A	College Fees D.D. in favour of " <u>BRIHANMUMBAI MUNICIPAL CORPORATION</u> " Payable at MUMBAI	161000/-	82450/-	8900/- (Only for Maharashtra Domicile Students)	
B	Admission Form Fee (Cash-Non-refundable)	Rs. 590/-			
● FOLLOWING DD ACCEPTED AT THE TIME OF CONFIRMATION OF ADMISSION (FILLING RETETNION FORM)					
C	(Gymkhana + MUHS) Fees D.D. must be in favour of " <u>Dean H.B.T Medical College</u> " Payable at Mumbai.	Rs.6100/-			
D	College Deposit D.D. must be in favour of " <u>BRIHANMUMBAI MUNICIPAL CORPORATION</u> " Payable at Mumbai.	Rs.4,000/-			
● FOLLOWING DD ACCPETED AT THE TIME OF ALLOTMENT OF HOSTEL.					
E	Hostel Deposit D.D. must be in favour of " <u>BRIHANMUMBAI MUNICIPAL CORPORATION</u> " Payable at Mumbai. (After confirmation of Hostel)	Rs.3000/-			
F	Hostel Fees for 6 months (Non-refundable) D.D. must be in favour of " <u>BRIHANMUMBAI MUNICIPAL CORPORATION</u> " Payable at Mumbai.	Rs.2120/-			
● FOLLOWING CASH ACCEPTED FOR CANCELLATION OF ADMISSION.					
G	Admission Cancellation Fee (Cash-Non-refundable)	Rs.1500/-			

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_____ Admitted Category _____ have been provisionally selected through NEET-2025 (M.B.B.S.) at
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2) Please give me the acknowledgement for the same.

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For e.g. Allotment Letter, Nationality certificate, 10th Passing, 12th Mark sheet etc. (Submit Each original scanned document should be 75 kb to 150 kb in PDF format in pen drive) as per MUHS, Nashik guidelines.

Yours faithfully,

Signature: _____

Mobile No.: _____

Res.Tel. No. _____

Scrutiny Committee Member

Name :- _____

Designation :- _____

Department :- _____

Signature :- _____

Date :- _____

UNDERTAKING

Name of the candidate: _____
(as per 12th Marksheet)

AIR/NEET Rank No.: _____ AIR/NEET Roll No.: _____ Category under which admitted: _____
NEET Marks: _____/720

To,
The Dean
Hinduhridaysamrat Balasaheb Thackeray Medical College
Juhu, Mumbai 400 056.

Subject: - M.B.B.S. admission at H. B. T. Medical College during the academic year 2025-26.

Sir/Madam,

I hereby agree to confirm the rules and regulations at present in force or hereafter be made for the administration of the College, I will do nothing unworthy of the student of the college either inside of outside or anything that will interfere its orderly working and I have carefully read and understood criteria for eligibility for University Examination i.e. I) 75% attendance in lectures and 80% attendance in non-lecture teaching programme. II) Minimum of 50% score in the internal assessment in theory and practical taken together.

I do hereby undertake to comply with the above-mentioned criteria and have noted that if I fail to full-fill the requirements as above, my form of application for admission to the University Examinations will not be accepted and I will not be sent up for the University Examinations. **I Will submit the service agreement and surety bond as per rule for admission year 2025-2026 within one month from the date of issuing the form.**

Subsequent to admission & payment of fees for First term, I have to pay fees and other dues every term per notification. I have noted that, I have to keep valid identity Card with me during college hours including examination time and should be produced whenever required by college authority.

I have noted that, I will not allow filling the University examination form if I fail to pay the fees as per notification. I undertake that, I will fill up B.C. freeship/scholarship form every year i.e., June/July or Immediately after result as the case may be. I have noted that I will be required to pay college tuition fees and other charges as per schedule with fine. I have noted that no individual Intimation/letter will be send in this regard.

I have kept sufficient number of certified copies of all original certificates for my use for 5 & ½ years, as original certificates are kept in the Nashik University office till completion of the Surety Bond.

The present fees are under revision and I have noted that I will have to pay the fees and other charges as per revised rate from the academic year 2025-2026 subsequent to revision.

I am completely aware that if I will cancel my admission after the Cut-off date, I have to pay the (10,00,000/-) entire course fees and the amount of security Deposit of Rs. 4000/- shall be forfeited by the corporation.

I am completely aware that after completion of MBBS Course I have to compulsory serve the Maharashtra Government for the period of one year. Further, candidate cannot go abroad up the Five years after completion of MBBS Course.

I am completely aware that after completion of MBBS Course I cannot break Bond by paying Rs. 10,00,000/-.

Signature of the Father,
Mother/Guardian & their name.

Signature of the Candidate:
Corresponding Address

Student Telephone No / Mobile No. :- _____

Students Email Address : - _____

Student Native Place address : - _____

Mother Email address & Phone/Mobile No.:- _____

Father Email address & Phone/Mobile No. :- _____

MUNICIPAL CORPORATION OF GREATER MUMBAI
H.B.T. MEDICAL COLLEGE, JUHU, VILEPARLE (WEST), MUMBAI-400056

UNDERTAKING

I agree, if I am admitted to the **M.B.B.S.** course at any Municipal Medical College, Mumbai. I will diligently prosecute and complete the said course at the said college and after completion of the said course I will serve the Brihan Mumbai Municipal Corporation or the Government in such grade or remuneration as may be prescribed for a minimum period of One years and I shall not go abroad within a period of 5 years from the date of completion of the said course.

PENALTY FOR LAPSE OF SEAT

Any candidate responsible for lapse of M.B.B.S. seat will have to pay a penalty of Rs.10,00,000/- (Rupees Ten Lakhs only). This penalty is applicable to all those candidates who do not join during last round or cancel seat after last round of admission. This penalty is also applicable to any candidate resigning a seat after cutoff date for M.B.B.S. course irrespective of admission quota of the candidate. MUMBAI

Parent Signature _____

Student Signature _____

Name _____

Address _____

DATE _____

HINDUHRIDAYSAMRAT BALASAHEB THACKERAYMEDICAL COLLEGE, JUHU,
VILEPARLE(WEST), MUMBAI 56

Shri/Miss. _____ is admitted provisionally at the Hinduhradaysamrat Balasaheb Thackeray Medical College on _____

He/she is therefore directed to pay the required fees in the office of the Dean, Hinduhradaysamrat Balasaheb Thackeray Medical College, Juhu, Vile Parle (West) Mumbai today.

Dean
H.B.T. Medical College &
DR. R. N. Cooper General Hospital

MUNICIPAL CORPORATION OF GREATER MUMBAI
H.B.T. MEDICAL COLLEGE, JUHU, VILEPARLE(WEST), MUMBAI-400056

Date: - _____

UNDERTAKING

(To be obtained at the beginning of each academic year by every student)

I, Shri/Smt. _____ and my son/ daughter Mr./Miss. _____ who has been provisionally admitted to **M.B.B.S.** course during the academic year **2025-26** have read the relevant instructions/ regulations against ragging as well as punishments and that if my ward has been found guilty, he/ she shall be proceeded for the same.

Due to any circumstances if my war absconds/leaves from the institute without written information to college authorities, I will not put blame on college authorities.

Signature of parent/guardian _____
Date: (Name _____)

Signature of Student _____
Date: (Name _____)

Dean
H. B. T. Medical College &
DR. R. N. Cooper General Hospital

STUDENT'S PROFILE

(KINDLY FILL THE FORM IN THE CAPITAL LETTERS ONLY)

QUOTA: STATE/ALL INDIA

Student
Photograph

SEX: Male/Female

DATE OF ADMISSION _____

AIR No. -----

SR.NO.	PARTICULARS	
1	Last Name	
2	First Name	
3	Middle Name	
4	Mother Name	
5	Name of the Student as per Last Qualifying Degree	
6	NAME IN MARATHI	
7	Date of Admission	
8	ROUND NO.	
9	Address For Correspondence*	
10	Email ID*	
11	Mobile	
12	Gender*	
13	Date of Birth *	
14	PLACE OF BIRTH	
15	Nationality*	
16	Country*	
17	Aadhaar Card Number	
18	Do You Have Voting Card?	
19	Voter ID*	
20	Physically Handicapped*	
21	Category of the Student	
22	Admitted under Category	
23	Domicile State	
24	Do You Have Caste Certificate?	
25	Do You Have Caste Validity Certificate?	

26	Do You Have NCL Certificate?	
27	Non-Creamy Layer Validity Date	
28	Type of Quota (All India/General/Reservation)	
29	Special Reservation (PWD/HILLY AREA/ DEFENCE)	
30	Other Reservation Details	
31	ALL INDIA RANK	
32	NEET Marks*	
33	NEET Percentile	
34	Name of HSC / CBSC / ICSE Board*	
35	HSC / CBSC / ICSE Board Registration No	
36	HSC College Name	
37	Month & Year of Passing	
38	Marks in English	
39	Marks in Physics	
40	Marks in Chem/Math/Comp. Sci. (BASLP)	
41	Marks in Biology / Maths (BP&O)	
42	Total Marks (Phy/Chem/Math/Bio)	
	Grand Total	
43	Percentage	
44	Student Blood Group	
45	SSC School Name	
46	SSC Month & Year of Passing	

HOSTEL FACILITIES FOR BOYS AND GIRLS

Due to change in admission rules number of students from outside Mumbai have increased, therefore, demand for Hostel Accommodation has also increased. In these circumstances it is not possible to consider all the requests for Hostel Accommodation/ The request will be considered on the basis of availability of the accommodation that too for 75% students (75 Boys & 75 Girls) only as per NMC norms. **On First come First Served Basis** Please contact Dr. Shivkumar Kolle (Warden Boys Hostel) Mob No.9028306005, Dr. Sarika Puri (Warden Girls Hostel) Mob. No. 9870774200 between **(09:00 Am to 04:00 PM)** for further details after giving retention.

INDEMNITY BOND AND UNDERTAKING

Students are requested to go through the instruction carefully before filling the **INDEMNITY BOND AND UNDERTAKING**. The students seeking the admission for the year 2025-2026, have to execute the Indemnity Bond & Undertaking on 100/- Rs stamp paper each and duly notarized. Students have to submit the indemnity Bond & Undertaking within one month after admission cutoff date.

IDENTITY CARD

Identity card will be issued only after completion of all admission formalities including submission of Service Agreement Bond and Surety Bond with all requisite documents.

SCHOLARSHIP/FREESHIP NOTICE

Only for Maharashtra Domicile Students

- **Applicants from Scheduled castes, Various Backward Classes, Economically Backward classes, Maratha, Orphan Students and all category girls Students (whose Family Income Below then 8 Lakhs) Who have secured and confirmed their final admissions can avail the benefit under State Government various Scholarship/ Freeship schemes etc. By applying online through state Government <https://mahadbt.maharashtra.gov.in/portal>.**
- **For availing the prescribed benefit of scholarship/Freeship schemes, etc. the candidate must fulfill the scheme eligibility and submit online application through MahaDBT portal within One month from the date of securing final admission in the college/institution.**

Website: www.hbtmc.edu.in

Contact No. 022 – 69425555,

UG Section Ext. No. 1162, 1159.

Cash Section Ext. No. 1173,1169.

MUNICIPAL CORPORATION OF GREATER MUMBAI
Hinduhridaysamrat Balasaheb Thackeray Medical College and
Dr. R.N. Cooper General Hospital, Juhu, Mumbai 400 056)

Date Of Admission _____

Admission Round _____

To,
Head Clerk (Cash)

Name of the candidate _____

AIR No. _____ Admitted Category _____

Sr.No.	Bank Name & Branch	DD No	Date	MICR Code	Rs.
1					
2					
3					
4					
5					
6					
7					

Original documents submitted.

Please collect required DD, admission form fees & give admission form.

Clerk
(Under Graduate)

Head Clerk
(Under Graduate)

Only For ALL INDIA Students

THE OFFICE NAME:

OUTWARD NO. & Date:

TO WHOME IT MAY CONCERN CERTIFICATE

This is to certify that, the Caste Certificate No. _____

Dated _____ issued to Mr./Miss. _____

By the Tahsildar/Magistrate/ _____ is Valid.

Further, it is stated that there is no provision of issuing separate Caste Validity Certificate

in _____ State.

Office Seal/Stamp

Signature of Tahsildar/Magistrate/Issuing Authority

ANNEXURE - “H”

Note:

A candidate must be medically fit to undergo the professional course applied for. The medical fitness must be certified by a Registered Medical Practitioner in the prescribed Proforma, as given below on a **Letterhead**.

CERTIFICATE OF MEDICAL FITNESS

This is to certify that I have conducted clinical examination of Dr.who is desirous of admission to Health Science Courses.

He/she has not given any personal history of any disease incapacitating him/her to undergo the professional course. Also, on clinical examination it has been found that he/she is medically fit to undergo the professional course.

- (1) Absence of any incapacitating and/or progressive systematic disease/disorder/condition,
- (2) Absence of any disability of upper limb/s,
- (3) Absence of any major visual/auditory disability,
- (4) Absence of psychosis/neurosis/mental retardation,
- (5) Ability to maintain erect posture,
- (6) Reasonable manual dexterity.

Though, following deviations have been revealed, in my opinion, these are not impediments to pursue a career as a medical/ Dental / Ayurved / Unani / Occupational Therapy / Physiotherapy / Audiology & Speech, Language Pathology / Prosthetics & Orthotics / BSc Nursing. (Strike, which is not applicable):

Address of the Registered Medical Practitioner	Signature
	Name
	Registration No.
	Seal of Registered Medical Practitioner
Date	

Annexure 'C'

पदवी, पदव्युत्तर पदवी प्रथम वर्ष अभ्यासक्रमास प्रवेश घेणाऱ्या सर्व मुला/मुलींकडून
प्रवेशाच्या वेळीच मतदार यादीमध्ये नाव नोंदणी करण्याच्या अनुषंगाने घ्यावयाचे
प्रमाणपत्र / हमीपत्र नमुना

हमीपत्र

मी, अभ्यासक्रम :

महाविद्यालयाचे नाव:

..... या महाविद्यालयात प्रथम वर्षात प्रवेश घेतला असून मी
दिनांक ०१/०१/..... रोजी १८ वर्षाचा /वर्षाची झालो / झाले आहे किंवा होणार
आहे. १८ वर्ष पूर्ण झाल्याबरोबर मी माझे नाव मतदार यादीत नोंदवुन घेणार आहे
अशी मी प्रतिज्ञा करतो/करते. यासाठी सोबत जोडलेला नमुना ६, ७ ८ व ८अ
व्यस्थितपणे भरलेला आहे.

स्वाक्षरी

नाव :