State Medical Faculty of West Bengal

14-C, Beliaghata Main Road, Kolkata–700 085
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No. 3961	- 4/F of 2025	28th January, 2026

NOTICE REGARDING PHYSICAL DOCUMENT VERFICATION AND SUBMISSION OF POST-REGISTRATION FORM & REGISTRATION FEES AFTER MOP-UP ADMISSION TO ALLIED & HEALTHCARE COURSE(S), 2025

This is to inform all the merit listed candidates admitted through Online Mop-up counselling that Physical Document Verification and submission of Post Registration Data Verification Form, along with Registration Fees (Rs. 800/- in cash) for admission in different Allied & Healthcare Course(s), conducted at Medical Colleges & Hospitals, Affiliated Govt. (non-MCH) Institutions, and, Affiliated Private Institutions, is to be held on and from **29th January, 2026 TO 30th January, 2026, STARTING FROM 10:30 AM, AT THE OFFICE OF THE STATE MEDICAL FACULTY OF WEST BENGAL, 14-C, Beliaghata Main Road, Kolkata-700085** .

[Note: The Post Registration Data Verification Form can be collected from the Applicant Login portal.]

PROCEDURE FOR PHYSICAL DOCUMENT VERIFICATION

Candidates will be called for Document Verification as per their Combined Rank (General) from the Merit List, according to the Document Verification Schedule attached with this Notice.

1. If a candidate or his/her authorised representative fails to respond immediately after the announcement of the Combined Rank / Application Number at the scheduled date and time of Document Verification, one-time opportunity will be given only during the ongoing verification schedule, i.e., before the closing time on the last day, 30th January, 2026. [**Strictly follow the Proforma of Authorization Letter**, as provided in the Information Bulletin of State Medical Faculty of West Bengal Entrance Examination, 2025, Page no. 17]

For the purpose of Document Verification, Merit Listed & Allotted candidates are advised to **bring the Original & Self Attested Xerox Copies** of the following documents invariably :-

 a. Admit Card (Madhyamik/Higher Secondary or Equivalent Examination) for verification of the age,
 b. Higher Secondary (10 + 2 or Equivalent Examination) Original Marksheet & Certificate,
 c. Original & Updated Category Certificate [if applicable],
    i) For OBC-A and OBC-B candidates from the presently existing classes in the State List of OBCs, any previously issued OBC certificates procured as per Memorandum No. 1204-SBCW/MR-67/10 dated 27.07.2015, issued by the BCW Department, shall be treated valid for the Financial Year 2025–26 only upon revalidation/ reissuance of the same after determining Non-Creamy Layer (NCL) status. Further, as per the instructions of the Backward Classes Welfare Department, Government of West Bengal, vide Memo No. 1597-BCW dated 01.08.2025 read with Memo No. 912/Secy/BCW dated 13.06.2025, such previously issued OBC certificates after such revalidation/reissuance along with OBC certificates issued afresh on or after 01.08.2025 will automatically be treated as valid document for the OBC (NCL) criteria. The Candidate(s), who is/are claiming OBC category should furnish a declaration in the non-judicial Stamp Paper as per vide proforma-e annexed herewith, without which no claim would be entertained. (Reference Notice No-2219 of F-4/2025 dated 16th September, 2025)
 d. Valid Disability Certificate in case of PH Candidates
 e. Allotment Letter (Two copies),
 f. Rank Card,
 g. Online application form,
 h. Online Post Registration Data Verification Form (Two copies)
 i. A Medical Certificate of fitness from a Registered Medical Practitioner,
 j. Character Certificate
 k. Two Copies Passport Size recent Colour Photo

Note : For Post Registration form submission bring Rs; 800/- in cash for Registration Fees

2. Those candidates, who are not in a position to appear for Document Verification in person, may send their authorised representative with a **Letter of Authority, Original & Self Attested Xerox Copies of ID proof, alongwith all documents and fees**, as in Serial No. (1) above.

    [**Strictly follow the Proforma of Authorization Letter**, as given in the Information Bulletin of State Medical Faculty of West Bengal Entrance Examination, 2025, Page no. 17]

3. **In the matter of allocation / admission of a candidate in a particular Course / Institute, the decision of the President, State Medical Faculty of West Bengal shall be final and binding on the candidate.**

4. **During the period of undergoing Allied & Healthcare Course, studying in any other course is not allowed.**

> **Reporting date at enrolled Colleges / Institutions with all required Admission document(s) is 2nd February, 2026.**

> **This is being reiterated that once admitted, there will be no allowance for changing the Course or Institution, as specified in the Information Bulletin for Admission to Allied & Healthcare Courses 2025. Non-Refundable Policy: All fees associated with the Online Mop-Up Counselling, i.e. Online Mop-Up Counselling Registration Fee of ₹200/- and Course Fee of ₹20,000/-, are STRICTLY NON-REFUNDABLE.**

> **Venue for Physical Document Verification for Admission to Allied & Healthcare Courses, 2025 :**
>
> **AT THE OFFICE OF THE**
> **STATE MEDICAL FACULTY OF WEST BENGAL,**
> **14-C, BELIAGHATA MAIN ROAD, KOLKATA -700085.**
> **10.30 AM onwards**

[Debnath Ghosh]
Secretary-in-charge, SMFWB

Enclosed: As above

SCHEDULE FOR PHYSICAL DOCUMENT VERIFICATION & POST REGISTRATION DATA VERIFICATION AFTER ON-LINE MOP-UP COUNSELLING, FOR ADMISSION TO ALLIED AND HEALTHCARE COURSES - 2025

		VENUE AT THE OFFICE OF STATE MEDICAL FACULTY OF WEST BENGAL, 14-C, BELIAGHATA MAIN ROAD, KOLKATA- 700085.			
		REPORTING TIME- 10.00 AM	**1.30 PM to 2.30 PM**	**REPORTING TIME- 2.00 PM**	
	1st DAY SCHEDULE ➡	**1st Half** 10.00 AM TO 1.30 PM	**TIFFIN BREAK**	**2nd Half** 2.30 PM TO 5.00 PM	**DV SCHEDULE**
1	**Date For 1st Day (29.01.2026) OFF-Line Document Verification & Post Registration Form Submission**	**All Merit listed Alloted Candidates, (Who have admitted through on-line Mop-up counselling) (Combind Rank 0001 to 4942) [For Mop-up Counseling Admitted Students Only]**		**All Merit listed Alloted Candidates, (Who have admitted through on-line Mop-up counselling) (Combind Rank 4943 to 10458) [For Mop-up Counseling Admitted Students Only]**	**29th January, 2026 [THURSDAY]**
	2nd DAY SCHEDULE ➡	**1st Half** 10.00 AM TO 2.00 PM		**2nd Half** 2.30 PM TO 5.00 PM	**DV SCHEDULE**
2	**Date For 2nd Day (30.01.2026) OFF-Line Document Verification & Post Registration Form Submission**	**All Merit listed Alloted Candidates, (Who have admitted through on-line Mop-up counselling) (Combind Rank 10459 to End) [For Mop-up Counseling Admitted Students Only]**		**All Merit listed Alloted Candidates, (Who have admitted through on-line Mop-up counselling) (Combind Rank Any missing Candidates) [For Mop-up Counseling Admitted Students Only]**	**30th January, 2026 [FRIDAY]**