

## Resident (JR/SR) Declaration Form (For AY \_\_\_\_\_)

Name of the College: \_\_\_\_\_

|                 |                |  |
|-----------------|----------------|--|
| Assessment date | __ / __ / ____ | <b>Remarks and Signature of Assessor</b> |
| Accepted        | Yes / No       |  |
| Assessor's name |                |  |

**Note:** It is the responsibility of the Dean to ensure that the submitted Declaration form is ONLY of a Resident Doctor who is working as a full-time employee has not appeared for assessment in any other college for any discipline and in any capacity during the stated academic year.

1. Name of Resident: \_\_\_\_\_

2. Age & Date of birth: \_\_\_\_\_ (Years) \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

3. Photo ID submitted: PAN Card/Aadhar Card/Voter ID/Passport copy

Number: \_\_\_\_\_

Issuing Authority: \_\_\_\_\_

**Note:**

- (i) Declaration forms without a valid government issued Photo ID will NOT be accepted.
- (ii) It is mandatory to produce Original certificates at the time of verification.
- (iii) Only certificates/documents/certified translations in the English language will be accepted.

Attach a recent passport size color photograph with signature and seal of the Principal / Dean across it

4. Present Designation: \_\_\_\_\_

a. Department: \_\_\_\_\_

b. College/Institute: \_\_\_\_\_

c. City / District: \_\_\_\_\_

d. Date of appearance in last MCI/NMC assessment:

i. UG / PG / Any other: \_\_\_\_\_

ii. Name of College: \_\_\_\_\_

iii. Whether appeared and accepted at the same College: Yes / No

iv. Whether appeared and accepted for the same designation: Yes / No

5. Campus/ Present Address of the Resident: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Permanent address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Resident

\_\_\_\_\_  
Signature & Seal of Dean

6. Copy of room allotment order or proof of permanent Residence attached: Yes / No  
 (Only copies of Passport/Aadhar card/Voter ID/Passport/Electricity bill/Landline Phone bill will be considered)

7. Contact details:

a.

b. Residence telephone with STD code: \_\_\_\_\_

c. Mobile Phone Number: \_\_\_\_\_

d. Email address: \_\_\_\_\_

8. Date of joining the present institution: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

9. Joining report verified / attached Yes / No

10. Educational Qualifications:

| Degree | Year | Name of College & University | Registration number with date of registration | Name of State Medical council |
|--------|------|------------------------------|---|-------------------------------|
| MBBS   |      |                              |   |                               |
| MD/MS  |      |                              |   |                               |
| DM/MCh |      |                              |   |                               |
| PhD    |      |                              |   |                               |

a. MD/MS subject: \_\_\_\_\_

b. DM/MCh subject: \_\_\_\_\_

c. PhD subject: \_\_\_\_\_

**Note:** For PG & Post PG qualifications, particulars of Registration of Additional Qualification certificates are to be furnished for them to be accepted. Strike out whichever section is not applicable.

11. Copies of educational qualifications:

a. Copies of MBBS & PG Degree certificates verified and attached: Yes / No

b. Copies of MBBS & PG Degree Registration verified and attached: Yes / No

12. Details of Teaching experience till date:

| Designation*      | Department | Institution | From     | To       | Total      |
|-------------------|------------|-------------|----------|----------|------------|
| Junior Resident 1 |            |             | __/__/__ | __/__/__ | __(y)__(m) |
| Junior Resident 2 |            |             | __/__/__ | __/__/__ | __(y)__(m) |
| Junior Resident 3 |            |             | __/__/__ | __/__/__ | __(y)__(m) |
| Senior Resident   |            |             | __/__/__ | __/__/__ | __(y)__(m) |
| Any other         |            |             | __/__/__ | __/__/__ | __(y)__(m) |

\* Write NA (Not Applicable) for the designations not held

13. PAN Card Number:

14. Aadhar card Number:

15. I have drawn total emoluments from this college in the current financial year as under:

| Month              | Amount Received | TDS |
|--------------------|-----------------|-----|
| 1. April _____     |                 |     |
| 2. May _____       |                 |     |
| 3. June _____      |                 |     |
| 4. July _____      |                 |     |
| 5. August _____    |                 |     |
| 6. September _____ |                 |     |
| 7. October _____   |                 |     |
| 8. November _____  |                 |     |
| 9. December _____  |                 |     |
| 10. January _____  |                 |     |
| 11. February _____ |                 |     |
| 12. March _____    |                 |     |

[Copy of PAN card & Form 16 (downloaded from TRACES) for FY 2019-20 (Assessment Year 2020-21)to be attached]

16. Number of Research articles in Indexed Journals:

- a. International Journals: \_\_\_\_\_
- b. National Journals: \_\_\_\_\_
- c. State / Institutional Journals: \_\_\_\_\_

## DECLARATION

1. I, Dr. \_\_\_\_\_ am working in the capacity of a Junior/Senior Resident in the Department of \_\_\_\_\_ at \_\_\_\_\_ Medical College and do hereby give an undertaking that I am employed as a full-time regular Resident and am staying in Room Number \_\_\_\_\_ in the Resident's Hostel in the college premises OR at (alternative address) \_\_\_\_\_.
2. I have not made myself available to any other Medical College/Institution in any discipline, in the capacity of a Resident, teaching staff, administrator or advisor in the current academic year for the purpose of NMC/MCI assessments.
3. I am not working in any other medical/dental college in or outside the State in any capacity: Regular/Contractual/Ad-hoc or Full time/Part time/Honorary.
4. I declare that I have provided all details with regard to my work and teaching experience and no information has been concealed by me.
5. I do solemnly declare that all the details/information furnished by me in this declaration form is absolutely true and correct, and all the documents/certificates that were made available by me for verification or have been submitted by me along with this declaration form are authentic. In the event of any information furnished or statement made in this declaration subsequently turning out to be false/incorrect or any document/s or certificate/s is/are found to be out of order, or it comes to light that there has been suppression of any material information, I understand and accept that it shall be considered as gross misconduct thereby rendering me liable to disciplinary and/or legal proceedings. It might also lead to suspension/cancellation of my Registration with the State Medical Council and/or removal of my name from the Indian Medical Register.

Date:

Place:

\_\_\_\_\_  
(Signature of the Resident)

## ENDORSEMENT

1. This endorsement is the certification that the undersigned has satisfied herself/himself about the correctness, authenticity and veracity of the content of this declaration form in its entirety and endorsed the above declaration as true and correct. **I have personally verified all the certificates/documents submitted by the Resident with the original certificates and documents that were submitted by her/him to the Institute and confirmed the same with the concerned Institute and have found them to be correct and authentic.**
2. I also confirm that Dr. \_\_\_\_\_ is working as a full time Regular Resident (ie. for 24 hours) and is not practicing or carrying out any other activity, and is staying in Room No. \_\_\_\_\_ of the Residents' Hostel in the college premises, since she/he has joined the Institute (If Staying in the College Hostel).
3. In the event of this declaration turning out to be false or incorrect or any part of this declaration subsequently turning out to be false or incorrect or it comes to light that there has been suppression of any material information, it is understood and accepted that the undersigned shall also be equally responsible besides the declarant herself/himself, for the misdeclaration or misstatement.

Date:

Place:

\_\_\_\_\_  
Signature (Head of Dept.)  
with official seal

\_\_\_\_\_  
Signature (Head of Institute)  
with official seal

**CHECKLIST**

| <b>SNo</b> | <b>Documents</b>  | <b>Submitted</b> |
|------------|---|------------------|
| 1.         | Recent Passport size photo of Employee, Signed by Dean/Principal of college         | Yes / No         |
| 2.         | Photo ID proof (Govt. Authority issued): Passport/PAN Card/Voter ID/Aadhar Card     | Yes / No         |
| 3.         | Certified copy of Appointment order of the present Institute.                       | Yes / No         |
| 4.         | Copy of Allotment Letter by Dean as proof of present residential address            | Yes/No           |
| 5.         | Permanent address proof: Passport/Aadhar/Voter Card/Electricity/Landline phone bill | Yes / No         |
| 6.         | Joining report at the present institute.  | Yes / No         |
| 7.         | Copies of MBBS, PG, PhD degrees (as applicable).                                    | Yes / No         |
| 8.         | Copies of MBBS, PG, PhD degree Registration Certificates (as applicable).           | Yes / No         |
| 9.         | Copy of PAN Card  | Yes / No         |
| 10.        | Form 16A (downloaded from TRACES) for FY 2019-20 (Assessment Year 2020-21)          | Yes / No         |
| 11.        | Copy of Aadhar Card   | Yes / No         |

\_\_\_\_\_  
Signature of Resident

Date:

\_\_\_\_\_  
Signature of the HoD.

Date:

\_\_\_\_\_  
Signature of Head of Institute

Date:

\_\_\_\_\_  
Signed & Verified (Assessor)

Date:

**NOTE**

- I) This Declaration Form will not be accepted and the Resident will not be considered as a Resident in case any of the documents listed above are not enclosed/attached with the Declaration Form.
- II) The Resident will not be considered if the original Appointment letter, Relieving order, Experience certificates, Government Photo ID, Degrees, Registration Certificates, PAN Card, Aadhar Card, MCI Smart ID Card and State Medical Council ID (if issued) are not produced for verification at the time of assessment.
- III) Residents must submit the revised Declaration form in this format only, Submissions in the old format will be rejected and Resident will not be considered.