

**Government of West Bengal**  
**Directorate of Medical Education**  
**Swasthya Bhavan, Salt Lake**  
**Block – GN, 29; Sector: V. Kolkata: 700091**

**Memo No: HFW-23099/206/2023/M/2012**

**Date: 31.07.2025**

**Notice cum information bulletin for NEET UG 2025 Counseling in West Bengal for Under Graduate Medical and Dental State Quota, Private College Management Quota and NRI Quota seats 2025.**

The candidates who have qualified through NEET UG 2025 conducted by National Testing Agency (NTA) and want to participate in the counseling in West Bengal Under Graduate Medical and Dental State Quota, Private College Management Quota and NRI Quota seats 2025, have to follow certain steps as listed below:-

**1. State Quota :** The qualified candidate through NEET UG 2025 who want to participate for WB State Quota UG seats must note that either the candidate or his/her parent/s must be domicile in the State of West Bengal. They have to download the domicile certificate proforma from counseling website <https://wbmcc.nic.in> and have to fill appropriate form and get it signed and stamped by the appropriate authority.

During document verification such certificate in original has to be produced by the candidate before the verifying authority of the college.

Only after successful verification of such certificate, the candidate shall be considered for Online Choice filling and Allotment for State Quota seat provided the other required documents (as discussed later in this Notice) are properly in place.

The types of domicile certificate proforma that are uploaded in the website <https://wbmcc.nic.in> are described herewith:-

**Proforma a1:** Residential/Domicile Certificate for candidates residing in the State of West Bengal continuously for at least last 10 years as on **31st December of 2024**. Candidate must have passed class 10 or equivalent and class 12 or equivalent from the State of West Bengal.

**Proforma a2:** Residential/Domicile Certificate for candidates residing in the State of West Bengal continuously for at least last 10 years as on **31st December of 2024** where the candidate has passed 10+2 Examination in the year 2025 from West Bengal.

**Proforma b:** Residential/Domicile Certificate for candidates **NOT** residing in the State of WB continuously for at least last 10 years as on **31.12.2024** [that is candidate have passed either class 10 or class 12 or both from outside West Bengal] but whose parent/s are permanent resident/s of West Bengal having their permanent home address within West Bengal and living continuously for at least last 10 years in West Bengal as on **31st December of 2024**.

**A valid Domicile Certificate as applicable** which is obtained from the West Bengal e-district portal (<https://www.wbepd.gov.in>) will also be accepted as the proof of domicile.

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**In case proforma b or e-district domicile of the parent is furnished, it is required to produce any two of the following original ID proof (Voter ID card, Aadhar Card, and Passport) of the concerned parent during the stage of document verification where the said ID cards show that the residential address is in West Bengal.**

**Who are authorized to sign the domicile certificate:-**

Proforma a1 or b must be signed and certified by any of the following competent authorities of State Govt. or Central Govt. having local jurisdiction of the place of permanent residence of the candidate or the parent as the case may be e.g.:-

1. District Magistrate, Additional District Magistrate, Deputy Magistrate, Deputy Collector, Sub Divisional Officer, Block Development Officer.
2. Superintendent of Police, Additional Superintendent of Police, Deputy Superintendent of Police, Sub Divisional Police Officer.
3. Commissioner, Additional Commissioner, Joint Commissioner, Deputy Commissioner and Assistant Commissioner of Police Commissionerate.
4. Judicial Magistrate of any rank or position in the concerned district or Metropolitan locality or Hon'ble High Court at Calcutta or Hon'ble Supreme Court of India.
5. Corporation area: Commissioner, Additional Commissioner, Joint Commissioner, Deputy Commissioner and Assistant Commissioner.
6. Assistant Secretary or above in the Secretariat of Govt. of West Bengal (including GTA) or Central Govt.
7. Deputy Director or above in the Directorate of Govt. of West Bengal or Central Govt.

Every official certifying the domicile status of candidate or parent must provide his/her FULL NAME, DESIGNATION, PLACE OF POSTING WITH ADDRESS, LANDLINE or MOBILE Number. He/she should also provide his/her identity card number if available.

**Certification from any other authority other than those enumerated above will not be accepted.**

**Domicile certificate issued by the people's representative like Councilor of Municipal Corporation/Municipality, Member of three tier panchayet system or GTA, Member of Legislative Assembly or Member of Parliament are not accepted.**

Proforma a2 must be signed and certified by the Head Master/Principal/Director/ Head of the Institution in the State of West Bengal from which the candidates have passed 10+2 Examination in the year 2025 .

**The candidate who is domicile to the West Bengal are eligible to participate in State Quota, Private College Management Quota seats in WB provided they are otherwise eligible for such seats as discussed later in this notice.**

**2. Management Quota** in the Private Medical / Dental Colleges in West Bengal in 2025 are also going to be filled up by online counseling which is to be conducted by WBMCC. The candidates qualified for NEET UG 2025 (UR/EWS cut off 50 percentile; UR PwD/EWS PwD cut off 45 percentile; SC/ST/OBC/OBC CATEGORY A/ OBC CATEGORY B/SC PwD/ST PwD/OBC PwD/OBC CATEGORY A PwD/OBC CATEGORY B PwD cut off 40 percentile) are eligible for management quota seats. **The candidates who are not domicile in the State of West Bengal (and not opting for NRI Quota) are eligible for Management Quota seats in Private Medical/Dental Colleges in West Bengal.** For admission in Management Quota

seats the domicile certificate is not required for the allotted candidate. However they are required to produce other essential original documents as discussed in the later part of the notice for verification before online choice filling and allotment and securing admission in the allotted seat. **It must be kept in mind by the candidates that allotment in the Management Quota is based purely on combined merit rank of NEET UG 2025 as there is no caste or PwD reservation in such seats.**

**3. NRI Quota** in the Private Medical colleges in West Bengal in 2025 are also going to be filled up by online counseling which is to be conducted by WBMCC. The candidate qualified for NEET UG 2025 (UR/EWS cut off 50 percentile; UR PwD/EWS PwD cut off 45 percentile; SC/ST/OBC/OBC CATEGORY A/OBC CATEGORY B/SC PwD/ST PwD/OBC PwD /OBC CATEGORY A PwD/OBC CATEGORY B PwD cut off 40 percentile) and fulfilled the criteria of eligibility of NRI Quota seats as per the directions/orders of the Hon'ble Supreme Court of India in the case WP (Civil) 689 of 2017 [Consortium of the Deemed Universities in Karnataka (CODEUNIK) and Anr vs. The Union of India and Ors dated 22.08.2017] and Principles set in Anshul Tomar (supra) case in West Bengal and other relevant orders are only be considered in NRI Quota seats. **The candidates who opt for NRI Quota cannot opt for State Quota/Management Quota.**

During Online Registration, an eligible and qualified candidate will be asked to state whether he/she belongs to NRI (Non Resident Indian) or PIO (People of Indian origin) or OCI (Overseas Citizen of India). If the candidate states in affirmative then he/she can apply for consideration for allotment in NRI quota seats only. The candidates who opt to change the status of Indian to NRI have to email to designated email ID of Medical Counseling Committee (MCC) of DGHS, Govt. of India within stipulated time to be considered for NRI quota seats (Notice published by MCC on 25.07.2025 bearing memo no U-11011/07/2025 -MEC). The candidates, who claim for NRI Quota seats under eligible NRI sponsorship, shall have to submit the required necessary documents as per the Notice published by MCC, New Delhi dated 21.07.2025.

They have to submit these documents directly at the time of admission at the allotted college level. **This admission process shall be conducted at the designated Centre for admission of a Govt. Medical College at Kolkata, under the strict supervision of the Nodal Officer of the concerned Govt. Medical College,** the details of such admission process shall be mentioned in a separate Notice in this Counseling website later on. However, in such case, **the verification of documents, allotment if any in the NRI Quota seats and subsequent admission shall be purely provisional as all the scanned copies of these documents will be sent to MCC, which will be sent to the concerned mission/embassy for verification as mentioned in the said notice dated 21.07.2025 by MCC, New Delhi.** So, if at any stage it is found that candidate has provided false/forged documents or have provided misinformation regarding NRI status of self/sponsor, then the candidature shall be summarily rejected.

Needless to mention that no pre-choice fill-up verification will be conducted for candidates, who opt for NRI Quota Seats, rather direct allotment will be done by the NIC Software after successful online registration, online fee payment and online choice fill-up and choice locking is done by the registered candidates and such allotted candidates have to verify their all original documents at the admission stage as mentioned in the previous paragraph.

It is very much pertinent mention that if during such physical document verification stage, insufficient/ inadequate/ invalid documents are found by the concerned college authorities, the candidature shall get cancelled immediately and such candidate will be out of the whole counseling process.

As per the directions of Hon'ble Supreme Court of India dated 03-02-2023 in WP Civil 891 of 2021, the OCI (Overseas Citizen of India) card holders may also apply for NRI Quota seats or else they may also apply as Indian candidate as per their sweet wish in the counseling process. However once registered for NRI quota seats they cannot claim back for State Quota/Management Quota seats or vice versa.

**4. Caste status of candidate:** -The candidates who had declared their status as UR/EWS/OBC while filling up form of NEET UG2025 but has valid caste certificate (OBC CATEGORY A/ OBC CATEGORY B) issued in the State of WB and valid NCL certificate issued on or after 01.04.2025 issued by appropriate authorities in favor of that caste status, can declare themselves as OBC CATEGORY A/ OBC CATEGORY B in WB. Reservation has to be based on the Notifications 917-BCW/MR-33/2025 dated 8th May 2025, notification nos. 1056-BCW/MR-33/2025 (Pt. I) and 1057-BCW/MR-38/2025 dated 27th May, 2025, notification nos. 1106-BCW/MR-38/2025 and 1107-BCW/MR-38/2025 dated 3rd June, 2025 and notification no. 112/Labr/112(73)/Emp, dated -13th June, 2025. If a candidate has SC/ST/OBC/EWS certificate is of other state, then he/she would be treated as Unreserved for state quota counseling and can participate for UR seats in state quota if achieved UR cut off 50 percentile in NEET UG2025. They can however participate also for management quota seats as per combined rank.

The candidate, who is domicile in the State of West Bengal, selects OBC CATEGORY A or OBC CATEGORY B during filling up of category in Online Application form in the dropdown button, then the candidate shall have to produce a valid certificate **ISSUED BY AUTHORITY IN WEST BENGAL ONLY at the Physical Document Verification venue (both in pre and post allotment verification process), otherwise the candidate is treated as Unreserved** for allotment of seats in State Quota Counseling provided the candidate has obtained 50 percentile marks (that is the cut off marks for UR (Unreserved) candidate in NEET UG 2025 exam) as mentioned above. The OBC CATEGORY A or OBC CATEGORY B candidates if belong to creamy layer, will not be considered as reserved category candidates. **If the OBC CATEGORY A or OBC CATEGORY B certificate is issued before 01.04.2025,** then the candidate has to provide the Non Creamy Layer (NCL) certificate issued by same authority who issued earlier caste certificate. WB Domicile OBC CATEGORY A or OBC CATEGORY B candidate, who belong to creamy layer or who do not provide proper NCL in support of being non creamy layer, shall be considered as Unreserved for allotment of seats in State Quota counseling provided the candidate has obtained 50th percentile marks [that is the cut off marks for UR (Unreserved) candidate in NEET UG 2025 exam]. **Hence the Non Creamy Layer certificate must be issued by the competent authority on or after 01.04.2025.**

If the candidate is not domicile to the State of West Bengal then he/she shall not be considered for State Quota seats irrespective of the caste status or PwD status. Such candidates are however eligible to fill up choice for Private college management quota seats.

Candidates who belong to Economically Weaker Section (EWS) of West Bengal (with or without PwD status) and are domicile to the State of West Bengal, shall be considered as reserved category candidate for West Bengal State Quota seats provided their EWS certificate is successfully verified at the time of document verification process before online choice filling and allotment, otherwise the candidate is treated as Unreserved for allotment of seats in State Quota Counseling provided the candidate has obtained 50 percentile marks [that is the cut off marks for UR (Unreserved) candidate in NEET UG 2025 exam]. Such certificate must be issued by the appropriate authority in appropriate format (as published in the WBMCC Counseling Website) on or after 01.04.2025 to be considered as valid document.

It is very much pertinent to mention here that Caste Certificates of the candidates will be verified by officers nominated by BCWD, Government of West Bengal both for pre-choice fill-up verification and also during post allotment admission process. This will abide by the final order/ Judgment passed by Hon'ble Supreme Court of India in Special Leave to Appeal (C)

**No(s). 17422/2025 [Arising out of impugned final judgment and order dated 17-06-2025 in CAN No. 1/2025 passed by the High Court at Calcutta].**

**5. PWD status:** The candidates who are eligible as per cut off limits of the 21 benchmark disabilities as envisaged under the Regulations of "The Rights of Persons with Disabilities Act 2016" will only be considered in PwD (Person with Disability). The detailed information and relevant notices are already uploaded in the website <https://wbmcc.nic.in> Such candidates have verified their PwD status from the Medical Board of IPGME&R Kolkata (Address-244, A.I.C Bose Road, Kolkata 700020) during the stipulated days. Verification is through the online link provided by the Medical Counseling Committee, DGHS, Govt. of India to the designated centers for issuance of PwD certificate. Certificate from any Institute other than the centers designated by MCC, New Delhi published in their official Notice cum Information bulletin, shall not be considered for eligibility as PwD candidate for WB NEET UG 2025 counseling.

**6. Mark sheet of 10+2 examination:-** In Physics, Chemistry and biology taken together in 10+2 Examination, UR/EWS candidates, UR-PwD/EWS-PwD category candidates, and SC/ST/OBC CATEGORY A/OBC CATEGORY B (with or without PwD status) candidates must obtained 50%, 40% and 40% marks respectively in order to be eligible for taking part in counseling. They must also pass Physics, Chemistry, Biology & English individually in 10 + 2 examination. This is an essential criterion to become eligible for counseling.

**7. Age:** - Age should be at least 17 years by 31.12.2025. Date of birth must be on or before 01.01.2009 to become eligible. This is an essential criterion to become eligible in counseling.

**8. Medical fitness certificate:** - The format is provided in the counseling website and candidate has to obtain fitness in the same format from Registered Medical Practitioner to become eligible for admission in the seat allotted through counseling. The medical fitness is an essential criterion.

After the above information is furnished by the candidate, if the candidate is eligible for fee payment then he/she will be directed to the online payment gateway where he/she can pay the NON REFUNDABLE counseling fee ONLINE only through credit card/debit card/net banking/UPI payment facilities. Online Counseling fees is Rs 2000/- for Unreserved candidates and Rs 1500/- for SC/ST/OBC/OBC CATEGORY A /OBC CATEGORY B/PwD/EWS candidates. Bank transaction cost if any is to be borne by the candidate concerned in addition. Payment receipt may be downloaded and printed from the candidate login.

If the payment is successful the candidate profile letter is generated which can be downloaded from candidate log in, where all the transaction details are there. It is hereby further mentioned that generation of candidate profile letter is mandatory for Physical Document verification of candidates, as the venue/date/time everything will be mentioned in that candidate profile letter only.

Candidates have to bring the hard copy of that candidate profile letter and payment receipt during Physical document verification otherwise no verification will be done.

Thus the following documents are required to be produced by the candidates in original with self-attested photocopy for Physical Document Verification at the allotted college [who qualified through NEET UG 2025 and successfully Registered, Paid online fee and successfully generated candidate profile letter receipt].

**For State Quota:**

a. Candidate Profile Letter and payment receipt generated online after successful payment.

- b. Domicile certificate (a1, a2, b) or having a valid domicile certificate from e-district website.
- c. Valid Voter card/Aadhar card/Passport of parent in case of domicile certificate of parent is given showing address as West Bengal (any 2 of the three ID cards as mentioned above).
- d. Caste Certificate as applicable (issued in the State of West Bengal).
- e. NEET UG 2025 admit card.
- f. NEET UG 2025 Rank card.
- g. PwD certificate issued/verified through online link provided by MCC, DGHS, Govt. of India from IPGMER Kolkata as applicable.
- h. Age Proof (age should be 17 years by 31.12.2025)
- i. Class 10+2 mark sheet for verification of marks
- j. Medical Certificate (from Registered Medical Practitioner)

**For Management Quota:**

- a. Candidate Profile Letter and payment receipt generated online after successful payment.
- b. NEET UG 2025 admit card.
- c. NEET UG 2025 Rank card.
- d. Age Proof (age should be 17 years by 31.12.2025).
- e. Class 10+2 mark sheet for verification of marks.
- f. Medical Certificate (from Registered Medical Practitioner).
- g. Caste certificate as applicable (required only for cut-off eligibility).
- h. PwD certificate issued/verified through online link provided by MCC, DGHS, Govt. of India from IPGMER Kolkata as applicable(required only for cut-off eligibility).

**For NRI Quota:**

Documents as mentioned in the Notice Published by MCC, New Delhi dated 21.07.2025 and 25.07.2025.

It is to be noted that the eligible and qualified candidates through NEET UG 2025 examination, who opt for NRI Candidature, can directly fill choice for NRI Quota seats as per the data entered during WBMCC online Registration process, can go for **online Choice filling** → **Choice locking** → **Seat allotment by the Software as per Inter se merit** → **Physical Document Verification at the Allotted College Level** → **Admission at the Allotted College Level**, as per schedule being provided in the website <https://wbmcc.nic.in>

For any kind of suppression of facts/ miss-information related to admission in MBBS/BDS courses in West Bengal through counseling 2025 for State Quota, Private College Management Quota or NRI Quota, or fabricated information furnished by candidate at any stage; will lead to cancellation of the candidature with immediate effect. Candidates are requested to visit the website <https://wbmcc.nic.in> frequently for updates and information.

• **The Online Registration and Online Application stage issues and outcomes of verification:-**

During the Online Registration and Online Application stage, the candidate shall be asked about his/her domicile status in WB. If not domicile then candidate can participate for Management Quota seats only. If the candidate is domicile then the type of form filled shall be enquired that is a1 or a2 or b form as per notification. This is subject to verification before online choice filling and allotment by the NIC software.

**If the candidate fails to provide valid or appropriate domicile certificate during verification, then the candidate shall be considered as non-domicile to the State of WB, then he/she can participate for Management Quota seats of Private Colleges in the same round if such candidate requests in pen and paper before the nodal officer of concerned verification center.**

Candidates who declared their status as OBC CATEGORY A/B during the online registration process in WBMCC portal, fails to provide valid documents in favor of his/her caste status (OBC CATEGORY A/B) the candidate shall be considered as un-reserved category from that round for entire counseling process, provided he/she is having the appropriate cut off as per the changed category status to remain eligible in counseling process.

If a candidate is domicile in WB but the SC/ST/OBC/EWS certificate is of other state, then he/she would be treated as Unreserved for state quota counseling and can participate for UR seats in state quota if achieved UR cut off 50 percentile in NEET UG 2025. They can however participate also for management quota seats as per combined rank in NEET UG 2025 exam. They can however participate in central institute if any, as caste candidate.

PwD candidates shall be asked if they have certificate from IPGMER Kolkata or any other centers as designated by MCC, New Delhi for PwD status as per 21 benchmark disabilities as per Disability Act of 2016 and if the answer is affirmative then he/she can participate for PwD seats counseling provided he/she is successfully verified by the college authority and also the domicile in WB. If he/she cannot provide appropriate PwD certificate issued by the IPGMER Kolkata Medical board or any other centers as designated by MCC, New Delhi, then shall be considered as non PwD candidate, provided the candidate still remains eligible after the changed status.

If a candidate cannot provide domicile/Caste/PwD appropriate certificate during verification and not want to participate as non-domicile/changed Caste status/changed PwD status as applicable, then he/she shall be rejected by the verifying authority. If the candidate after rejection wants to re-appear in next round of pre-choice fill-up verification afresh, then he/she has to request for the same in pen and paper before the nodal officer of the concerned verification center for initialization of candidature data so that he/she shall be able to participate in subsequent round only, by fresh online application and payment of counseling fees afresh.

Even after first round of Physical Document Verification before online choice fill up, during admission stage also there shall be another round of final document verification and if it is found that the candidate is not having appropriate Caste or PwD certificate as was stated during online Registration stage then the seat of that round shall be cancelled and the candidate can be considered as Unreserved or Non PwD case for subsequent round only provided the candidate still remains eligible with the changed status.

Needless to say, this facility is available only till 3rd round of the counseling and not in the stray vacancy round i.e. the last round of counseling.

The age must be at least 17 completed years by 31 Dec 2025. Else the candidature shall be cancelled. The cancellation by this criteria is irrevocable.

The candidate must obtain minimum qualification with pass marks in class XII Higher Secondary or equivalent examination as per his or her caste status in WB. Else the candidature shall be cancelled. The candidate has to pass in PCB and English separately with 50% marks in combination of PCB for UR/EWS candidates or 40% marks in combination of PCB for UR PwD/EWS PwD candidate or 40% marks in combination of PCB for SC/ST/OBC CATEGORY A/ OBC CATEGORY B/SC PwD/ST PwD/OBC CATEGORY A PwD/OBC CATEGORY B PwD candidates (caste certificate must be issued in WB).

The eligibility cut off for NRI quota seats and Management quota seats shall be 50 percentile for UR/EWS candidates or 45 percentile for UR PwD/EWS PwD candidate or 40 percentile for SC/ST/OBC

candidates with or without PwD status. For such quota seats domicile certificate is not required but age and class XII exam result criteria is applicable.

**A Candidate opting for NRI quota seats cannot opt for State Quota or Management quota seats. Similarly, successfully verified candidate opting for State quota/Management quota seats cannot opt for NRI quota.**

**:: Fee payment shall be one time for a particular candidate except for the following conditions:-**

- 1. Candidate wants initialization as discussed earlier.**
- 2. If candidate fails to appear in the physical document verification process and wants to appear for the physical document verification in subsequent round**
- 3. If the candidate remains non-reported in the Round 2 after allotment and wants to participate in Round 3 for fresh choice filling**

**:: Further points to remember:**

→ The candidate who does not register and fill choice in round 1 and save and lock such choice (or system auto locks the choice after the choice locking period is just over)—shall not be considered for allotment in Round 1.

→ The non-allotted candidate in Round 1; or the candidate who was allotted and admitted in round 1 and submitted willingness for participation in round 2; or the allotted but not reported candidate in Round 1; newly registered candidate in round 2 can fill choice afresh for round 2 allotment.

→ The candidates who are not registered, the candidates who did not appear/failed during the document verification and became not eligible for subsequent round, the candidate who did not opt for subsequent round, the candidate who do not fill fresh choice in subsequent round or the candidate who surrendered seat after getting admission in earlier round –are not considered for allotment in Round 2.

→ **Candidates cancelled due to want of essential documents or candidates who surrendered after admission or the candidates found to submit mis-information/falsification/fabrication of documents—shall be out of further counseling process.**

→ Candidates are advised to contact the authorities of the concerned Private Medical/Dental College for details of fee and mode of payment before filling of choice/s for the Private Medical/Dental College as after allotment in a Private Medical/Dental College in a particular round **The WBMCC shall not be held responsible for fee related issues of Private Medical/Dental Colleges.**

→ If the candidate fails to get admitted in the allotted seat after completing all necessary formalities within that round, the candidate shall be called as non-reported candidate and such seat gets vacant for such round.

→ The non-reported candidate in Round 1 allotted seat, is allowed to appear in Round 2 without fresh registration and without payment of counseling fees for choice filling.

The non-reported candidate in Round 2 allotted seat, is allowed to appear in Round 3 without fresh registration but after payment of the counseling fees once again for choice filling.

The non-reported candidate of Round 3 allotted seat is not allowed any further in the counseling process.

→ **The seat surrender of the admitted candidate during the process of Round 1 admission is allowed without any penalty money. The seat surrender of the admitted candidate during the process of**



Round 2 admission is allowed but with forfeiture of admission fees. Such candidate must apply in person before the admitted college for seat surrender and must receive the server generated Seat surrender letter. Otherwise the name of such candidate shall continue to appear in the admitted candidate list of the said college. Such candidate is however not allowed any further in the counseling process. The seat surrender is not allowed from Round 3 counseling any further till the counseling process is over. The seat surrender with payment of bond penalty is possible only after the counseling of all rounds is over for the session 2025 -26.

The counseling steps in nutshell:-

A.) Round 1 counseling: -

- It may be mentioned here that individual eligible and NEET UG 2025 qualified candidate can do Online Registration→Online Fee Payment→Candidate Profile letter generation→Physical document verification(pre choice fill-up stage) at College level as per the date and time slot designated by NIC software in the candidate profile letter(except for NRI category candidates as mentioned in detail in page no 3, point no 3 of this notice)→Choice filling→Choice locking→Seat allotment by the Software as per Inter se merit→Another Round of Physical Document Verification at the Allotted College Level→Admission at the Allotted College Level, during Round 1 of the Counseling.
- It is hereby further mentioned that after the choices are placed and saved, the choices shall have to be locked by the candidates as **only the locked choices for that particular round shall be processed for seat allotment as per inter-se-merit of the candidates.**
- After generation of **Candidate Profile letter** candidates can view the name of their Colleges along with the date and time slot for **Physical document verification**. They need to **attend the physical document verification physically and mandatorily** at designated date and time slot and designated College or (except for NRI category candidates as mentioned in detail in page no 3, point no 3 of this notice) with original credentials and one set self attested photocopy of documents for document verification.
- Any candidate if fails to attend the pre choice fill-up physical document verification which is mandatory for all registered candidates (except for NRI category candidates as mentioned in detail in page no 3, point no 3 of this notice), will not be allowed to participate in the counseling process for the current round as well as subsequent round(s) unless they make the fee payment again and generate the candidate profile for the next round of counseling.
- After successful verification, the candidate shall be handed over server generated **successfully verified and accepted certificate**. Candidate must be vigilant to obtain the server generated verified certificate from the designated verification venue else no claim shall be entertained later on. The verification certificate shall also be available in



the candidate login once verified. **Provisional list** of successfully verified candidates will be published. **Only the candidates included in such list shall be able to fill up choice/s for such round(except for the NRI category candidates as mentioned in detail in page no 3, point no 3 of this notice).**

- Now after the inclusion in the Verified list, if the candidate gets allotment in a particular Medical College/Hospital, there shall be another round of Final Physical Document Verification of the allotted candidate in that allotted College/Hospital for all category of candidates. During such if the admitting authority does not find adequate document in favor of Caste and Or PWD Status, the following situation/s might arise:
  - a. Candidate gets un-reserved seat if otherwise eligible as per cut off, then he or she will get admitted in that round as well and shall also be eligible for participation in Round 2 and subsequent round as un-reserved candidate.
  - b. Candidate gets reserved/PWD seat but could not produce required document in favor of that during such second phase of verification at the allotted college level, so the verifying authority will convert the category to un-reserved/Non-PWD as the case may be, and the allotted seat will be cancelled for that round and candidate shall be made eligible as per the changed category status in the subsequent round/s as unreserved/ Non-PWD candidate provided He or She still remains eligible for counseling with changed candidature status.
- **Once successfully verified such candidate has to get admitted in the college and college authority shall hand over the system generated admission letter to the admitted candidate. During admission the candidate has to submit the original documents in the college and obtain the receipt for the submitted original documents.**
- During the admission process of round 1, the allotted candidate shall be asked to provide **willingness for participation in subsequent round at the allotted college.** If the willingness is affirmative, then only the candidate remains eligible to participate in round 2. **The candidate, who provides willingness for subsequent round, shall be allowed to deposit the admission fee only to the college authority at the time of admission.**
- **The Registered candidate who has not been allotted in Round 1/ not provided choice in Round 1/ not reported in Round 1 allotted college/ cancelled during document verification at the allotted college but still remained eligible with the changed status/ allotted and admitted in Round 1 and provided willingness for subsequent round are allowed to participate in Round 2 along with provision of fresh registration for NEET UG 2025 qualified and eligible candidates who have not registered in earlier round.**
- There shall be provision for fresh **Registration→Fee Payment→ Candidate Profile letter generation →Physical document verification at College level (except for the NRI category candidates as mentioned in detail in page no 3, point no 3 of this notice) as designated by NIC software→Choice filling (after successful verification)→Choice locking→during Round 2 for the NEET UG 2025 qualified eligible candidates, who have not done so due to any cause during the round 1 counseling.**
- The candidates who have not qualified in NEET UG 2025 as per the cut off marks are **not allowed** in counseling process. If cut off is subsequently reduced then only such candidates shall be allowed for counseling as per revised cut off provided by NTA/Govt of India.



### B.) Round 2 counseling:-

- Already verified candidate in Round 1 who have filled up choice in round 1 and were allotted and admitted in Round 1 and **provided willingness for participation in Round 2 are allowed** to participate in round 2.
- Already verified candidate in Round 1 who filled up choice in Round 1 but were **not allotted** in Round 1 due to inter se merit position are **allowed** to participate in Round 2.
- Candidate who was NEET UG 2025 qualified and successfully verified and accepted in Round 1 but **failed to provide choice** during Round 1 are **allowed** to participate in Round 2.
- The candidates, who were allotted in Round 1 but were **not reported in the allotted institute** for admission, are allowed to participate in round 2 without fee payment.
- The opportunity for Fresh Registration, Fee payment, Candidate Profile letter generation, Physical document verification for eligible and qualified NEET UG 2025 candidates who have not done it during Round 1 counseling due to any cause, shall be again **allowed** during round 2 counseling.
- The candidates, whose **allotted seats were cancelled in Round 1 due to inadequate documentation but still remained eligible for subsequent round** with changed candidature, are directly allowed to fill choice in subsequent round.
- The candidates who **did not appear in the physical document verification process** in earlier round(s) may **make the fee payment again and download the Candidate profile letter** to appear for the physical document verification. Such candidates, if verified successfully and accepted during the verification, will be allowed to participate in the current round of counseling.
- **Non verified candidate** till Round 2 or, candidate who **has not filled up choice in Round 2 is not allowed** in Round 2 counseling.
- Candidate who have got admission in Round 1 and **not provided willingness** to participate in Round 2 during the admission process at the allotted institute, are **not allowed** in Round 2 counseling.
- The candidates who have **surrendered seats after admission in Round 1 or Round 2 are not allowed** to participate in any further round of counseling. **They are out of the counseling process.**
- The **willingness for participation in subsequent round** shall also be available during round 2 admissions.

### C.) Round 3 Counseling:-

- The opportunity for **Fresh Registration**→**Fee Payment**→**Candidate Profile letter generation** →**Physical document verification at College level (except for the NRI category candidates as mentioned in detail in page no 3, point no 3 of this notice) as designated by NIC software**→**Choice filling(after successful verification)**→**Choice locking, who have not**

done it during round 1 and round 2 counseling due to any cause, shall be again allowed during Round 3 counseling.

- The successfully verified candidates, who remain **not allotted** till round 2, are **allowed** to participate in Round 3 straight away by fresh choice filing; they **do not need to pay the counseling fee again**.
- Already successfully verified candidate in Round 1 or Round 2 who **failed to provide choice** during the round/s are **allowed** to participate in Round 3, they **do not need to pay the counseling fee again**.
- The candidates who **did not appear in the physical document verification process** in earlier round(s) may **make the fee payment again and download the candidate profile letter** to appear for the physical document verification. Such candidates, if verified successfully and accepted during the verification, will be allowed to participate in the current round of counseling.
- The candidates, whose allotted seats were **cancelled in Round 2 due to inadequate documentation but still remained eligible for subsequent round** with changed candidature, are **allowed** in Round 3 counseling for fresh choice filling.
- Already verified candidate in Round 2 who have filled up choice in Round 2 and were allotted and admitted in Round 2 and **provided willingness for participation** in Round 3 of counseling are **allowed** to participate in Round 3 of counseling.
- The candidates who remain **not reported** in the allotted college during Round 2 counseling are **allowed** to participate in Round 3 counseling **after payment of counseling fee once again**.
- During the Physical document verification process if a candidate fails in document verification and wants to initialize their application, then such can be allowed in Round 1 or Round 2 or Round 3.
- Registered candidate who have not filled up choice in Round 3 are **not allowed** in Round 3 counseling.
- The candidates, who remain **admitted in Round 3** counseling, are **not allowed** any further for participation in further round of counseling. They are **not allowed to surrender their seats** during the counseling process as stated earlier.
- The candidate who remains **not reported in Round 3 after allotment** are not allowed any further in counseling process and they are out of the counseling process.
- No option for choice up gradation is allowed in this round.

D.) Online Stray Vacancy Round counseling:-

- The opportunity for **Fresh Registration(both for new coming candidates and initialized candidates in the previous round who still otherwise remain eligible)** is allowed during this Round of counseling or due to lowering of cutoff by NTA/Govt. of India new sets of candidates become freshly eligible (if any).

- Registered but **non-allotted** candidates till Round 3 are directly allowed to participate in this round; they do not need to pay the counseling fee again.
- The candidates who remain **not reported** during Online Stray Vacancy Round counseling are out of the Counseling process.
- Candidates who have **admitted/joined the allotted seat in Online Stray Vacancy Round** are **not allowed to surrender their seats** during the counseling process as stated earlier. They are not allowed to appear in the counseling process any further.
- No option for choice up gradation is allowed in this round.

#### Online Counseling (steps details):-

##### Step1 (Online Registration & Application & Fee Payment):-

- There will be provision of Online Registration and Online Application for participation in NEET UG Counseling 2025 in West Bengal State Quota, Management Quota, NRI/OCI/PIO Quota seats. Candidates qualified through NEET UG 2025 conducted by NTA and eligible to participate in West Bengal State quota/ Private management quota Or NRI/OCI/PIO Quota (as applicable)online counseling for NEET UG 2025 , are hereby requested to apply through online link in the website <https://wbmcc.nic.in> strictly within scheduled time.
- The qualified and eligible candidate through NEET UG 2025 will put his/her Roll No, Application No, Name, Mothers Name, Date of birth in the New Registration click button in the on-line counseling system. **If the record matches with the result handed over to the State by NTA through Ministry of Health and Family Welfare, Govt. of India, New Delhi, then the Candidate can proceed for registration.** Once successful registration is completed the candidate can now complete the application process followed by payment of fee online. During the process, if by mistake candidate fills up any wrong information there is also provision for editing the registration details using the **"Registration Unlocking"** button till the payment is done. **Once the payment is done, no unlocking of registration details is allowed.**
- It is hereby further mentioned that there is provision of only stating either a. **Open category** or b. **OBC CATEGORY A/ OBC CATEGORY B** category status afresh during the registration process of WB NEET UG Medical/Dental Counseling 2025. The **SC/ST/EWS/PWD** status declaration afresh is **not allowed** in WB NEET UG Counseling 2025. Candidates who belong to SC, ST, OBC, EWS categories will be required to answer the question whether their caste certificates are issued/validated by authority in West Bengal. If not, they will be considered as Unreserved during seat allotment process of online counseling except for the central institutes if any in West Bengal. The OBC Candidates whose certificates are issued in West Bengal will be required to select sub caste as OBC CATEGORY A or OBC CATEGORY B as the case may be. Once selected the caste specific answers by candidates if there is any mistake done by candidate he/she can reset the application data in the **"Reset Application for Modification"** option button before final submission also. For claiming seats under OBC, OBC-A and OBC — B, the candidate has to submit non-creamy layer Certificate issued on/after **01.04.2025** by the same authority who issued OBC/OBC-A/OBC-B certificate, unless the OBC/OBC CATEGORY A/OBC CATEGORY B certificate has been issued on/after **01.04.2025**; otherwise he/she will not be considered as under OBC/OBC CATEGORY A/OBC CATEGORY B category for seat allotment.
- It may so happen that due to internet server error during the payment process, the candidate fails to pay successfully and thus fails to generate transaction ID and or candidate profile letter

slip. The candidate is advised to be cautious and must check with his/her bank account before attempting to pay again since the **payment once made for counseling process of NEET UG 2025 is non-refundable.**

- The candidates who have not paid for counseling process successfully are not able to participate in counseling process. However if a candidate fails to pay successfully in Round 1 counseling gets further chance before Round 2 or Round 3 or Online Stray vacancy round of counseling. **Such candidate must however keep in mind that he/she is eligible for allotment of only such seats that are available during that particular round.**

**Step 2 (Pre Choice fill-up stage of Physical Document Verification of the successfully paid candidates):-**

- After generation of candidate profile letter, candidates can view the name of document verification venue along with the date and time slot for Physical document verification. They need to attend physically at designated date and time slot and designated College or **(except for the NRI category candidates as mentioned in detail in page no 3, point no 3 of this notice)** with original credentials and one set self-attested photocopy of documents for document verification.
- **After successful verification, the candidate shall be handed over server generated verified certificate.**

**Step 3 (Choice filling and Choice locking of the successfully verified candidates):-**

- The already Registered and Successfully Verified candidates from the published list have to click the **Candidate Registration and Login** button in the website, put the Roll no and Password to log in.
- After such step the candidate shall be able to see the available choices and fill the choices one by one in the choice basket. The NRI candidates cannot see State Quota or Management Quota Choices and vice versa. The candidates, who are non-domicile to West Bengal and are belonging to Private management only, can see the Private management seats and cannot see the NRI or State Quota seats for obvious reasons.
- The following options are provided in the choice filling link, like choice up and down, single deletion, choice interchange, choice move, multiple deletions etc. The candidate can fill all the viewed choices as per eligibility however the choices shall be processed only as per seat matrix for that round and seat conversion policy of the particular round. **The candidates are requested to arrange choice as per willingness as choice processing shall be done by the computer system from the first choice downwards at his/her inter se merit rank.**
- The candidates must save the choices as choices not saved shall not be available for consideration of allotment. After the choice arrangement is done the final step is to lock the choices after providing the password. Once the choices are locked they cannot be changed and no application shall be entertained in this regard. **Only the locked choices shall be processed for allotment.** If the candidate fails to lock the choices but is able to save them then the choices provided and saved shall be auto locked after the choice locking period is over by the system.

**Step 4 (publication of processed Result of allotment based on eligibility of candidates):-**

- The allotment shall be based on inter se merit of the candidates as per provided caste, PwD status, category (open/private management only/NRI) and shall be purely provisional.

- The allotted candidate has to pass another round of physical document verification process at the allotted college within stipulated time by providing the original documents and requisite college fee for securing the admission.
- The candidate who fail in the document verification process due to lack of essential documents at the allotted college and thereby become non eligible for further rounds shall be out of the counseling process.
- The candidate who does not appear for document verification (physical reporting) at the allotted college with requisite original documents and college fee within stipulated time shall be termed as **non-reported candidate**.

**Conversion Rule available for vacant seats in Round 3:-**

UR PwD → UR; EWS PwD → EWS; SC PwD → SC; ST PwD → ST  
 OBC CATEGORY A PwD → OBC CATEGORY A; OBC CATEGORY B PwD → OBC CATEGORY B; OBC CATEGORY PwD → OBC CATEGORY  
 SC ← → ST and vice versa  
 OBC CATEGORY A ← → OBC CATEGORY B and vice versa  
 EWS → UR

**No conversion of SC/ST seat to UR and no conversion of OBC CATEGORY A/ OBC CATEGORY B seats to UR are possible without the permission of the Backward Class Welfare Department (BCWD), Govt. of WB.**

**NRI quota seats if vacant and no suitable candidate if available in the Online Stray Round that can be converted to Management quota seats by the concerned college authorities only after official letter is sent by the concerned college authorities and permission is attained by the Chairman, WBMCC.**

**Information regarding donor seats:-**

There are certain donor/trust quota seats e.g. Madan Puraskar Guthi from Nepal (for 1 seat each in MCH Kolkata and RGKar MCH Kolkata); Sura Shamsheer Jung Bahadur Rana from Nepal (for 1 seat in RGKar MCH); MC Law-Pratima Devi Law-MN De legal heir (for total 4 seats in CNMC Kolkata) and Subarna Banik Samaj (B C Dey & B Dutta trust) [for 4 seats in R G Kar Kolkata] in Govt. Medical Colleges in WB for 2025 -26 session. The recommendations are received from such trust/donor as per their policy regarding the NEET UG 2025 qualified candidates for admission provided the essential documents as discussed above are in proper place. **These seats are beyond the online counseling purview of WBMCC.**

**Information regarding central pool seats:-**

There are certain central pool seats in few Govt. Medical and Dental Colleges in WB like 3 seats in BMC Burdwan, 3 seats in BSMC Bankura, 4 seats in NBMC Darjeeling and 4 seats in Dr R Ahmed Dental College and Hospital. The recommendations are received from Govt. of India from NEET UG 2025 qualified candidates belonging to families of terrorist attack victims/war victims/ State or UT where there is no Medical or Dental college at present etc. The candidates have to provide the essential documents as discussed above for admission. **These seats are beyond the online counseling purview of WBMCC.**

**All candidates have to sign the following undertaking beforehand and have to provide during admission process that:-**

" I ....., NEET UG 2025 Roll No....., NEET UG 2025 rank ....., solemnly undertake that the information provided during enrollment process are true to the best of my knowledge. I understand that if it is found that I have deliberately tried to provide mis-information or falsification or fabrication of documents or obtained unfair means then my candidature shall be cancelled at once and I shall not be allowed to participate further in counseling process of WB UG 2025."

Details of admission procedure and further rounds of the counseling schedule shall be informed in the counseling website <https://wbmcc.nic.in> in due course. The candidates are requested to frequently visit the said website for further information because no individual communication in this regard can be provided.

*Indrani Saha 21/3/24*

**Director of Medical Education  
And Chairman of West Bengal Medical Counseling Committee  
Govt. of West Bengal**

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