

NAME OF THE COLLEGE :

Date of Assessment		Remarks
Accepted? (YES/NO)		
Name of the Assessor		
Signature of Assessor		

## DECLARATION FORM : 2018-19 - FACULTY

(Note : It is responsibility of Dean, HOD & faculty to submit only the declaration form of faculty who has not appeared for assessment in any other college during the academic year and working as full time)

1.(a) Name.....

1.(b) Date of Birth & Age .....

1.(c) Submit Photo ID proof issued by Govt. Authorities :

**Photo ID submitted :**

**Passport copy / PAN Card / Voter ID / Aadhar Card**

Number ..... Issued by .....

RECENT  
PHOTOGRAPH TO  
BE  
COUNTERSIGNED  
BY THE  
DEAN/PRINCIPAL

**Note: 1) Without Photo ID, Declaration form will be rejected and will not be considered as teaching faculty. 2) Original Certificates are mandatory for verification. All Certificates/Documents/Certified Translations, must be in English**

1.(d) i. Present Designation:\_\_\_\_\_

1.(d)(i)a Certified copies of present appointment order at present institute attached.

1.(d)ii. Department: \_\_\_\_\_

1.(d) iii. College: \_\_\_\_\_

1.(d)iv. City:\_\_\_\_\_

1.(d) v. Nature of appointment: (a) Regular / Contractual /Adhoc\_\_\_\_\_

(b) Full time /Part time /Honorary\_\_\_\_\_

(c) With or Without Private Practice\_\_\_\_\_

1.(d)vi. Date of appearance in Last MCI – UG/PG/Any Other Assessment \_\_\_\_\_in which college\_\_\_\_\_

1.(d)vii Whether appeared and accepted in Last MCI – UG/PG Assessment in the same Institute – Yes/No

1.(d)viii Whether appeared and accepted in Last MCI – UG/PG Assessment on same Designation – Yes/No

1.(d)ix Whether you have retired from Government medical college – Yes / No If Yes, Designation\_\_\_\_\_

Signature of Faculty

Signature of Dean with stamp

1.(e) (a) Present Residential Address of employee :

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1.(e) (b) Permanent Residential Address of Employee :

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1.(f) Have you undergone Training in "Basic Course Workshop" at MCI Regional Centre in MET **or in your college under Regional Centre observership?**

Yes  No

If yes, **give details.**

Name of MCI Regional Centre where Training was done/ <b>If training was done in college, give the details of the observer from RC</b>	Date <b>and place</b> of training

1. (g) **Copy of Passport /Voter Card / Electricity Bill /Landline Telephone Bill / Aadhar Card / attached as a proof of residence. Yes/No**

1. (h) Contact Particulars: Tel (Office) : \_\_\_\_\_ (with STD code)

Tel (Residence): \_\_\_\_\_ (with STD code)

E-mail address: \_\_\_\_\_

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

1. (l) Date of joining present institution: \_\_\_\_\_ as \_\_\_\_\_

1. (j) Joining report at the present institute attached – Yes/No

2. Qualifications:

Qualification	College	University	Year	Registration No. with date	Name of the State Medical Council
MBBS					
MD/MS/DNB /PhD Subject : _____					
DM/M.Ch. Subject : _____					

**Note:** For PG-Post PG qualification additional Registration certificate particulars be furnished and subject be after scoring out whichever is not applicable.

2. (a) **Copy of Degree certificates of MBBS and PG degree attached – Yes/No**

2. (b) **Copy of Registration of MBBS and PG degree attached – Yes/No**

3 (a). Details of the teaching experience till date.

Designation	Department	Name of Institution	From DD/MM/YY	To DD/MM/YY	Total Experience in years & months
Junior Resident					
Senior Resident					
Tutor					
Assistant Professor					
Associate Professor					
Professor					

**Note:- Tutor / Resident working in Anesthesia and Radio-diagnosis must have 3 years teaching experience in the respective departments in a recognized/permited medical institute to be consider as senior resident.**

3(b). To be filled in by Ex Army Personnel only:

S.No.	Designation	Institution	Period	
			From	To
1.	Graded Specialist			
2.	Classified Specialist			
3.	Advisor			

Note: Have you been considered in any UG/PG inspection at any other institution/medical college during last 3 years. If yes, please give details.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Before joining present institution I was working at \_\_\_\_\_ as \_\_\_\_\_ and relieved on \_\_\_\_\_ after resigning / retiring /Transferring (**Relieving order is enclosed from the previous institution**).

5. Number of Research publications in Index Journals:

5. (a) International Journals: \_\_\_\_\_

5. (b) National Journals: \_\_\_\_\_

5. (c) State/Institutional Journals: \_\_\_\_\_

6. (a) My PAN Card No. is \_\_\_\_\_.

6. (b) My Aadhar card No. is \_\_\_\_\_.

6. (c) I have drawn total emoluments from this college in the current financial year as under:-

Month	Amount Received	TDS
April 2017		
May 2017		
June 2017		
July 2017		
August 2017		
September 2017		

October 2017		
November 2017		
December 2017		
January 2018		
February 2018		
March 2018		

6. (c) (Copy of my PAN & Form 16 (TDS certificate) for financial year 2016-17 are attached)

**DECLARATION**

1. I, Dr. \_\_\_\_\_ am working as \_\_\_\_\_ in the Department of \_\_\_\_\_ at \_\_\_\_\_ Medical College and do hereby give an undertaking that I am a full time teacher in \_\_\_\_\_, working from \_\_\_\_\_A.M. to \_\_\_\_\_ P.M. daily at this Institute.
2. I have not presented myself to any other Medical College / Institution as a faculty / Resident in the current academic year for the purpose of MCI assessment.
3. I am not having private practice anywhere **OR** I am practicing at \_\_\_\_\_ in the city of \_\_\_\_\_ and my hours of practice are \_\_\_\_\_ to \_\_\_\_\_. Further I state that I am not doing any Private Practice or not working in any other hospital during college hours.
4. Complete details with regard to work experience has been provided & nothing has been concealed by me.
5. I am not working in any other medical college/dental college in the State or outside the State in any capacity: Regular / Contractual / Adhoc --- Full time / Part time / Honorary.
6. It is declared that each statement and/or contents of this declaration and /or documents, certificates submitted along with the declaration form, by the undersigned are absolutely true, correct and authentic. In the event of any statement made in this declaration subsequently turning out to be incorrect or false the undersigned has understood and accepted that such misdeclaration in respect to any content of this declaration shall also be treated as a gross misconduct thereby rendering the undersigned liable for necessary disciplinary action (including removal of his name from Indian Medical Register).

**SIGNATURE OF THE EMPLOYEE**

Date:  
Place:

### ENDORSEMENT

1. This endorsement is the certification that the undersigned has satisfied himself /herself about the correctness and veracity of each content of this declaration and endorses the above mentioned declaration as true and correct. **I have verified the certificates / documents submitted by the candidate with the original certificates/documents as submitted by the teacher to the Institute and with the concerned Institute and have found them to be correct and authentic.**
2. I also confirm that Dr. \_\_\_\_\_ is not practicing or carrying out any other activity during college working hours i.e. from \_\_\_\_\_ to \_\_\_\_\_, since he/she has joined the Institute.
3. In the event of this declaration turning out to be either incorrect or any part of this declaration subsequently turning out to be incorrect or false it is understood and accepted that the undersigned shall also be equally responsible besides the declarant himself/herself for any such misdeclaration or misstatement.

Date:  
Place:

Signed by the HOD

Countersigned with stamp by the  
Director/Dean/Principal

### REMARKS

<u>S.No</u>	<u>Documents</u>	<u>Submitted</u>
1.	Recent Passport size photo of the Employee, Signed by Dean / Principal of the college.	Yes / No
2.	Photo ID proof issued by Govt. Authorities : Passport / PAN Card / Voter ID / Aadhar Card	Yes / No
3.	Certified copies of present appointment order at present Institute.	Yes / No
4.	Copy of Passport /Voter Card / Electricity Bill / Telephone Bill / Aadhar Card / Dean's allotment letter attached as a proof of present residence.	Yes / No
4.(a)	Copy of Passport /Voter Card / Electricity Bill / Telephone Bill / Aadhar Card attached as a proof of permanent residence.	Yes / No
5.	Joining report at the present institute.	Yes / No
6.	Copies of Degree certificates of MBBS and PG degree.	Yes / No
7.	Copies of Registration of MBBS and PG degree.	Yes / No
8.	Copy of experience certificate for all teaching appointments held before joining present institute.	Yes / No
9.	Relieving order from the previous institution.	Yes / No
10.	PAN Card	Yes / No
11.	Form 16 (TDS certificate) for the last financial year.	Yes / No
12.	Letter head (in case of teachers who are practicing)	Yes / No
13.	Copy of U.G. recognized teacher letter from affiliated	Yes / No

	University.	
14	Copy of P.G. recognized teacher letter from affiliated University.(for P.G. Assessment)	Yes / No
15	Copy of Aadhar Card	Yes / No

**Signed by the Teacher:**

**Date :**

**Signed by the HOD:**

**Date :**

**Countersigned with stamp by Dean / Principal:**

**Date :**

**Signed & Verified by the Assessor :**

**Date :**

**NOTE :**

1. The Declaration Form will not be accepted and the person will not be counted as teacher if any of the above documents are not enclosed / attached with the Declaration Form.
2. The person will not be counted as a teacher if the original of Photo ID proof, Registration Certificates / Degree certificates / PAN Card / State Medical Council ID (if issued) are not produced for verification at the time of assessment.
3. All the teachers must submit the revised declaration form in this format only. (Any declaration form submitted in an old format will not be accepted and he will not be counted as a teacher.)

NAME OF THE COLLEGE : \_\_\_\_\_

Date of Assessment		Remarks
Accepted? (YES/NO)		
Name of the Assessor		
Signature of Assessor		

**DECLARATION FORM : 2018-19 – RESIDENT (SR/JR)**

**(Note : It is responsibility of Dean, HOD & resident to submit only the declaration form of resident, who has not appeared for assessment in any other college during academic year and working as full time)**

RECENT  
PHOTOGRAPH TO  
BE  
COUNTERSIGNED  
BY THE  
DEAN/PRINCIPAL

- 1.(a) Name.....  
 1.(b) Date of Birth & Age .....  
 1.(c) Submit Photo ID proof issued by Govt. Authorities :  
**Photo ID submitted :**  
**Passport copy / PAN Card / Voter ID/Aadhar Card.**  
 Number ..... Issued by .....

**Note: 1) Without Photo ID, Declaration form will be rejected and will not be considered as teaching faculty. 2) Original Certificates are mandatory for verification. All Certificates/Documents/Certified Translations, must be in English**

- 1.(d) i. Present Designation: \_\_\_\_\_  
 1.(d)ii. Department: \_\_\_\_\_  
 1.(d) iii. College: \_\_\_\_\_  
 1.(d)iv. City: \_\_\_\_\_  
 1.(d)v. Date of appearance in Last MCI – UG/PG/Any Other Assessment \_\_\_\_\_ in which college \_\_\_\_\_  
 1.(d)vi Whether appeared and accepted in Last MCI – UG/PG Assessment in the same Institute – Yes/No  
 1.(d)vii Whether appeared and accepted in Last MCI – UG/PG Assessment on same Designation – Yes/No  
 1.(e)i. Campus / Present address of Resident :  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Resident

Signature with stamp of Dean



1.(e)ii. Permanent Address of Resident:

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1.(f) **Copy of Room Allotment Letter and permanent residential address proof attached. Yes / No.**

1.(g) Contact Particulars: Tel (Office): \_\_\_\_\_ (with STD code)  
Tel (Residence): \_\_\_\_\_ (with STD code)  
E-mail address: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_

1.(h) Date of joining present institution : \_\_\_\_\_ as \_\_\_\_\_

1.(i) Joining report at the present institute attached - Yes/No

2. Qualifications :

Qualification	College	University	Year	Registration No -with date	Name of the State Medical Council
MBBS					
MD/MS/DNB Subject : _____					
DM/M.Ch. Subject : _____					

**Note:** For PG-Post PG qualification additional Registration certificate particulars be furnished and subject be furnished within brackets after scoring out whichever is not applicable.

2.(a) **Copies of Degree certificates of MBBS and PG degree attached – Yes/No**

2.(b) **Copies of Registration of MBBS and PG degree attached Yes/No**

3. Details of the teaching experience till date.

Designation	Department	Name of Institution	From DD/MM/YY	To DD/MM/YY	Total Experience in years & months
Junior Resident 1					
Junior Resident 2					
Junior Resident 3					
Senior Resident					

4.(a) Before joining present institution I was working at \_\_\_\_\_ as \_\_\_\_\_ and relieved on \_\_\_\_\_ after resigning /Transferring /(**Relieving order is enclosed from the previous institution**).

5. I have drawn total stipend from this college in the current financial year as under.

Month	Amount Received
April 2017	
May 2017	
June 2017	
July 2017	
August 2017	
September 2017	
October 2017	
November 2017	
December 2017	
January 2018	
February 2018	
March 2018	

### DECLARATION

- I, Dr. \_\_\_\_\_ am working as \_\_\_\_\_ in the Department of \_\_\_\_\_ at \_\_\_\_\_ Medical College and do hereby give an undertaking that I am a Full time Regular Resident in \_\_\_\_\_, and am staying in Room No. \_\_\_\_\_ in the Residents' Hostel in the college premises.
- Further, I state that I am not doing any Private practice or not working in any other hospital also at any time.
- I have not worked at any other medical college/institution or presented myself at any Assessment in the current academic year.

4. It is declared that each statement and/or contents of this declaration and /or documents, certificates submitted along with the declaration form, by the undersigned are absolutely true, correct and authentic. In the event of any statement made in this declaration subsequently turning out to be incorrect or false the undersigned has understood and accepted that such misdeclaration in respect to any content of this declaration shall also be treated as a gross misconduct thereby rendering the undersigned liable for necessary disciplinary action (including removal of his name from Indian Medical Register).

**SIGNATURE OF THE RESIDENT**

Date:

Place:

**ENDORSEMENT**

1. This endorsement is the certification that the undersigned has satisfied himself /herself about the correctness and veracity of each content of this declaration and endorses the abovementioned declaration as true and correct. **I have verified the certificates/ documents submitted by the candidate with the original certificates/ documents as submitted by the Resident to the institute and with the concerned institute and have found them to be correct and authentic.**
2. I also confirm that Dr. \_\_\_\_\_ is working as full time Regular Resident (i.e. for 24 hours) and is not practicing or carrying out any other activity and is staying in Room No. \_\_\_\_\_ of the Residents' Hostel in college premises, since he/she has joined the Institute.
3. In the event of this declaration turning out to be either incorrect or any part of this declaration subsequently turning out to be incorrect or false it is understood and accepted that the undersigned shall also be equally responsible besides the declarant himself/herself for any such misdeclaration or misstatement.

Date:

Place:

Signed by the HOD

Countersigned with stamp by the  
Director/Dean/Principal

### **REMARKS**

S.No	Documents	Submitted
1.	Recent Passport size photo of the Employee, Signed by Dean / Principal of the college.	Yes / No
2.	Photo ID proof issued by Govt. Authorities : Passport Copy / PAN Card / Voter ID / Aadhar Card	Yes / No
3.	Certified copies of present appointment order at present institute.	Yes / No
4.	Copy of Allotment Letter by Dean as proof of present residence address.	Yes / No
4.(a)	Copy of Passport /Voter Card / Electricity Bill / Telephone Bill / Aadhar Card attached as a proof of permanent residence address.	Yes / No
5.	Joining report at the present institute.	Yes / No
6.	Copies of Degree certificates of MBBS and PG degree.	Yes / No
7.	Copies of Registration of MBBS and PG degree.	Yes / No
8.	Copy of experience certificate for all appointments held before joining present institute.	Yes / No
9.	Relieving order from the previous institution.	Yes / No
10	Copy of Aadhar Card	Yes / No

**Signed by the Resident:**

**Date:**

**Countersigned with stamp by Dean / Principal.**

**Date :**

**Signed & Verified by the Assessor :**

**Date :**

**Signed by the HOD:**

**Date :**

#### **NOTE :**

- 1. The Declaration Form will not be accepted and the person will not be counted as Resident if any of the above documents are not enclosed / attached with the Declaration Form.**
- 2. The person will not be counted as a Resident if the original of Photo ID proof, Registration Certificates / Degree certificates / PAN Card / MCI Smart ID Card /State Medical Council ID ( if issued ) are not produced for verification at the time of assessment.**
- 3. All the Resident must submit the revised declaration form in this format only. (Any declaration form submitted in an old format will not be accepted and he will not be counted as a Resident)**