



NAMO Medical Education and Research Institute
Sayli Road, Silvassa-396230

Instructions for the candidates for document verification
(MBBS/BAMS/BHMS/ BDS Course)

All candidates who have been allotted the provisional seats under MBBS/BAMS/BHMS/ BDS course are instructed to remain present at NAMO Medical Education and Research Institute, Sayli Road, Near SSR College, Silvassa as per below mentioned schedule:

Sr. No.	Date	Allotted Category
1	16-09-2026 (Wednesday)	DNH-UR including DNH-UR PwBD
2		DNH- ST
3		DNH-SC
4		DNH-OBC
5		DNH-EWS
6		Wards of Ex. Serviceman / Defence Personnel
7		Wards of Indian Coast Guard Personnel
8		Management Quota
9		NRI Quota
10		BAMS/BHMS/BDS Central Pool Seats allocated to Dadra and Nagar Haveli
11	17/09/2026 (Thursday)	DD-UR
12		DD- ST
13		DD-SC
14		DD-OBC
15		DD-EWS
16		BAMS/BHMS/BDS Central Pool Seats allocated to Daman and Diu

❖ **Reporting Time for candidates: 08:30 AM sharp.**

Note: The provisional allocation of seat will be confirmed only on the basis of documents verification. If any discrepancy will be found during documents verification, your candidature will be cancelled.

14/9/26
Dr. Dean.





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➤ **Document Verification process flow will be as below:**

Sr. No.	Steps	Floor	Venue
1	Registration Desk	Ground Floor	At the Entrance
2	Filling of Form	First Floor	Lecture Hall-1
3	Waiting Area	Ground Floor	Council Hall
4	Original Document Verification	Ground Floor	Administrative Office
5	Confirmation of Admission & Submission of Original Documents	Ground Floor	Dean Office
6	Fees payment	Ground Floor	Record Room
7	Surety Bond	First Floor	MEU Staff Room

➤ **Check-list for Surety Bond:**

1. Stamp paper of Rs. 500/- (Article Surety Bond)

(First Party - Father's name of the student and Second Party - NAMO Medical Education and Research Institute).

2. Student Details

(Xerox Copy of Aadhar Card, Passport Size Photo (4), Mobile No. E-mail ID)

(In case, the student is minor, he/ her has to bring the legal guardian along with the Aadhar and PAN Card and Passport Size Photo copy)

3. Surety Details

(Xerox Copy of Aadhar Card, PAN Card and Passport Size Photo of any three sureties)

4. Two witnesses along with their Aadhar Card Copy



Handwritten signature and text:
Jed
14/12/26
P. Deem.

➤ **All candidates are requested to follow the below mentioned flow for smooth conduction of the document verification process:**

1. The candidates have to register their details in the register kept at the foyer of the academic building of the college.
2. After registration, all candidates are requested to remain seated at Lecture Hall-1, First Floor, Academic Building, NAMO Medical Education and Research Institute.
3. The signage will be in place for the convenience of the candidates. If any query is there, the candidate can ask to the registration desk staff.
4. Only one relative is allowed along with the candidate during document verification process so all are requested to take note of the same and cooperate accordingly.
5. The candidates have to fill the forms given to them after reading the instructions carefully and attach photo-copy of two sets of self-attested documents as per the list mentioned in the form.
6. The candidates are requested to carry all original documents in support of their application:

1. Passing Certificate And marksheet of 10th Class
2. Passing Certificate And marksheet of 12th Class
3. School leaving certificate / Date of Birth Certificate
4. NEET – UG – 2026 Application Form, Admit Card and Marksheet
5. Domicile Certificate of Parents/Guardians (in case Father and Mother are not alive) issued by competent authority of Dadra and Nagar haveli and Daman and Diu, as the case may be, if claiming benefit under domicile category
6. Continuously study Certificate from Class 9th to 12th from any of the recognized schools of the UT of Dadra & Nagar Haveli and Daman and Diu.
7. Caste Certificate (SC, ST, OBC-NCL)
8. EWS Certificate
9. Certificate of Persons with Benchmark Disabilities (PwBD)
10. Valid passport of Candidate – As per MCC
11. NRI Certificate issued by the Competent Authority (Embassy/ Indian Consulate) – As per MCC
12. Affidavit (Notarized) by the NRI parent/ Real brother / real sister stating that they will sponsor the entire course fee and living expenses of the candidate (son/daughter) during the period of study supported by NRE bank Account Passbook – As per MCC
13. Relationship to be verified by competent revenue authority officer (Tehsildar / Government officer). In cases of first degree relative as per point 1 and 2 laid in the principles laid in Anshul Tomar vs. State of M.P. W.P No. 13393 of 2007 – As per MCC
14. Any other document – As per MCC

7. After filling the form, the candidates are called sequentially in the college council hall, ground floor, academic building along with the form, two sets of self-attested documents and all original documents.

8. The use of mobile phones is strictly prohibited in the counselling area so all requested to switch off their mobile phones before entering in the document verification room (Administrative Office). It is the responsibility of the candidate to take care of their belongings. The college will not be responsible for any kind of loss.
9. After document verification, the candidates have to go to the office of the Dean, NAMO Medical Education and Research Institute Silvassa for confirmation of the admission.
10. After the document verification & confirmation of admission from the office of the Dean, the candidates are instructed to go to the faculty chambers (Anatomy), opposite to college council hall, ground floor, academic building for payment of necessary fees & to complete the procedure related to surety bond.

11. Bank Account Details

Account Name: **GOVERNMENT MEDICAL COLLEGE SILVASSA DNH-FEES COLLECTION**
Account Number: **655401700130**
Branch Name: **Silvassa**
IFSC Code: **ICIC0006554**
MICR Code: **396229111**
Swift Code: **ICICINBBXXX**

12. For any query, the candidate can contact on phone number **+91-7624092991** or e-mail at admission.namomeri2026@gmail.com

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(Xerox Copy of Aadhar Card, Passport Size Photo (4), Mobile No. E-mail ID)
(In case, the student is minor, he/ her has to bring the legal guardian along with the Aadhar and PAN Card and Passport Size Photo copy)
3. Surety Details
(Xerox Copy of Aadhar Card, PAN Card and Passport Size Photo of any three sureties)
4. Two witnesses along with their Aadhar Card Copy

✓ **We wish you all the best for your future**



(Signature)
14/12/26
H. J. J. J.