

**OFFICE OF THE CONVENER,
PG (DENTAL) COUNSELLING AND ADMISSION COMMITTEE-2025-26
DEPT. OF ORTHODONTICS AND DENTOFACIAL ORTHOPEDICS,
2ND FLOOR, NEW ANNEX BUILDING
SCB DENTAL COLLEGE & HOSPITAL, CUTTACK
E-mail: convenerpgdental2025@gmail.com**

Letter No. PG (D)/16/2025

Dt. 30.06.2025

DOCUMENT VERIFICATION INSTRUCTIONS

1. **Eligibility:** All candidates registered for online counselling at www.dmetodisha.in for Odisha PG Dental Counselling & Admission 2025-26 for the State Quota seats are eligible for Document Verification.
2. **Date and Time:** The Document Verification shall be conducted – 03.07.2025
3. **Venue:** The Document verification shall be held at **Auditorium, New Annex Building, 3rd Floor, SCB Dental College & Hospital, Cuttack.**
4. **Reporting time:** Candidates must report strictly between 10.00 AM to 12.00 Noon on 03.07.2025, not later.
5. **Attendance:** Each candidate shall have to sign the Attendance Sheet by producing the tagged set of photocopies of documents mentioned below. A Coupon number will be allotted on the Candidate's Application on first come first serve basis.
6. **Document Verification Desk:** When called, each candidate shall report at Document Verification DESK allotted with all supportive documents.
7. **Document List:** The Documents required to be produced for Document Verification shall include both ORIGINALS and SELF-ATTESTED PHOTOCOPIES arranged serially as follows:
 - a) **Print out of duly signed Online submitted Application Form.**
 - b) **Demand Draft of Rs.2,500/- in favor of "Chairman & Convener PG Dental Counselling Committee 2025" Payable at SBI, SCBMC Campus Branch, Cuttack**
 - c) **NEET-PG 2025 Rank Card.**
 - d) **Photo-ID [Aadhaar / Voter-ID / PAN Card /DL].**
 - e) **Matriculation Certificate [10th] indicating Date of Birth.**
 - f) **BDS Mark Sheets.**
 - g) **BDS Degree / Provisional Certificate.**
 - h) **Internship / Housemanship Completion Certificate**
 - i) **Updated Dental Registration Certificate.**
 - j) **Permanent Resident / Domicile / Nativity Certificate / Other documents of eligibility as per the Guideline**
 - k) **Reservation Category Certificate [if applicable] (PH Certificate as per Gazette Notification No. MCI/34(41)/2018-Med./170045 dated 5 Feb 2019)**
 - l) **Service Certificate (if applicable) issued by CDMO / Concerned Authority.**
 - m) **Authorization Letter (if applicable)**
8. **Document Arrangement:** All ORIGINALS and one set of SELF-ATTESTED COPIES in serial & tagged.
9. **Time:** The process for each candidate may take about 20 minutes time.
10. **No undertakings:** No undertakings shall be accepted as such, on the allotted time of Document Verification.
11. **Hall Entry:** Only candidate or authorized representative & none else shall be allowed into the hall.
12. **No TA /DA /Refreshments** shall be given to the candidates as per norm.
13. **Document Verification Certificate:** A Document Verification Certificate shall be issued to the candidates on completing the Document Verification process.

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(Dr. Suryakanta Das)
Convener,
PG (Dental) Counselling and
Admission Committee-2025