



NUMS
NATIONAL UNIVERSITY
OF MEDICAL SCIENCES

**CENTRALIZED
ADMISSIONS POLICY
MBBS / BDS**

2024

Abbreviation and Definitions

- **MBBS** stands for 'Bachelor of Medicine & Bachelor of Surgery'.
- **BDS** stands for 'Bachelor of Dental Surgery'.
- **NUMS** stands for 'National University of Medical Sciences'.
- **PM&DC** stands for 'Pakistan Medical and Dental Council'.
- **MDCAT** means 'Medical and Dental Colleges Admissions Test'.
- **BUMDC** stands for 'Bahria University Medical & Dental College'.
- **QIMS** stands for 'Quetta Institute of Medical Sciences'.
- **FMC** stands for 'Fazaia Medical College'.
- **FRPMC** stands for 'Fazaia Ruth Pfau Medical College'.
- **NHQ** stands for 'Naval Head Quarter'.
- **AHQ** stands for 'Air Head Quarter'.
- **Admitting University:** means the university entrusted with the responsibility under these regulations to conduct a centralized, provincial or regional medical and dental college admission test and make admissions in all public and private sector colleges of that Province / Region.
- **Pakistani Student:** means a student who is a Pakistani national and has completed FSc / HSSC or equivalent in Pakistan. All other candidates who do not fall under this definition shall be treated as foreign student (having foreign nationality) for the purpose of Admission.
- **Foreign Student:** means a student who holds foreign/dual Nationality or is an overseas Pakistani studies and passed HSSC/12th grade examination or equivalent from outside Pakistan and possess a certificate from the institution from last attended institution.
- **Migration** means transfer of a student from a recognized medical/dental college to another recognized medical/dental college.
- **Category seats** typically refer to the different types of seats available for admission, categorized based on various criteria such as army reserved quota seats for wards of Army Personnel, medical cadets who join Pak Army, Naval quota seats, Air HQ quota seats, category seats in Quetta Institute of Medical Sciences (QIMS) for those who hold Balochistan domicile / wards of Law Enforcement Agencies.



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CHAPTER 1: INTRODUCTION

1.1: PM&DC Ruling

"National University of Medical Sciences (NUMS) shall be the Admitting University responsible for admissions in all Armed Forces - Administered medical/dental colleges/institutes. NUMS admission test shall be considered at par with the National MDCAT to be applicable only for admission in all Armed Forces Administered medical/dental colleges" (Para 4(2) of PM&DC Admissions Regulation).

1.2: Purpose of Policy

This policy aims to streamline the admissions process, ensuring fairness, transparency, equal opportunity for all aspiring candidates and bridge communication gaps between NUMS and colleges. The Centralized Admissions Policy encompasses procedures and guidelines to be followed for admissions, including the application process, selection criteria, fee payments, and handling of special category seats.

1.3: Scope of Policy

NUMS Policy for Centralized Admissions for MBBS/BDS is applicable to all NUMS Affiliated and Military Administered Medical and Dental Colleges offering 5 - years MBBS and 4 - years BDS program respectively. This policy shall apply only for admission on Open Merit, Foreign Category and Category Seats of Quetta Institute of Medical Sciences (QIMS). However, the admissions of wards of PCs/ASCs, MC, and wards of Naval / Air HQ will be processed by W&R Dte, PA Dte, NHQ / AHQ respectively.

1.4: Benefits of Policy

1.4.1 Streamlined Process

Centralizing the admissions process at NUMS will streamline the entire procedure, reducing redundancy and eliminating unnecessary steps.

1.4.2 Transparency and Fairness

By overseeing the selection process and compiling merit lists, NUMS ensures transparency and fairness in admissions, fostering trust among candidates and colleges.



1.4.3 Reduced Communication Gaps

Conducting admissions centrally will minimize communication gaps between NUMS and affiliated / attached colleges, ensuring seamless coordination and efficient management of admissions.

1.4.4 Enhanced Accessibility:

A centralized admissions system makes the process more accessible to candidates, providing them with a single point of contact for all inquiries and updates related to admissions.

1.4.5 Efficient Fee Management:

Collecting initial admission acceptance fee through NUMS simplifies fee management for both candidates and colleges.

CHAPTER 2: KEY STEPS OF CENTRALIZED ADMISSIONS

2.1: MDCAT (NUMS)

Candidates must pass the MDCAT (NUMS) exam with minimum requirement as notified by the Pakistan Medical and Dental Council (PM&DC) for admission to MBBS and BDS programs for that year.

2.2: Advertisement for Admission & Application Process

NUMS will advertise the centralized admissions in MBBS & BDS for all Armed Forces Administered Medical/Dental Colleges. Advertisement will be published in leading newspapers as well as on NUMS official website. Candidates will apply through online admission portal.

2.3: Scrutiny of Applications & Documents

NUMS Admission Office will carefully review all applications before display of merit lists.

2.4: Generation of Merit Lists

2.4.1 Provisional Merit List

Provisional merit list will be prepared and displayed on NUMS website for errors and omissions. No change/correction will be made after display of final merit list.

2.4.2 College wise Selection List

College wise selection lists will be displayed on NUMS website as per candidates' merit and preference given while submitting application.

2.4.3 Upgradation List

Second and subsequent selection lists will fill any vacancies through the up-gradation process, which will be determined by candidate's merit and preference. Upgradation lists will be displayed on every consecutive 3 working days.

2.5: Provisional Admission

Selected candidates will submit **Rs. 250,000/-** to NUMS for provisional admission acceptance. The remaining fee and other dues must be paid by the candidate at the time of joining the respective college.

2.6: Upgradation

Only the candidates selected in previous list, who had deposited prescribed fee will be considered for up-gradation process in the subsequent lists. Those who do not deposit fee when selected in the first list will not be considered for future upgradation. The shift to college in higher preference on upgradation shall be compulsory and no exception will be taken under any circumstances.

2.7: Final Selection and Admission List

Final list of admitted candidates will be displayed on NUMS website and forwarded to all colleges after completion of admissions.

2.8: Joining of Candidates in Respective Colleges

All candidates in the college wise final selection list will report to respective colleges along with their original documents for verification. Colleges will issue joining instructions to the selected candidates and challan of remaining dues with deadline of minimum three working days for payment. Failure to submit fee in the college after joining will result in cancellation of admission.

The colleges will forward list of candidates to the university who timely deposit balance fee / other charges for finalization of admission. The colleges will also forward list of candidates to the university who do not deposit balance fee / other charges by due date for deletion of their names for further processing.

2.9: Fee Transfer to College

NUMS will transfer the initial fees amount (**250,000 per candidate**) to respective colleges once confirmation from colleges is received about finalization of their admission.

2.10: Selection of Candidates on Category Seats

MBBS / BDS admissions will be carried on following category of seats: -

- i. Open Merit
- ii. Foreign Category
- iii. Category Seats of QIMS
- iv. MCs
- v. PCs / ASCs



- vi. Category Seats of Naval HQ in Bahria University Medical & Dental College (BUMDC)
- vii. Category Seats of Air HQ in Fazia Medical College (FMC) & Fazaia Ruth Pfau Medical College (FRPMC)

CHAPTER 3: SOP FOR SELECTION OF CANDIDATES

3.1: Open Merit & Foreign Category

- i. Candidates who get selected in college of their preference will be issued a challan of **Rs. 250,000** and Admission Offer Letter through online admission portal.
- ii. Candidates are not required to visit NUMS when selected.
- iii. Candidates will upload the copy of paid challan / payment proof through online admission portal within due date of fee submission. NUMS Finance department will confirm the payment to the Admission Office before displaying the subsequent upgradation list.
- iv. Candidate if upgraded to his/her college of higher preference will be notified by NUMS automated system through email / SMS.

3.2: Category Seats of QIMS

- i. QIMS shall intimate NUMS about seats distribution before commencement of academic session.
- ii. All candidates seeking admission in QIMS on category seats shall apply for admissions in MBBS/BDS through NUMS online admission portal.
- iii. List of applicants applying on category seats will be forwarded to QIMS for the scrutiny and verification.
- iv. QIMS will make necessary arrangements for scrutiny of documents, conducting interviews and verification through agencies for all QIMS category seats along with eligibility documents and share their category wise verified list to NUMS admission office for further process.
- v. NUMS will conduct the admissions on all category seats and final selection lists will be displayed on NUMS website and forwarded to college after closure of admission.
- vi. NUMS representative will be sent to QIMS to supervise the part of process of selection at QIMS.



3.3: Special Category Seats of MCs/PCs/ASCs/wards of Naval / Air

Head Quarter

- i. PA Dte will issue joining instructions to MCs and the list will also be shared with NUMS at the same time.
- ii. PA Dte, W&R Dte, Naval / Air HQ shall intimate NUMS about number of authorized seats for MCs, PCs and for wards of Naval / Air HQ personnel in their respective medical and dental colleges before commencement of academic session and will select their respective candidates from the merit list provided by NUMS.
- iii. W&R Dte will make necessary arrangements for receiving online applications from candidates for PCs/ASCs seats and their final selection within admission timelines.
- iv. For timely completion of admissions, PA Dte, W&R Dte, Naval / Air HQ are requested to make arrangements for automating the process of displaying merit list so that candidates receive notifications of their selection/upgradation via email, SMS, or the website.



CHAPTER 4: REFUND POLICY

4.1: Applicability of Refund Policy

This refund policy shall be applicable to candidates selected on open merit, foreign seat and category seats of QIMS.

4.2: Refund Cases

4.2.1 Process for Admission in Other College / Withdrawals

If a student secures admission in NUMS and later he/she gets selected in MBBS/BDS in another University / College (Not Affiliated/Attached with NUMS) or withdraw admission in any other case, the Refund will be given as follows: -

- i. Before joining the College, amount (Rs. 250,000) deposited in NUMS will be refunded in full by University.
- ii. After joining the college, the amount (Rs. 250,000) deposited in NUMS and fee paid in college will be refunded as per PM&DC/NUMS policy.

4.2.2 Process for Admission / Transfer in NUMS College / Upgradations

If a student secures admission in MBBS/BDS in one college and later he/she gets upgraded in MBBS/BDS to another NUMS Affiliated or Attached college, the fee will be transferred to that college without any deduction or delay.



CHAPTER 5: SOP FOR AFFILIATED / ARMED FORCES ADMINISTERED MEDICAL & DENTAL COLLEGES

5.1: Guidelines & Instructions

- i. Each college will nominate a Focal Person for the duration of admissions before commencement of admissions for smooth coordination and communication.
- ii. NUMS will send list of candidates (who have submitted admission acceptance fee) to college.
- iii. College will issue joining instructions and prescribed remaining fee challan to each provisionally selected candidate, with a due date of minimum three working days.
- iv. All admitted candidates will submit educational documents at the time of joining in the medical/dental college for which they have been admitted along with attested copies of these documents.
- v. Confirmation of admission will be subject to the scrutiny and verification of original identity and academic documents by the College.
- vi. Each college will send the list of candidates to NUMS (who have joined the college) after verifying the educational documents as per notified schedule by the NUMS
- vii. All Affiliated/Attached Medical & Dental Colleges will submit the data to University through PM&DC online portal.
- viii. After online submission of data through PM&DC online portal, all affiliated/attached medical & dental colleges will send the scanned copies of below mentioned documents via email in a prescribed manner: -
 - a. IBCC verified SSC result / O level / 10th grade equivalence
 - b. IBCC verified HSSC result / A level / 12th grade equivalence
 - c. Copy of domicile for candidates selected on FATA/Gilgit Baltistan/QIMS subsidized category seat
 - d. Copy of UCAT / MCAT result (in case of entrance test other than NUMS MDCAT)



- ix. Along with above mentioned documents, College will also submit an undertaking duly signed by the Principal that they have verified educational & personal documents of the finally admitted students.
- x. The university shall cancel any provisional admission where in the credentials of a student are not verified.
- xi. The University will download the college wise list from PM&DC online portal and verify the uploaded data on PM&DC online portal by comparing it with the NUMS merit lists and the documents sent via email. Any disparity found may lead to cancellation of admission of the candidate.
- xii. University will contact the focal person only for any correction / clarification.

5.2: Mandatory Documents of Admitted Candidates

College shall collect and verify the following documents from candidate selected on various categories at the time of admission: -

5.2.1: Open Merit Seat

- i. Passport size Photograph
- ii. Copy of Candidate & Father CNIC/NICOP/Passport
- iii. Domicile (where applicable)
- iv. Original SSC Mark sheet & Certificate attested by IBCC
- v. Original HSSC Mark Sheet & Certificate attested by IBCC
- vi. Original Transcript / Certificates of O/A Level
- vii. IBCC Equivalence for O-Level & A-Level
- viii. Copy of MDCAT (NUMS) - 2024 Result
- ix. Undertaking Form (Specimen at Annexure 7)

5.2.2: Foreign Seat

- i. Passport size Photograph
- ii. Copy of Candidate & Father CNIC/NICOP/Passport
- iii. Original SSC Mark sheet & Certificate attested by IBCC
- iv. Original HSSC Mark Sheet & Certificate attested by IBCC
- v. Original Transcript & Certificates of O-Level/10th Grade
- vi. IBCC Equivalence for O-Level/10th Grade
- vii. Original Transcript & Certificates of A-Level/12th Grade

- viii. IBCC Equivalence for A-Level/12th Grade
- ix. Certificate from the institution last attended for intermediate education
- x. Copy of MDCAT (NUMS) - 2024 Result / Valid MCAT (USA) / Valid UCAT (UK) **(whichever is applicable)**
- xi. Undertaking Form (Specimen at Annexure 7)

5.2.3: QIMS Category Seat

- i. Passport size Photograph
- ii. Copy of Candidate & Father CNIC/NICOP/Passport
- iii. Domicile & Local Certificate (where applicable)
- iv. Original SSC Mark sheet & Certificate attested by IBCC
- v. Original HSSC Mark Sheet & Certificate attested by IBCC
- vi. Original Transcript / Certificates of O/A Level
- vii. IBCC Equivalence for O-Level & A-Level
- viii. Copy of MDCAT (NUMS) - 2024 Result
- ix. Shahdat Certificate (where applicable)
- x. Proof / Certificate of Income duly signed by DC of respective district
- xi. Attested Copy of Department in case of LEA
- xii. Undertaking Form (Specimen at Annexure 7)

5.2.4: Category Seats for PCs/ASCs/MCs/Wards of Naval/Air HQ

- i. Passport size Photograph
- ii. Copy of Candidate & Father CNIC/NICOP/Passport
- iii. Domicile (where applicable)
- iv. Original SSC Mark sheet & Certificate attested by IBCC
- v. Original HSSC Mark Sheet & Certificate attested by IBCC
- vi. Original Transcript / Certificates of O/A Level
- vii. IBCC Equivalence for O-Level & A-Level
- viii. Copy of MDCAT (NUMS) - 2024 Result
- ix. Nomination Letter for Quota Seat (where applicable)
- x. Undertaking Form (Specimen at Annexure 7)

CHAPTER 6: LIST OF ANNEXURES

1. List of NUMS Affiliated / Armed Forces Administered Medical and Dental Colleges (**Annexure A**)
2. Admission Calendar for MBBS and BDS (**Annexure B**)
3. Admission Calendar for Selection of Candidates at QIMS (**Annexure C**)
4. Draft Advertisement for Centralized Admissions MBBS / BDS (**Annexure D**)
5. Eligibility Criteria and Merit Determination Formula (**Annexure E**)
6. Guidelines & Instructions for Candidates (**Annexure F**)
7. Undertaking form (Specimen) (**Annexure G**)

List of NUMS Affiliated / Armed Forces Administered Medical & Dental Colleges

Medical Colleges	Program
Wah Medical College, Wah Cantt	MBBS
HITEC Institute of Medical Sciences, Taxila Cantt	MBBS
CMH Kharian Medical College, Kharian Cantt	MBBS
CMH Lahore Medical College and Institute of Dentistry, Lahore Cantt	MBBS
CMH Multan Institute of Medical Sciences, Multan Cantt	MBBS
CMH Institute of Medical Sciences, Bahawalpur Cantt	MBBS
Karachi Institute of Medical Sciences, Malir Cantt	MBBS
Quetta Institute of Medical Sciences, Quetta Cantt	MBBS
Foundation University Medical College, Islamabad	MBBS
Bahria University Medical and Dental College, Karachi	MBBS
Fazaia Ruth Pfau Medical College, Karachi	MBBS
Fazaia Medical College, Islamabad	MBBS
NUST School of Health Sciences (NSHS), Islamabad	MBBS
Dental Colleges	
Foundation University College of Dentistry, Islamabad	BDS
CMH Lahore Medical College and Institute of Dentistry, Lahore Cantt	BDS
HITEC Dental College, Taxila Cantt	BDS
Bahria University Medical and Dental College, Karachi	BDS
CIMS Dental College, Multan	BDS

**Tentative Timeline for Admission to MBBS/BDS in
NUMS Private Sector Medical & Dental Colleges**

Events	Timellne for MBBS	Timeline for BDS
NUMS MDCAT 2024	Sunday, 01 Sep 2024	
Online Registration for Admissions Starts	Wednesday, 16 October 2024	
Online Registration for Admissions with Regular Fee Ends	Friday, 01 November 2024	
Online Registration for Admissions with Late Fee Ends	Friday, 08 November 2024	
Display of Provisional List	Wednesday, 04 December 2024	Wednesday, 01 January 2025
Display of 1 st College-wise Merit List	Monday, 09 December 2024	Monday, 06 January 2025
Last date of Fee Submission for 1 st Merit List	Thursday, 12 December 2024	Thursday, 09 January 2025
Display of 2 nd College-wise Merit List	Monday, 16 December 2024	Monday, 13 January 2025
Last date of Fee Submission for 2 nd Selection List	Thursday, 19 December 2024	Thursday, 16 January 2025
Display of 3 rd College-wise Merit List	Monday, 23 December 2024	Monday, 23 January 2025
Last date of Fee Submission for 3 rd Selection List	Thursday, 26 December 2024	Thursday, 23 January 2025
Closing of Admissions	Friday, 03 January 2025	Friday, 24 January 2025
Joining Date of Candidates in Colleges	Monday, 06 January 2025	Monday, 27 January 2025
Due Date for Payment of Remaining Fee	Wednesday, 08 January 2025	Wednesday, 29 January 2025
Nomination on PA/W&R Category Seats	Friday, 24 January 2025	Friday, 21 February 2025
Commencement of Classes	Monday, 27 January 2025	Monday, 10 February 2025

**Tentative Timeline for Admission to MBBS/BDS in
Quetta Institute of Medical Sciences on category seats**

Events	Category	Proposed Schedule for Private College 2024-25	
		MBBS	BDS (Sub to Appr)
Display of Provisional List	All Categories	Wednesday, 04 Dec 2024	
List of Baluchistan Domicile Candidates will be Forwarded to QIMS	All Categories	Monday, 09 Dec 2024	
Interviews / Scrutiny of Documents (QIMS)	BIn Subsidized Categories	Tues & Wed 17 & 18 Dec 2024	
Internal Report Initiation Income Certificate Verification (QIMS)		Friday 20 Dec 2024	
Scrutiny of Documents (QIMS)	BIn LEA Category	Tuesday 24 Dec 2024	
Verified Lists to NUMS (QIMS)	All Categories	Friday 27 Dec 2024	

Centralized Admission Open for Private Sector Medical & Dental Colleges in First Year MBBS/BDS-Session 2024-25

Medical Colleges	
1. Bahria University Medical and Dental College, Karachi	8. Foundation University Medical College, Islamabad
2. CMH Institute of Medical Sciences, Bahawalpur Cantt	9. HITEC Institute of Medical Sciences, Taxila Cantt
3. CMH Kharian Medical College, Kharian Cantt	10. Karachi Institute of Medical Sciences, Malir Cantt
4. CMH Lahore Medical College and Institute of Dentistry, Lahore Cantt	11. NUST School of Health Sciences, Islamabad
5. CMH Multan Institute of Medical Sciences, Multan Cantt	12. Quetta Institute of Medical Sciences, Quetta Cantt
6. Fazaia Medical College, Islamabad	13. Wah Medical College, Wah Cantt
7. Fazaia Ruth Pfau Medical College, Karachi	
Dental Colleges	
1. Bahria University Medical and Dental College, Karachi	4. Foundation University College of Dentistry, Islamabad
2. CIMS Dental Section, Multan	5. HITEC Dental College, Taxila Cantt
3. CMH Lahore Medical College and Institute of Dentistry, Lahore Cantt	

1. Eligibility Criteria

➤ Open Merit Seats:

Eligibility Criteria:

- Pakistani citizens (Including AJK and Gilgit-Baltistan) can apply for admission in all above mentioned colleges on open merit seats.
- Passing MDCAT (NUMS)-2024 (Held on Sunday, 01 September 2024) is **mandatory**. Pass percentage of MDCAT (NUMS) is 55% for admission in MBBS Program and 50% for BDS Program.
- Minimum **60%** aggregate marks in FSc (Pre-Medical) or equivalent having minimum twelve years of education in atleast three subjects i.e. Biology, Chemistry and either Physics or Mathematics.

➤ Foreign Seats:

Foreign Student is a student who holds Foreign/Dual Nationality or is an Overseas Pakistani and who has studied and passed HSSC 12th grade examination or equivalent from outside Pakistan and possess a certificate from the institution last attended to this effect.

Eligibility criteria:

- Eligibility criteria for Admission in Private Sector Medical & Dental Colleges for Foreign Candidates against foreign seat, is the same as mentioned above in para 1(c) in addition to MDCAT (NUMS)-2024 (Held on 01 September 2024)/ Valid MCAT (USA)/ Valid UCAT(UK).

Note: Provided that the mandatory requirement of MDCAT shall not apply to students seeking admission on a special program seat predefined exclusively for foreign students and on the seats reserved for overseas Pakistanis. Such students shall qualify foreign MCAT examination or UCAT examination.

2. **Merit Determination and Admission Schedule**
Weightage Formula for Admission

- Entrance Test (MDCAT NUMS 2024 / MCAT / UCAT), where applicable 50%
- HSSC / F.Sc (Pre-Medical)/Equivalent 40%
- SSC / Matric/ Equivalent 10%

Admission Schedule Session 2024-25

Events	Dates
Online Registration for Admissions Starts	Wednesday, 16 October 2024
Online Registration for Admissions with Regular Fee (Rs 6,000 for Open Merit / Rs 35,000 for Foreign Seat, Non-Refundable) Ends	Friday, 01 November 2024 by 1600 hours
Online Registration for Admissions with Late Fee (Rs 7,000 for Open Merit/ Rs 40,000 for Foreign Seat, Non-Refundable) Ends	Friday, 08 November 2024 by 1600 hours
Display of Merit List (MBBS)	Wednesday, 04 December 2024
Display of Merit List (BDS)	Wednesday, 01 January 2025
Commencement of Classes (MBBS)	Monday, 27 January 2025
Commencement of Classes (BDS)	Monday, 10 February 2025

3. **How to Apply**

The candidates are required to visit NUMS Website, www.numspak.edu.pk and apply online.

4. **Process of Generating Merit List**

- NUMS will generate a complete merit list for each college
- NUMS will make admissions on allocated seats while adhering strictly to merit and inform each applicant who are in merit list (as per sequence of aggregate merit) via email and telephone.

IMPORTANT:

- Possession of CNIC is mandatory for students aged 18 and above at the time of admission.
- Candidates having foreign qualifications, such as O/A Level etc. shall have to upload the equivalence certificate issued by IBCC at the time of submission of online application, otherwise their application shall be rejected.
- It shall be the sole responsibility of the candidate to submit complete application along with the required documents. Application once submitted, cannot be changed by the applicant. Candidates are advised to be careful while filling the Online Application Form. In case of any deficiency, the University may reject the application without intimation to the candidate.
- The university shall cancel any provisional admission where the credentials of a student are not verified
- Applications shall be submitted through online portal only.** Hard copies are not acceptable.
- Applicants will be required to visit nearest branch of Habib bank Ltd (countrywide) to deposit **Application Processing Fee @ Rs 6,000 (For Open Merit Seat) / Rs 35,000 (For Foreign Seat) Non-refundable/Non-transferable** latest by **Friday, 01 November 2024 by 1600 hours.**
- Matric/SSC and Fsc/HSSC issued by BISE must be IBCC attested.**
- Applications for improved results of Fsc/HSSC/A-Level/12th Grade will be entertained till 22 November 2024 only.**

Registrar

National University of Medical Sciences
NUMS Secretariat, C/O Military Hospital
The Mall Rawalpindi Cantt, Pakistan

For further Information:

Admission office will remain open as follows:

0900 – 1400 Hrs (Monday to Friday)

Contact

UAN 051-111-686-711 (Ext 107)

Email: mbsbds.admissions@numspak.edu.pk

Centralized Admission NUMS Private Sector Medical & Dental Colleges First Year MBBS and BDS Session 2024-25

It is a mandatory requirement for a candidate who wishes to apply for admission in NUMS to fulfill the following eligibility criteria as a pre-requisite:

Eligibility Criteria

➤ **Open Merit Seats:**

Pakistani Student: means a student who is a Pakistani national and has completed FSc/HSSC or equivalent in Pakistan. All other candidates who do not fall under this definition shall be treated as foreign student (having foreign nationality) for the purpose of admission

- a. Pakistani citizens (Including AJK and Gilgit-Baltistan) can apply for admission in NUMS Private Sector Medical and Dental Colleges.
- b. Passing MDCAT (NUMS)-2024 (Held on Sunday, 01 September 2024) is **mandatory**. Pass percentage of MDCAT (NUMS) is 55% for admission in MBBS Program and 50% for BDS Program.

Please note that the result of last year's MDCAT (NUMS)-2023 shall not be valid for seeking admission in the Session 2024-25

- c. Minimum **60%** aggregate marks in HSSC/FSc (Pre-Medical) or equivalent having minimum twelve years of education in atleast three subjects i.e. Biology, Chemistry and either Physics or Mathematics.

➤ **Foreign Seats:**

Foreign Student: means a student who holds a permanent Foreign Nationality or is on overseas (being a Pakistani citizen permanently resident in a foreign country) Pakistani, and who has studied and passed HSSC 12th grade examination or equivalent from outside Pakistan and is a resident of a foreign country at the time of applying for admission and possess a certificate to this effect from the institution last attended

- a. Passing MDCAT (NUMS)-2024 (Held on 01 September 2024)/ Valid MCAT (USA)/ Valid UCAT(UK).

Note: Provided that the mandatory requirement of MDCAT shall not apply to students seeking admission on a special program seat predefined exclusively for foreign students and on the seats reserved for overseas Pakistanis. Such

students shall qualify a foreign MCAT (USA) or UCAT (UK) Examination with 50% marks in the subjects of Biology, Chemistry, and Physics/Mathematics.

- d. The applicant has passed minimum twelve years of education in atleast three subjects i.e. Biology, Chemistry and either Physics or Mathematics from a foreign university or examining body or foreign education system, and such course must have been duly certified by the Inter-Boards Coordination Commission (IBCC) with minimum 60 percent marks after equivalence.
- b. It shall be the responsibility of the candidates having foreign qualifications to settle their cases with IBCC and should get equivalence certificate from IBCC for recognition of their qualification and score.

Note: For equivalence issues, please contact IBCC Head Office in Islamabad or Regional Offices.

➤ **Age Limit:**

There is no minimum or maximum age limit for admission to a medical and dental college.

Merit Determination Weightage Formula for Admission

The merit for the purpose of admissions shall be calculated as an Aggregate Percentage of marks determined by giving the following weightage to obtained marks of the candidate in different exams:

- | | |
|--|-----|
| a. Entrance Test (MDCAT (NUMS)-2024 / MCAT / UCAT), where applicable | 50% |
| b. HSSC / F.Sc (Pre-Medical)/Equivalent | 40% |
| c. SSC / Matric/ Equivalent | 10% |

Note: Final calculation in percentage will be rounded up to four decimal points.

Centralized Admission NUMS Private Sector Medical & Dental Colleges
First Year MBBS and BDS Session 2024-25

Guidelines and Instructions for Candidates

1. Application Form

- a. Information provided in application form by candidate will be deemed final.
- b. Submission of Application Form does not confer any right in respect of selection for admission, which shall only be granted on merit and as per choices/preferences.
- c. Revised marks of HSSC or Equivalent shall not be acceptable after 22 November 2024.
- d. If a candidate selects MBBS as 1st preference in application, the BDS choice will be auto-selected as 2nd preference and vice versa.
- e. When filling up the online application, every applicant has to rank the medical and dental colleges in order of preference, starting with his/her first choice. Candidates are allowed to list up medical and dental colleges in the order that they would like to be considered for admission.
- f. Selection of choices/preferences of program/colleges will be final and cannot be changed. Data provided by candidate will be used throughout the selection process for admission.
- g. The application will be processed strictly on merit by preparing separate lists for private medical and dental colleges.

2. Provisional Merit List

- a. After the completion of online application process, NUMS will generate a provisional merit list for each of its respective affiliated and attached Medical and Dental College.
- b. NUMS will display its provisional merit list of each affiliated and attached Medical/Dental College on official website.
- c. The merit lists will be absolutely provisional and is subject to correction/revision/amendment in case of any error, omission, lapse, mistake, fraud or misrepresentation that occurs or is brought to the notice of University Authorities within due time.
- d. The candidates will be given 48 hours after the display of the Merit Lists to make complaints through registered email against any error, omission and lapse in the lists. After that no complaint will be entertained. In case of any discrepancy, candidates are advised to contact NUMS on



- e. designated email address mbbsbds.admissions@numspak.edu.pk (Email received on any other email address will not be entertained).

3. Selection List

- a. After all necessary corrections/rectifications, NUMS will display on its official website the 1st College Wise and category-wise Merit Lists keeping in view the number of seats on which admission is to be made.
- b. Starting with the first preference, the applicant will be assessed and ranked on his/her merit. According to his/her order of preference, if his/her first choice is taken and filled up by an applicant higher in merit, he/she will be considered for his/her next choice; and if that too is taken, he/she will be considered for his/her next choice. This will go on until the candidate is placed in a college or all his/her choices are exhausted.
- c. All those candidates who will be admitted to MBBS program being their first preference shall be excluded from the selection process for BDS program and vice versa.

4. Provisional Admission

- a. Candidates selected for admission shall be informed (as per sequence of aggregate merit) through SMS and Email. The candidates are advised to be vigilant and carefully check their registered email inbox (or Spam folder) and can also find out their names in the selection lists according to their merit displayed on NUMS website.
- b. No intimation to the applicants whatsoever about selection/ non-selection will be sent other than the registered email address or contact Number by the university.
- c. When a student accepts admission to a NUMS, he/she must disclose to NUMS, of the provision offer as well as acceptance of admission to other Colleges (Other than NUMS). Before accepting the later admission, the student must apply for cancellation of the previous acceptance. Failure to cancel acceptance of prior admission offer will render all admission offer as void and he/she will become ineligible for admission.
- d. Selected candidates will be required to download their fee challan of Rs. 250,000 (Admission Acceptance Fee) from the NUMS application portal. They will be required to deposit the fee in the nearest branch of HBL by due date mentioned on their fee challan.



- e. Selected candidates shall be given three (03) working days to deposit the prescribed fee after the display of the selection list.
- f. Those who fail to deposit their fee within due date shall be excluded from the admission/upgradation process and shall have no right of admission/ upgradation into the said program in the current session and the next applicant on the waiting merit list will be offered admission in order to facilitate timely completion of admission process.
- g. Candidates admitted to their 1st preference are excluded from subsequent rounds. Candidate selected on their first preference will need to report the college as per the provided schedule by NUMS to receive their joining letter and make the payment for admission confirmation. Their names will then be finalized for that College.
- h. Candidates selected for their second, third, fourth, and subsequent preferences may be upgraded or transferred to a college ranked higher in their preference list until all choices are exhausted, if a seat becomes available and their merit aligns with that of the college. NUMS will communicate the joining date to the candidates for the selected college.

5. Upgradation

- a. The candidate getting selected in previous list will be considered for upgradation in the subsequent list. The up-gradation herein means shift on merit to a college named higher in the preference order by the candidate in case of creation of vacancy in that college.
- b. Right of up-gradation shall be given to only those candidates who have paid (Admission acceptance Fee) in the preceding list. A candidate who is selected but does not pay fee within due date, he/she shall not be eligible for further selection process/up-gradation.
- c. The candidate shall only be up-graded to a college he/she has listed in his/her order of preference in case a seat is available and the merit of the candidate corresponds with that of the college.
- d. If Candidate considered for upgradation in subsequent lists, there will be mandatory shift to a college ranked higher preference order and no exceptions will be made under any circumstances.

6. Joining of Selected Candidates to Colleges & Payment of Remaining Fee

- a. NUMS Will display on its website the college wise list of provisionally admitted candidates and same will be sent to colleges.
- b. Provisionally admitted candidates will report to college as per schedule issued by NUMS.
- c. The college will provide them with joining instructions and details regarding the remaining fee to be paid for admission finalization.
- d. The candidates will pay the remaining fee and other dues after the completion of admission process at the respective college where his/her admission has been finalized.
- e. All admitted candidates shall have to submit all original documents at the time of joining in the medical/dental college for which they have been admitted along with attested copies of these documents.
- f. Confirmation of admission will be subject to the payment of remaining fee, scrutiny and verification of original identity and academic documents by the College.
- g. Candidates who do not report to the college / submit the remaining fee to the college by due date, his/her provisional admission will be cancelled and will not be considered for any further selection / upgradation.

7. General Instructions

- a. There will be no request or claim for mutual transfer, status retention, or down gradation under any circumstances.
- b. If candidate admitted against Open Merit as well as category Seat, he/she will avail only one seat by choice and let the other seat forgo, by submitting a written statement.
- c. Whenever two or more than two candidates are bracketed, i.e., they have exactly the same aggregate percentage after calculation, the tie shall be broken in the following steps (in the same order).
 - i. The one senior in age will be given preference.
 - ii. The one having higher marks in MDCAT will be given preference.
 - iii. The one having higher marks in HSSC/equivalent 12th grade examination will be given preference
 - iv. The one having higher marks in SSC/equivalent examination will be given preference, and if the tie still continues



- d. NUMS will communicate the joining date to the candidates for the selected college.
- e. There may be three or more rounds/lists of selection of candidates depending on the availability of vacant seats.

8. Admission on Vacant Seat

- a. When already admitted in any public/private medical and dental college, candidate cannot not claim admission through vacant seat policy of PM&DC to any NUMS affiliated/attached college.
- b. Candidate who is admitted in private sector dental college shall be eligible for admission on vacant seat in private sector medical college only.

9. Refund Policy

- a. If a student secures admission in NUMS and later he/she gets selected in MBBS/BDS in another University / College (Not Affiliated/Attached with NUMS) or withdraw admission in any other case, the Refund will be given as follows: -
 - i. Before joining the College, amount (Rs. 250,000) deposited in NUMS will be refunded in full by University
 - ii. After joining the college, the amount (Rs. 250,000) deposited in NUMS and fee paid in college will be refunded as per PM&DC/NUMS policy
- b. If a student secures admission in MBBS/BDS in one college and later he/she gets upgraded in MBBS/BDS to another NUMS Affiliated or Attached college, the fee will be transferred to that college without any deduction.

National University of Medical Sciences, Islamabad.

Admissions First Year MBBS/BDS Session 2024-25

UNDERTAKING

(To be furnished on a judicial Paper duly attested by the Notary Public / Oath Commissioner)

1. I, _____ S/D/O _____ holding CNIC/ Form B # _____, do hereby solemnly declare and undertake that I
2. I agree that submission of this Application Form does not confer any right on me in respect of selection for admission, which shall only be granted on merit.
3. I understand that once I have submitted my preferences for programs/colleges, they are considered final and cannot be modified. This information will remain unchanged and will be utilized throughout the admission selection process for the first-year MBBS/BDS program for the present academic year.
4. If selected, I will deposit Rs. 250,000/- to NUMS to confirm my provisional admission. Failure to submit the required fee by the specified deadline will result in the automatic cancellation of my selection and any further upgradation process.
5. I also acknowledge that option for upgrading will remain available only if I deposit the required college fee and other dues by due date, in the designated college when directed. Failure to do so will result in cancellation of admission.
6. In case of upgradation (in subsequent merit lists) to the college ranked higher in my preference, I consent to mandatory relocation to that college. I understand that no exceptions will be granted under any circumstances.
7. I understand that in case of failure to join the college or deposit fee by due date, my admission shall stand cancelled automatically.
8. I shall disclose NUMS if I have already secured admission to any other public/private medical/dental college at the time of present admission offer. Likewise, I will promptly notify NUMS for refund if I secure admission to any other public or private medical or dental college. I understand that holding seats in more than one college will result in the cancellation of all my admissions.
9. When already admitted in any public/private medical and dental college, I shall not claim admission through vacant seat policy of PM&DC to any NUMS affiliated/attached college.
10. In case of getting nomination on special category seat, I shall notify NUMS promptly to cancel the admission from open merit seat.

Station: _____

Applicant's Name: _____

Dated: _____

Signature: _____