

## **Centralized Admissions MBBS/BDS Session 2025-26**

### **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. Para 4(2) of PM&DC Admissions Regulations is quoted as below:

*“National University of Medical Sciences (NUMS) shall be the Admitting University responsible for admissions all Armed Forces - Administered medical / dental colleges/ institutes. NUMS admission test shall be considered only for admission in all Armed Forces Administered medical/dental colleges.”*

### **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 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 Baluchistan Open Merit category seats of Quetta Institute of Medical Sciences (QIMS) & Quetta College of Dentistry (QCD). 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 as per past practices. Admissions in other categories in QIMS & QCD such as subsidized category and LEA will be processed by these colleges as well.

## **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 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 fees through NUMS simplifies fee management for both candidates and colleges.

## **2. Key Steps of Centralized Admissions**

- i. NUMS MDCAT 2025
- ii. Advertisement for Admission & Application Process
- iii. Scrutiny of Applications & Documents
- iv. Generation of Merit Lists (Provisional & Selection Lists)
- v. Provisional Admission
- vi. Upgradation Process
- vii. Final Selection and Admission
- viii. Joining of Candidates in Respective Colleges
- ix. Fee Transfer to College

### **2.1 NUMS MDCAT 2025**

Candidates must pass the NUMS MDCAT 2025 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 website. Candidates will apply through online admission portal.

### **2.3 Scrutiny of Applications & Documents**

All applications will be carefully reviewed by NUMS Admission Office before display of merit lists.

### **2.4 Generation of Merit Lists**

#### **2.4.1 Provisional Merit List**

Provisional merit list will be prepared for all NUMS Affiliated / Attached Medical & Dental Colleges and displayed on NUMS website for errors and omissions. No change/correction will be made after display of final merit list.

#### **2.4.2 Final Merit Lists / College wise Selection List**

College wise selection lists of Affiliated Medical & Dental Colleges will be displayed on NUMS website as per candidates' merit and preference given while submitting application. However, Merit Lists of NUMS Armed Forces Administered Attached Medical & dental Colleges will be sent to them. These Colleges will carry out the admissions at their own. Final List of Admitted Students will be sent to NUMS as per PM&DC / NUMS timeline.

#### **2.4.3 Upgradation List for Affiliated Medical & Dental Colleges**

Second and subsequent selection lists will fill any vacancies through the up-gradation process, which will be determined by candidate's merit and preference.

### **2.5 Provisional Admission in Affiliated Medical & Dental Colleges**

1. In order to secure admission, candidates selected on open merit must deposit **Rs. 250,000** to NUMS as an **admission confirmation fee**, while those selected under the foreign category are required to deposit **Rs. 400,000** to secure their admission.
2. Selected candidates shall be given **02 days** (including the day of displaying selection list and holidays) to deposit the prescribed fee to NUMS, as mentioned above. After depositing the admission confirmation fee to NUMS, the candidate must submit the remaining dues, in contact with the respective college for admission finalization, by or before **the fourth day** from the display of the selection list.
3. **The candidate has a total of four days to complete all payments.** The first 02 days are allotted for submitting the admission confirmation fee to the University, with the second day being the final deadline. The remaining 02 days serve as the last days for submitting the remaining dues to the respective college. Without paying the admission confirmation fee at NUMS, a candidate will not be eligible to make the payment at the college.

4. For admission finalization, candidates may pay the remaining dues to respective colleges through any method prescribed by the college, within timeline.

## **2.6 Individual College Portal**

For MBBS/BDS admissions session 2025-26, an individual college portal for each affiliated college will be provided by NUMS. The portal will have the following features: -

- a. College-wise selection lists will be uploaded on college portal.
- b. College will have access to view the candidate information such as contact details, college preferences, aggregate, status of candidate if upgraded to higher preference etc.
- c. The admission status of candidates will be updated in real time for those who submit the admission confirmation fee to NUMS.
- d. Upon submission of admission confirmation fee, colleges will contact the respective candidates to collect the remaining fee within the timeline prescribed by NUMS, prior to the generation of the next list.
- e. Colleges will update the candidate's status to **"Fee Paid"** after receiving the remaining fee at the college.
- f. On the fifth day after the display of the selection/upgradation list, candidates who have not paid the remaining fee at the college will be removed from the list, and new candidates will be added.
- g. No extension will be granted to candidates or colleges for fee submission or collection.
- h. Each affiliate college will share the list of candidates who submit the fee in colleges by the end of the last date of fee payment (in excel file).

## **2.7 Upgradation within NUMS Affiliated Colleges**

1. The upgradation process will only be applicable to candidates who submit the required fee both at NUMS and in affiliated college within the specified timeline for payment of all dues **which is by or before the 4th day after the selection list is displayed.**

2. Candidates who do not complete fee payment at both NUMS and the affiliated college, or who pay at only one of the two, will be considered **ineligible** for the upgradation process.

3. In case of upgradation, the fee paid to the initially allotted college will be transferred to the higher preference college by the previous institution **within one week of upgradation**.

### **2.8 Joining of Candidates in Respective Affiliated Colleges**

a. All the admitted candidates will report to college as per schedule and joining instructions issued by the respective college along with the NUMS offer letter.

b. All admitted candidates shall have to submit all original documents, along with the attested copies, at the time of joining in the college.

c. Confirmation of admission will be subject to the payment of all dues, scrutiny and verification of original identity and academic documents by the College.

### **2.9 Fee Transfer to College**

NUMS will transfer the initial fees amount **(250,000 per candidate for open merit & 400,000 for foreign category)** to respective Affiliated colleges after finalization of admission process.

### **3. SOP for Selection of Candidates in NUMS Affiliated Medical & Dental Colleges**

The NUMS Admission Office will oversee admissions of all NUMS Affiliated Colleges for Open Merit, Foreign Category, and Baluchistan Open Merit Category Seats at the QIMS / QCD. However, admissions for PCs/ASCs will be processed by the W&R Directorate. Additionally, admissions for the wards of Naval and Air Headquarters personnel, for designated seats at BUMDC, FMC, and FRPMC, will be managed by the respective Naval and Air Headquarters. Admissions in other categories in QIMS & QCD such as subsidized category and LEA will be processed by these colleges as well. Following are the salient points for selection on various categories.

#### **3.1 Open Merit & Foreign Category**

- 3.1.1 Candidates who get selected in college of their preference will be issued a challan of **Rs. 250,000** for open merit and **Rs. 400,000** for foreign category and Admission Offer Letter through online admission portal.
- 3.1.2 Candidates are not required to visit NUMS when offered provisional admission.
- 3.1.3 Selected candidates shall be given **two 2 days** (including the day of displaying selection list and holidays) to deposit the prescribed fee. Payment can be made using online HBL banking services.
- 3.1.4 After depositing the admission confirmation fee to NUMS, the candidate must submit the remaining dues, in contact with the respective college for admission finalization, by or before **the fourth day** from the display of the selection list.
- 3.1.5 Upon confirmation fee submission, colleges will contact the respective candidates to collect the remaining fee within the timeline prescribed by NUMS, prior to the generation of the next list.
- 3.1.6 Colleges will update the candidate's status to "**Fee Paid**" after receiving the remaining fee at the college through online college portal.
- 3.1.7 College will share the list of candidates who submit the fee in colleges by the end of the last date of fee payment (in excel file).
- 3.1.8 Candidate, if upgraded to his/her college of higher preference, will be notified by NUMS automated system on candidate portal.

### **3.2 Category Seats of QIMS / QCD**

- 3.2.1 QIMS/QCD shall intimate NUMS about seats distribution before commencement of academic session.
- 3.2.2 All candidates seeking admission in QIMS/QCD on category seats shall apply for admissions in MBBS/BDS through NUMS online admission portal.
- 3.2.3 List of applicants applying on category seats (Subsidised & LEA) will be forwarded to QIMS/QCD for the scrutiny and verification.
- 3.2.4 QIMS/QCD will make necessary arrangements for scrutiny of documents, conducting interviews and verification through agencies for all QIMS/QCD category seats along with eligibility documents and share their category wise verified list to NUMS admission office for further process.
- 3.2.5 NUMS will conduct the admissions on Baluchistan Open Merit category seats as well as Open Merit (Rest of Country) and selection lists will be displayed on NUMS website as well as on college portal.

### **3.3 Special Category Seats of PCs/Self Finance**

- 3.3.1 W&R Dte, shall intimate NUMS about number of authorized seats for PCs and Self Finance 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.
- 3.3.2 W&R Dte will make necessary arrangements for receiving applications from candidates for PCs/ASCs seats and would ensure their final selection in each category within admission timelines.



## 4. Refund Policy

This refund policy shall be applicable on candidates selected in Affiliated Colleges on open merit, foreign seat and Baluchistan open merit category seats of QIMS/QCD. The salient points of refund policy are: -

### 4.1 **Admission Confirmation Fee (Rs. 250,000/Rs. 400,000) deposited in NUMS**

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

**4.1.1 Amount Deposited at NUMS (before transferring to Colleges):** Rs. 250,000 / Rs. 400,000 deposited at NUMS as admission confirmation fee against open merit / foreign category respectively, will be refunded to candidate by University.

**4.1.2 Amount Deposited at NUMS (after transferring to Colleges):** Rs. 250,000 / Rs. 400,000 deposited at NUMS will be transferred to colleges after finalization of admission. Amount submitted in NUMS as well as fee submitted in college by the candidates will be refunded by the college as per as PM&DC/college refund policy.

### 4.2 **Fee deposited in NUMS Affiliated Medical & Dental Colleges**

In case, candidate does not desire to continue admission in the NUMS respective college, due to any reason, he/she must request fee refund from the college they are presently admitted to. Refund will be processed in accordance with the respective college's refund policy. In case of upgradation, the fee paid to the initially allotted college will be transferred to the higher preference college by the previous institution within one week of upgradation.

### 4.3 **Fee deposited in NUMS Armed Forces Administered Attached Medical & Dental Colleges**

Refund against the fee submitted in Armed Forces Administered Attached Medical / Dental Colleges, will be managed by the respective attached colleges as per respective college / PM&DC refund policy.

## **5. General Guidelines & Instructions for NUMS Affiliated Medical & Dental Colleges**

### **5.1 Instructions for NUMS Affiliated Medical & Dental Colleges**

1. Each college will nominate a Focal Person for the duration of admissions before commencement of admissions for smooth coordination and communication.
2. Focal person will be responsible for managing online college portal as well as all the admission related correspondence with NUMS Admission Office.
3. College will issue joining instructions and prescribed remaining fee challan to each provisionally selected candidate as mentioned above in the document.
4. 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.
5. Confirmation of admission will be subject to the scrutiny and verification of original identity and academic documents by the College.
6. All Affiliated Medical & Dental Colleges will submit the data to University through PM&DC online portal after finalization of admissions.
7. After online submission of data through PM&DC online portal, all affiliated medical & dental colleges will send the scanned original copies of below mentioned documents via email in a prescribed manner: -
  - i. IBCC verified SSC result / O level / 10<sup>th</sup> grade equivalence
  - ii. IBCC verified HSSC result / A level / 12<sup>th</sup> grade equivalence
  - iii. Copy of domicile for candidates selected on FATA/Gilgit Baltistan/QIMS subsidized category seat
  - iv. Copy of UCAT / MCAT result (in case of entrance test other than NUMS MDCAT)
8. 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.
9. The university shall cancel any provisional admission where in the credentials of a student are not verified.

10. 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.
11. University will contact the focal person only for any correction / clarification.

## **5.2 Mandatory Documents of Admitted Candidates**

Each Affiliated & Attached 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**

1. Passport size Photograph
2. Copy of Candidate & Father CNIC/NICOP/Passport
3. Domicile (where applicable)
4. Original SSC Mark sheet & Certificate attested by IBCC
5. Original HSSC Mark Sheet & Certificate attested by IBCC
6. Original Transcript / Certificates of O/A Level
7. IBCC Equivalence for O-Level & A-Level
8. Copy of NUMS (MDCAT) - 2025 Result
9. Undertaking Form (Uploaded at the time of submission of online application)

### **5.2.2 Foreign Seat**

1. Passport size Photograph
2. Copy of Candidate & Father CNIC/NICOP/Passport
3. Original SSC Mark sheet & Certificate attested by IBCC
4. Original HSSC Mark Sheet & Certificate attested by IBCC
5. Original Transcript & Certificates of O-Level/10<sup>th</sup> Grade
6. IBCC Equivalence for O-Level/10<sup>th</sup> Grade
7. Original Transcript & Certificates of A-Level/12<sup>th</sup> Grade
8. IBCC Equivalence for A-Level/12<sup>th</sup> Grade
9. Certificate from the institution last attended for intermediate education
10. Copy of NUMS (MDCAT)-2025 Result / Valid MCAT (USA) / Valid UCAT (UK)  
**(whichever is applicable)**
11. Undertaking Form (Uploaded at the time of submission of online application)

### **5.2.3 QIMS/QCD Category Seat**

1. Passport size Photograph
2. Copy of Candidate & Father CNIC/NICOP/Passport
3. Domicile & Local Certificate (where applicable)
4. Original SSC Mark sheet & Certificate attested by IBCC
5. Original HSSC Mark Sheet & Certificate attested by IBCC
6. Original Transcript / Certificates of O/A Level
7. IBCC Equivalence for O-Level & A-Level
8. Copy of NUMS (MDCAT) - 2025 Result
9. Shahadat Certificate (where applicable)
10. Proof / Certificate of Income duly signed by DC of respective district
11. Attested Copy of Department in case of LEA
12. Undertaking Form (Uploaded at the time of submission of online application)

### **5.2.4 Category Seats for PCs/ASCs**

1. Passport size Photograph
2. Copy of Candidate & Father CNIC/NICOP/Passport
3. Domicile (where applicable)
4. Original SSC Mark sheet & Certificate attested by IBCC
5. Original HSSC Mark Sheet & Certificate attested by IBCC
6. Original Transcript / Certificates of O/A Level
7. IBCC Equivalence for O-Level & A-Level
8. Copy of NUMS (MDCAT) - 2024 Result
9. Nomination Letter for Quota Seat (where applicable)
10. Undertaking Form (Uploaded at the time of submission of online application)