

List of documents required for admission of MBA (HCA)

Please bring the following original documents and two sets of self-attested photocopies for your admission:

Sr. No	List of Documents
1.	Nationality Proof (Choose one): • Nationality Certificate (issued by District Magistrate, etc.) • Valid Passport (attested by Head of Department) • Domicile Certificate • Birth Certificate (with Indian nationality endorsement)
2	Common Entrance Test 2026: Mark sheet and online allotment letter (relevant round).
3	Qualifying Degree: Passing/Degree Certificate.
4	Internship (if applicable): Completion Certificate.
5	Caste Certificate (if applicable)
6	Caste Validity Certificate (if applicable). (As per government regulations)
7	EWS Certificate (if applicable): Income and Asset Certificate
8	Non-Creamy Layer Certificate (if applicable): Valid until 31/03/2027 (for VJ(A), NT-B, NT-C, NT-D, OBC, SEBC)
9	College Leaving Certificate (LC/TC).
10	Degree Attempt Certificate (if applicable): From Head of Institute
11	Name Change Gazette (if applicable)
12	Council Registration certificate (if applicable)
13	Migration Certificate (if applicable)
14	Educational Gap Affidavit (if applicable): Certified by Executive Magistrate/ Notary
15	Medical Fitness Certificate: As per brochure format.
16	Disability Certificate (if applicable)
17	Self-Attestation Declaration Form
18	Voter List Registration Undertaking
19	S.S.C. (10th Grade) Certificate
20	H.S.C. (12th Grade) Certificate
21	Qualifying Degree Mark Sheets: First to final year
22	In-Service Candidates (if applicable): No Objection Certificate (NOC)

[Note for Caste / Category Documentation:

- Submission of valid Caste / Tribe certificate, Caste Validity certificate and Non-Creamy Layer certificates is mandatory for category consideration.
- Failure to provide these documents will result in the candidate being considered under the general category.

ANNEXURE A: DEFINITIONS

The following definitions apply unless the context indicates otherwise:

- **Appropriate Authority:** The Maharashtra University of Health Sciences.
- **Competent Authority:** The entity designated by the University to conduct the common entrance test for selection and admission to all Postgraduate Programs/Courses.
- **Designated Authority:** The entity responsible for executing the instructions of the Competent Authority regarding the selection and admission process for all Postgraduate Programs/Courses.
- **Government:** The Government of Maharashtra.
- **Internship:** The mandatory rotating internship, completed in accordance with the regulations of the relevant Councils and the University.
- **Recognized Qualification:** A qualification recognized by the relevant Councils and the University within the State of Maharashtra, and, for in-service candidates, by a Statutory University in India.
- **Registration:** The registration of a qualification with the respective Council of India or Maharashtra.
- **Reservation:** The reservation policy prescribed by the Government for admission to the course, encompassing both Constitutional Reservations for Backward Classes and any other applicable reservations.
- **University:** Non-agricultural Universities established under the Maharashtra Universities Act, 1994, and/or the Maharashtra University of Health Sciences (MUHS) established under the MUHS Act, 1998.

ANNEXURE "B"
CONSTITUTIONAL RESERVATION

1. **Reservation for Backward class Candidates:** The percentage of seats reserved for candidates of backward class categories belonging to Maharashtra State are as per the details shown in table below. **As per MAHARASHTRA ACT No. XXX of 2006. MAHARASHTRA Reservation Act. of 2018.**

Government Resolution No. राआधी/४०१९/प्र.क ३१/१६-अ, दि.१२/०२/२०१९ आणि सन २०२४ चा महाराष्ट्र अधिनियम क्रमांक १६, दिनांक २६ फेब्रुवारी २०२४

Sr.No.	Type of Reservation	Percentages of Reservation
A	Scheduled Castes (SC)	13%
B	Scheduled Tribes (ST)	7.0%
C	De-notified Tribes (A) (Vimukta Jatis)(A)	3.0%
D	Nomadic Tribes (B)(NT-B)	2.5%
E	Nomadic Tribes (C)(NT-C)	3.5%
F	Nomadic Tribes (D)(NT-D)	2.0%
G	Other Backward Classes (OBC) Including (SBC)	19.0%
H	Socially and Economically Backward Class (SEBC)	10%
I	Economically Weaker Section	10%
Total		70.0%

2. Candidates belonging to previously mentioned Backward Class categories would be required to submit the Caste Certificate and the Caste / Tribe Validity Certificate.
3. Caste certificate issuing authority: - Sub-Divisional Magistrate / Executive Magistrate / Metropolitan Magistrate in Maharashtra state issue Caste certificate stating that the caste is recognized under a particular backward class category in Maharashtra state.
4. The Caste / Tribe validity Certificate issuing Authorities are as follows: -
- a) For Candidates belonging to Scheduled Caste, Scheduled Caste converts to Buddhism, Vimukta Jati, Nomadic Tribes1, 2, 3 and Other Backward Class, Caste Validity Certificate is issued by **Divisional Caste Certificate Scrutiny Committee of respective Divisional Social Welfare Office** (Konkan, Pune, Nasik, Aurangabad, Amravati and Nagpur).
- b) Director / Deputy Director, Tribe Certificate Scrutiny Committee of respective Region (Konkan, Pune, Nashik, Aurangabad, Amravati, and Nagpur) issue the Tribe Validity Certificate.
5. **The candidate claiming constitutional reservation must submit original caste validity certificate at the time of admission failing which the category claim will not be granted.**

6. NON-CREAMY LAYER

A candidate belonging to 'Creamy Layer' amongst the categories (C) to (H) must note that the provision of reservation is NOT applicable to him / her. A candidate claiming benefit of reservation under the categories (C) to (H) will be required to produce Non-Creamy Layer Certificate as specified in the Government resolution No.CBC-10/2008/CR-697/VJNT-1, **dated 24th June, 2013**. A Candidate claiming benefit of reservation under the category (I) will be required to produce "Eligibility Certificate for Economically Weaker Section" as specified in Government resolution सामान्य प्रशासन, क. राआधी 4019/प्र.क्र.३१/१६-अ dated 12 February 2019. The certificate should be valid **up to 31/03/2027**. The Non- Creamy Layer Certificate is issued by **Sub-Divisional Officer/Deputy Collector/Collector of the district**.

However, such a Non-Creamy Layer Certificate shall be produced in any case at the time of admission, failing which the category claimed will not be granted.

7) Inter-se amongst the reserved categories will be operated at the end of each admission process against the unfilled reserved categories seats as per merit and choice of the reserved categories candidates. The seats remaining vacant from various categories will be filled in during inter-se admission process as follows:

- a) From among the candidates of their respective group from the Merit List of that particular group where the vacancies exist. The groups are as follows –

GROUP-I	
i)	Scheduled Castes(SC)
ii)	Scheduled Tribes (ST)
GROUP-II	
i)	De-notified Tribes (A) (Vimukta Jati)
ii)	Nomadic Tribes (B) (NT-1)
GROUP-III	
i)	Nomadic Tribes (C) (NT-2)
ii)	Nomadic Tribes (D) (NT-3)
iii)	Other Backward Classes (OBC) including SBC

- b) If the seats remain vacant, then it will be filled, from among the candidates of all the categories mentioned above from the all categories combined merit list.
c) If the seats still remain vacant then the seats will be filled from among the candidates of the common merit list.

8) Admission under constitutional reservation seat will be governed by the Maharashtra Schedule Castes, Scheduled Tribes, De-notified Tribes (Vimukta Jatis), Nomadic Tribes, Other Backward Classes and Special Backward Category as per **MAHARASHTRA ACT No. XXX of 2006.**

MAHARASHTRA Reservation Act. of 2018 and Government Resolution No.राआधा ४०१९/प्र.क्र ३१/१६-अ, दि.१२/०२/२०१९.

9) Reservation for Orphan as per Government Resolution No अनाथ-२०१८/प्र. क्र.

१८२/का-०३, दि. २३/०८/२०२१

For MBA (HCA) BREAK-UP OF SEATS

I	Quota for Maharashtra Domicile Candidates (85%)	Percentage	Seats
A	Scheduled Castes (SC)	13.0 %	7
B	Scheduled Tribes (ST)	7.0 %	3
C	De-notified Tribes (A) (Vimukta Jati)(A)	3.0 %	2
D	Nomadic Tribes (B) (NT-B) (NT-1)	2.5 %	1
E	Nomadic Tribes (C) (NT-C) (NT-2)	3.5 %	2
F	Nomadic Tribes (D) (NT-D) (NT-3)	2.0 %	1
G	Other Backward Classes (OBC) including (SBC)	19.0 %	10
H	Socially and Economically Backward Class (SEBC)	10%	5
I	Economically Weaker Section (EWS)	10.0%	5
J	Open Merit	30.0 %	15
Total		100%	51

II	Government of India (GOI) (15%)	15.0 %	9
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From among the Government of India (GOI) Candidates if vacancies exist the seats would be distributed amongst all the categories for Maharashtra Domicile candidates according to the above-mentioned reservation criteria.

ANNEXURE "C"

Government of Maharashtra

Certificate No:

Photo

Eligibility Certificate for Economically Weaker Section

(For the purpose of 10% reservation prescribed for Economically Weaker Section vide Government Resolution सामान्य प्रशासन विभाग, क. राआधी ४०१९/प्र.क्र.३१/१६-अ dated, 12 February, 2019)

This is to certify that Shri/Smt./Kum..... Is son/ daughter / ward of He / She is resident of Village /CityTaluka District and he / she belongs to..... Caste /sub caste /class which is not included in the cadres mentioned in the Maharashtra State Public services, Schedule Cast, Schedule Tribes, De-notified Tribes (Vimukta Jati), Nomadic Tribes, Special Backward category and Other Backward Classes Act, 2001 (Maharashtra Act No 8 of 2004).

As per norms prescribed Vide Government of Maharashtra, General Administration Department, and Government Resolution No. राआधी ४०१९ / प्र.क्र. ३१/१६-अ dated, 12 February 2019. His/ Her gross family annual income from all source is Rs. /- which is less than Rs. 8,00,000/-. Therefore, it is certified

that he /she is within category of economically Weaker Sections.

Place:

Signature:

Date:

Name:

Designation:

(This certificate has been issued based on following Proof /evidences /documents)

- 1.
- 2.
- 3.

ANNEXURE "D"

CERTIFICATE OF MEDICAL FITNESS

This is to certify that I have conducted clinical examination of **Dr./Mr./Kum** who is desirous of admission to / ~~Master of Science in Pharmaceutical Medicine/~~ **MBA-Health Care Administration /Masters of Public Health** he / she has not given any personal history of any disease incapacitating him / her to undergo the professional course. In addition, on clinical examination, it has been found that he / she is medically fit to **undergo Master of Science in Pharmaceutical Medicine / MBA-Health Care Administration / Masters of Public Health.**

- a) Absence of any incapacitating and /or progressive systemic disease/disorder / condition,
- b) Absence of any disability of upper limb/s,
- c) Absence of any major visual/auditory disability,
- d) Absence of psychosis/neurosis/mental retardation,
- e) Ability to maintain erect posture,
- f) Reasonable manual dexterity.

Date:

Signature:

1. Name:
2. M.M.C. Registration No:
3. Address of the Registered Medical Practitioner

Seal of Registered Medical Practitioner

Note:

A candidate must be medically fit to undergo ~~Master of Science in Pharmaceutical Medicine/~~ **MBA-Health Care Administration /Masters of Public Health applied.** A Registered Medical Practitioner in the prescribed Performa, as given above on a Letterhead must certify the medical fitness

ANNEXURE "E"

Physically Handicapped (PH) Reservation

- 1) As per letter received from Secretariats of Handicapped welfare, Pune dated 04/05/2018, outward No. अकाआ/प्र-७/रिया क्र. २९२/२००६ व क्र. ९९७/२०१३/२०१८-१९/२१८४ पुणे, दिनांक-०४/०५/२०१८ and As per Postgraduate Medical Education Regulation 2000 and Amendment Notification No. MCI.18(1) 2008-Med./54470 dated 25th march 2009 following is the criteria for reservation under physically handicapped Category "5% seats of the annual sanctioned intake capacity shall be filled up by candidates with locomotor disability of lower limbs between 50% to 70%.
- 2) Provided that in case any seat in this 5% quota remains unfilled on account of unavailability of candidates with locomotor disability of lower limbs between 50% to 70% then any such unfilled seat in this 5% quota shall be filled up by persons with locomotor disability of lower limbs between 40% to 50% - before they are included in the annual sanctioned seats of State Quota.
- 3) The Candidate with a disability more than 70% will not be eligible for admission to Health Sciences (Post Graduate) Program/ Courses. No other disability shall be allowed as per the MCI regulations. However, such a candidate will be required to undergo medical examination by a Special Medical Board constituted for this purpose by the Competent Authority. The Medical Board after ascertaining his / her disability must be satisfied that the candidate is physically fit to undergo the course despite his / her disability.
- 4) Candidate is required to submit the proof of his / her disability by way of a certificate in prescribed proforma from **Civil Surgeon of a District Hospital / Medical Board / Medical Superintendent of a Government Medical College / Hospital in Maharashtra; or from the Director of All India Institute of Physical Medicine and Rehabilitation, Haji Ali, Mumbai;** (as per Prescribed Performa) at the time of verification of disability. However, Special Medical Board constituted for this purpose by Competent Authority will carry out Verification of the disability. In addition, decision of the **Special Medical Board will be final.** The date and place of Special Medical Board shall be communicated by the way of notification.

ANNEXURE "F"

CERTIFICATE OF MEDICAL FITNESS FOR PHYSICALLY HANDICAPPED (PH) CANDIDATE

This is to certify that after clinical examination, it has been found that. **Mr. / Kum.....** Who desires to pursue Post- Graduate course in ~~Master of Science in Pharmaceutical Medicine~~ / **MBA-Health Care Administration** / ~~Masters of Public Health~~ for the year 2026-27 for claiming the benefit of seat reserved for Physically Handicapped persons is an individual withpercent **permanent** / **partial** disability pertaining to locomotors disorder of the lower limbs.

- 1) It is also certified that he / she fulfils the following criteria.
- 2) Absence of any incapacitating and /or progressive systemic disease/disorder/condition.
- 3) Absence of any disability of upper limb/s.
- 4) Absence of any major visual/ auditory disability.
- 5) Absence of psychosis / neurosis / mental retardation.
- 6) Abilities to maintain erect posture.
- 7) Reasonable manual dexterity.

It is further certified that he/she is medically fit to undergo the professional training course, in-spite of his / her physical disability being diagnosed as.....

Date:

Signature:

1. Name:

2. M.M.C. Registration No:

3. Address of the Registered Medical Practitioner

Seal of Registered Medical Practitioner

Note:

A candidate must be medically fit to undergo ~~Master of Science in Pharmaceutical Medicine~~ / **MBA-Health Care Administration** / ~~Masters of Public Health~~. A Registered Medical Practitioner in the prescribed Performa, as given above on a Letterhead must certify the medical fitness

ANNEXURE "G"

Self- Declaration Form For Self-Attestation

Paste recent
Passport Size
Photo

I Son / Daughter of
Shri.....aged.....years
Occupation.....resident of
.....with
UID No. (Aadhar No.)hereby declare that the copies
attested by me are true copies of my original documents. I am well aware of the fact that if the copies
are found to be false, I shall be liable for prosecution and punishment under Indian Penal Code
and /or any other law applicable there to.

Place :

Applicant's Signature:

Date :

Applicant's Name:

ANNEXURE "H"

Undertaking Regarding Registration in Voter List

हमीपत्र

मी दिनांक

०१/०१/२०२६ रोजी १८ वर्षाचा / वर्षाची झालो / झाली आहे. मी माझे नाव मतदार यादीत नोंदवुन घेतलेले आहे
/ घेणार आहे असे प्रतिज्ञा / हमी पत्र सादर करतो / करते आहे.

विद्यार्थ्याचे नाव व सही

ANNEXURE "J"
Status Retention Form
(To be sent to Competent Authority by the Study Centre)

Candidate's Name: - -----

Application. No: - _____

Category: - _____

Address: - _____

_____ **Pincode No.** _____

Mobile No. -----

To,
The Competent Authority,
Post Graduate Program/ Courses
Conducted by Maharashtra
University of Health Sciences,
Nashik.

Sir / Madam,

I, Mr. / Mrs. -----wish to retain the
seat of M.B.A. allotted to me at-----for the academic year
academic year 2026-27.

Declaration

I am, fully aware that after filling this **Status Retention Form**, I will not be considered for any subsequent rounds of selection process for the year 2026-27. I also declare that I will not ask for reconsideration of my name for further selection process.

Date:

Place:

Signature of Candidate

Signature of H.O.D. (with seal)