


Memo No. SMEJ/JMC/MEU/492/Pt.3/2015/ 2251 (A)

Dated Jorhat, the 29th August, 2016

Copy to :

1. The Director of Medical Education, Assam, Chaimile, Khanapara, Guwahati-22 for favour of his information please.
2. The Registrar, Srimanta Sankaradeva University of Health Sciences, Assam, Narakasura Hill Top, Bhangagarh, Guwahati, for information please.
3. The Superintendent, JMCH, Jorhat for information and necessary action. **He is requested to ascertain any and all requirement for the Medical Examination Board and look after the arrangement for smooth conduction of the medical examination process.**
4. The Deputy Superintendent, JMCH, Jorhat for information and necessary action. **He is requested to circulate the Office Order in the Registration Counter(s) for necessary action and instruct / depute staff / security guards to guide the selected candidates / parents of candidates in the Medical Examination process.**
5. The Prof. & HoD, Dept. of Medicine / Surgery / O&G / Ophthalmology / ENT, Jorhat Medical College & Hospital, Jorhat for information and necessary action.
6. The Prof. & HoD, Biochemistry, JMCH, Jorhat for information and necessary action.
7. The Prof. & HoD, Dept. of _____, JMCH, Jorhat for information.
8. The Officer-in-Charge, Medical Education Unit, JMC, Jorhat for information and necessary action. **The ME Unit, JMCH, Jorhat shall be solely responsible for the smooth conduction of the admission process with full assistance to the Scrutiny Board and the Medical Examination Board and to look after the arrangement of admission process in the College Council Hall, sitting / waiting arrangement of the Parents and Guardians, Hostel allotment etc.**
9. The Superintendent, _____ Hostel, JMC, Jorhat for information and necessary action.
10. Person concerned for information and necessary action.
11. Office copy / Notice Board.


for Principal cum Chief Superintendent
Jorhat Medical College & Hospital, Jorhat