



State Medical Faculty of West Bengal

14-C, Beliaghata Main Road, Kolkata – 700 085

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Website : www.smfwb.in / Email ID : faculty@smfwb.in

No.: 2894

-F - 462/2025

24th November, 2025

Notice Regarding Schedule & Payment of Counselling Registration fees for Admission through Offline Counselling to Diploma in Pharmacy Course for the Academic Year 2025 in the three Govt. Pharmacy Institutes, viz. Institute of Pharmacy, Kalyani; Institute of Pharmacy, Bankura, and, Institute of Pharmacy, Jalpaiguri

All concerned Merit Listed Candidates of Diploma in Pharmacy Course are being informed that the **Admission through Offline Counselling and subsequent Document Verification for Diploma in Pharmacy Course for the Academic Year 2025 in the aforesaid three Govt. Pharmacy Institutes will commence from 26th November, 2025 to 27th November, 2025 at the State Medical Faculty of West Bengal Office, situated at 14-C, Beliaghata Main Road, Kolkata – 700 085.** The detailed schedule of the Offline Counselling is enclosed herewith.

In this regard, willing Merit Listed Candidates are advised to **pay Counselling Registration fees of ₹200/- (Rupees two hundred) per candidate through Online mode of SMFWB website (<https://www.smfwb.in/index.html>) only from 24.11.2025 onwards.** Please note that **only Registered Applicants will be allowed to participate in the Counselling process, and, the fee remitted is not refundable.**

All necessary information, viz. Name of the Candidate, Category, Combined Rank, Mobile Number, Email etc., are required during online fee payment.

PROCEDURE FOR COUNSELLING & DOCUMENT VERIFICATION

Candidates will be called as **per the attached Schedule with this Notice** for Admission through Counselling & Document Verification.

1. The above candidates, or, their Authorised Representatives, if absent or fail to respond immediately after announcing their Rank No at the scheduled day and time of Counselling & Document verification, will get the opportunity of counselling against available seats at the time of their appearance, but must be before the closing time of the last day, i.e., **27th November, 2025.** [Strictly follow the Proforma of Authorization Letter, attached herewith Annexure-‘A’]

For the purpose of Counselling, Merit Listed & Registered candidates **are advised to bring the Original & Self Attested Xerox Copies of following documents invariably:-**

- i. **Receipt of Online Application Fee of ₹600/-**
- ii. **Receipt of Counselling Registration Fee of ₹200/- for participating in Counselling, for the Academic Year-2025. [Two copies][Must required]**
- iii. Provisional Rank Card.
- iv. Age Proof (Birth Certificate/ Madhyamik Admit Card).
- v. Marksheet & Certificate of Higher Secondary (10+2) or Equivalent Examination.
- vi. Domicile Certificate from the Appropriate Authority.
- vii. Original Eye Check-up Certificate from the Registered Eye Specialist.
- viii. Original Medical Fitness certificate from the Registered Medical Practitioner.
- ix. Original & Updated Category Certificate (SC/ST/OBC-A/OBC-B in appropriate cases) [if applicable]
(a) The Candidates claiming OBC Category should bring a declaration in the non-judicial stamp paper as per proforma, without which no claim would be entertain (**Antecedent Notification vide No.: 2458 –F – 462/2025, Dated: 30th October, 2025**).
- x. Valid Disability Certificate in case of PH Candidates in Prescribed Format.
- xi. EWS certificate in the prescribed format by the appropriate authority.
(a) Self Declaration by the applicant seeking Income and Asset Certificate in regards to Sub-Caste, family income and Assets or by the Guardian in case of minor.

- xii. Annual family income from all sources for TFW Scheme in appropriate format by the appropriate authority.
- xiii. Character Certificate.
- xiv. Aadhaar Card.
- xv. Self undertaking by the candidate in the prescribed format.
- xvi. **Four Copies Passport Size recent Colour Photo.**

Note: Candidates, who have not uploaded required documents during the Online Application, he/she must bring Original document(s) as well as submit self attested Xerox copies of required document(s) at the time of Counselling & Document Verification for Admission, if required.

2. In the matter of allocation/admission of a candidate in a particular Institute, the decision of the President, State Medical Faculty of West Bengal shall be final and binding on the candidate.
3. This is being reiterated that once admitted, there will no allowance for Upgrading/Changing the Institution, as specified in the antecedent Notification vide No.: 2458 –F – 462/2025, Dated: 30th October, 2025.
4. After the day of Counselling, information about the remaining available seats in three Govt. Pharmacy Institutions will be updated on the official Website of SMFWB [<https://www.smfwb.in/index.html>]. However, this information will only be available between the end of one day's counselling session and the start of the next day's session.
5. Counselling will be closed immediately after all seats have been filled up, or, the Combined Merit List is exhausted, whichever is earlier.
6. During the period of undergoing D. Pharm Course, studying in any other course is not allowed.
7. Mere Merit listing the candidates does not entitle them for any right or claim for the admission to D. Pharm Course in 2025.
8. During document verification if, at any stage, it is found that an applicant is ineligible as per prescribed eligibility norms, his/her candidature will stand cancelled, even if his/her name is in the provisional merit list, or seat is allotted to him/her, or takes admission and gets registered.

Reporting date at enrolled College with all required Admission document(s) is between 1st December, 2025 and 06th December, 2025

COUNSELLING WILL BE CLOSED IMMEDIATELY AFTER ALL SEATS HAVE BEEN FILLED UP, OR, THE COMBINED MERIT LIST IS EXHAUSTED, WHICHEVER IS EARLIER.

Venue for Offline Counselling & Document Verification for Admission to Diploma in Pharmacy Course in the Three Govt. Pharmacy Institutions

**AT THE OFFICE OF THE
STATE MEDICAL FACULTY OF WEST BENGAL,
14-C, BELIAGHATA MAIN ROAD, KOLKATA – 700 085**



**[Debnath Ghosh]
Secretary-in-Charge,
State Medical Faculty of West Bengal**

COUNSELLING & DOCUMENT VERIFICATION SCHEDULE FOR ADMISSION
TO DIPLOMA IN PHARMACY COURSE IN THREE GOVT. PHARMACY
INSTITUTES FOR THE ACADEMIC YEAR – 2025

VENUE AT THE OFFICE OF STATE MEDICAL FACULTY OF WEST BENGAL, 14-C, BELIAGHATA MAIN ROAD, KOLKATA – 700 085							
REPORTING TIME ➡		9.30 A.M.	11.10 A.M.		1.30 P.M.	3.10 P.M.	
1 st Day Schedule ➡	Counselling Date	1 st SLOT [10.00 A.M. to 11.30 A.M.]	2 nd SLOT [11.40 A.M. to 1.10 P.M.]	1.10 PM to 2.00PM	3 rd SLOT [2.00 P.M. to 3.30 P.M.]	4 th SLOT [3.40 P.M. to 5.10 P.M.]	
1	OFFLINE COUNSELLING	26 th November, 2025	Combined Rank Candidates (Rank: 1 – 200) [For UR Seats Only]	Combined Rank Candidates (Rank: 201 – 400) [For UR Seats Only]	Lunch Break	Merit Listed All ST (Rank: 1 – 20), EWS (Rank: 1 – 14), TFW (1 – 13) & PH (1 – 3) Candidates [For ST, EWS, TFW & PH Seats Only] SC Candidates (Rank: 1 – 50) [For SC Seats Only]	[If any Seat(s) is Vacant then Counselling would be held as under] SC Candidates (Rank: 51 – 168) [For SC Seats Only]
2 nd Day Schedule ➡	Counselling Date	1 st SLOT [10.00 A.M. to 11.30 A.M.]	2 nd SLOT [11.40 A.M. to 1.10 P.M.]	1.10 PM to 2.00PM	3 rd SLOT [2.00 P.M. to 3.30 P.M.]	4 th SLOT [3.40 P.M. to 5.10 P.M.]	
2	OFFLINE COUNSELLING	27 th November, 2025	OBC-A Candidates (Rank: 1 – 100) [For OBC-A Seats Only]	[If any Seat(s) is Vacant then Counselling would be held as under] OBC-A Candidates (Rank: 101 – 149) [For OBC-A Seats Only] OBC-B Candidates (Rank: 1 – 50) [For OBC-B Seats Only]	Lunch Break	[If any Seat(s) is Vacant then Counselling would be held as under] OBC-B Candidates (Rank: 51 – 120) [For OBC-B Seats Only]	

COUNSELLING WILL BE CLOSED IMMEDIATELY AFTER ALL SEATS HAVE
BEEN FILLED UP, OR, THE COMBINED MERIT LIST IS EXHAUSTED,
WHICHEVER IS EARLIER.

ANNEXURE – A

Proforma of Authorization Letter

(To Be Submitted During Verification of Documents Only in Absence of Candidate)

I Sri /Smt. _____ Son/Daughter of _____ residing at _____ holding Combined Rank No. _____ do hereby authorise Sri/Smt. _____ my _____ (relation to be stated) to appear before the counselling for admission in Diploma in Pharmacy Course at three Govt. Pharmacy Institutions in West Bengal under the aegis of the State Medical Faculty of West Bengal on production of this authorized letter for allotment of a seat in my favour according to his/her decision during counselling being conducted by the State Medical Faculty of West Bengal. I am also sending the following certificates, mark sheet & other document(s) in original for verification by the authorities concerned at the time of counselling:-

- a) *Receipt of Online Application Fee of ₹600/-*
- b) *Receipt of Counselling Registration Fee of ₹200/- for participating in Counselling, for the Academic Year-2025. [Two copies][Must required]*
- c) Provisional Rank Card.
- d) Age Proof (Birth Certificate/ Madhyamik Admit Card).
- e) Marksheet & Certificate of Higher Secondary (10+2) or Equivalent Examination.
- f) Domicile Certificate from the Appropriate Authority.
- g) Original Eye Check-up Certificate from the Registered Eye Specialist.
- h) Original Medical Fitness certificate from the Registered Medical Practitioner.
- i) Original & Updated Category Certificate (SC/ST/OBC-A/OBC-B in appropriate cases) [if applicable]
- j) Valid Disability Certificate in case of PH Candidates in Prescribed Format.
- k) EWS certificate in the prescribed format by the appropriate authority.
- l) Annual family income from all sources for TFW Scheme in appropriate format by the appropriate authority.
- m) Character Certificate.
- n) Aadhaar Card.
- o) Self undertaking by the candidate in the prescribed format.
- p) Four Copies Passport Size recent Colour Photo.

Signature of Authorized Person

Attested

Signature of Applicant in full

Signature of Applicant in full