HOW TO APPLY FOR RENEWAL

1. Visit on our website [www.delhimedicalcouncil.org](http://www.delhimedicalcouncil.org)
2. Click on Online Services
3. Please read the instructions carefully
4. Click on Signup
5. Select the Registration Type

Please check the Registration Certificate to see the registration type

![Sign Up - Online Services](image)

Registered Medical Practitioner from Delhi Medical Council having Permanent Registration Number apply here.

- Registration Type:
  - Fresh: ☐
  - Re-Registration: ☐

If your registration no is 12345 then DMC Registration Type is Re-Registration then kindly select the Registration Type as Re-Registration and enter DMC Regd ID as 12345 and by entering other details.

- DMC Regd ID: 12345
- Year of MBBS Internship Completion (eg. 1995): 2013
- Date of Birth: 06-05-2015
- Mobile No: Eg. 98xxxxxx58 (10 Digits only) 12345678
- Email: anupam_niranjan@yahoo.com
6. Now Click on I’m not a robot and enter the reCaptcha

7. Click on Sign Up

8. Your account is made, the message is send on your registered mobile number and on Email. Please check your Email for verification link and finish signup

9. Once you have finish the signup please click on Login by entering the Login details

10. Once login is successful the login screen will appear

Hi! I. MEHTA

<table>
<thead>
<tr>
<th>Registration No</th>
<th>Original Registration Date</th>
<th>Last Renewed</th>
<th>Expiry Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>46934-RE</td>
<td>02-09-2009</td>
<td>19-12-2014</td>
<td>18-12-2019</td>
</tr>
</tbody>
</table>

Service Offerings

No Services Available till your Registration is Renewed.

Registration Renewal

11. Please Click on Registration Renewal Button

12. Please read the instruction carefully and select

**Your Renewal Amount is INR 6000.**

- I want Additional Qualifications to be Included
  - [Proceed]

- I DON’T want Additional Qualifications to be Included

12. If you click on I want Additional Qualifications to be included then you can add any PG Qualification in your registration certificate in your registration certificate (Only Qualification Recognised from MCI will be incorporated)

13. Please update your information like Mailing Address, Mobile No, Email Address, DOB and click Preview & Proceed
14. You can add the Additional Qualification Request here

Additional Qualification Updation Request

Name:
First: Shaija Middle: Surname: Kundu

Details of Qualifications:

<table>
<thead>
<tr>
<th>Type</th>
<th>Course</th>
<th>College</th>
<th>University</th>
<th>Passing Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>P.G Degree</td>
<td>Diploma in Anesthesia</td>
<td>ACPM Medical College, Dhule</td>
<td>Aligarh Muslim University</td>
<td></td>
</tr>
</tbody>
</table>

Add Rows  Delete Rows  Proceed

14. Click on Proceed Button after you add the Qualification; please click on Add Row if you want to add more than one qualification

15. Click on proceed Button to make the payment

Payment Options

Choose a Payment Method from Below:

- Payment through Bank Draft
- Online Payment

Schedule of Charges-Click

15. You can choose the payment method Online Or Offline Payment

16. If the payment is made Online then only original degree need to sent for verification in order to incorporate the additional qualification

In case of Offline Payment Draft of same amount is to be sent to the office of Delhi Medical Council as non refundable fee in favour of “Delhi Medical Council” payable at New Delhi along with Original PG Degree added for verification if any.
14. Once payment is successful it will be asked to upload the Photo & Signature & PG Degree. Once it is uploaded successfully the acknowledgement is generated.

**Upload Documents**

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Recent Passport Size Colour Photograph</td>
<td></td>
</tr>
<tr>
<td>2. Your Valid Signatures</td>
<td></td>
</tr>
<tr>
<td>3. Diploma in Obstetrics &amp; Gynaecology</td>
<td></td>
</tr>
</tbody>
</table>

**Online Payment** - Please note in case of Renewal without Additional Qualification and on successful Online Payment there is no need to submit the acknowledgement at registration counter.

**Offline Payment** - Draft to be submitted at the office of Delhi Medical Council

**Note** – In case of Renewal with Additional Qualification, original degree to be produced at registration counter, without original Additional Qualification will not be incorporated in registration certificate.