



**Government of West Bengal
Office of the Principal
Nilratan Sircar Medical College**
138, A J C Bose Road, Kolkata – 700014

Website: www.nrsmc.edu.in,

Email: principalnrsmc@gmail.com,

Phone No.: 033-2286-0033

Memo No.: NMC/6286

Date: 21/12/2024

NOTICE

In terms of vide Memo No: NMC/5807 dated: 28/11/2024, last date of submission of online application for QR code based Identity Card of all the Faculty members, Staffs who are attached with NRS Medical College (Only) has been extended to 31st December 2024. All application procedures of QR code based Identity Card remain the same. Only those who have Govt. Employee ID (HRMS ID) no. can apply for this.

Revised Last Date for Submission of online application: 31th December' 2024.

All the Faculty members, staffs attached to NRSMC are directed to apply positively within stipulated time period.

Delivery of ID card will be started after completion of printing.

ID card with ribbon will be available from **Received & Despatch** section on providing receipt of Rs. 50/- from Cash Section.

The Process of applying for Employee ID Card is mention below:

Go to Official Website (<https://www.nrsmc.edu.in>)

➔ **Important Information** ➔

Click the **Apply Employee ID Card** ➔

Apply for Doctor ID card

(Under_College_Authority)

Apply for Staff ID card

(Under_College_Authority)

Click the **Apply for Doctor**

Click the **Apply for Staff**

Enter Email ID and Enter Mobile No.

Enter Email ID and Enter Mobile No.

Click the **Submit**

Click the **Submit**

Enter **OTP**

Enter **OTP**

(OTP is already sent to your Email Id. Please Check Inbox or Spam Section)

(OTP is already sent to your Email Id. Please Check Inbox or Spam Section)

Fill up the **Application Form**

Fill up the **Application Form**

Upload your **Photograph**

(Dimensions within 413 x531 pixels and a file size between 10KB and 100KB.)

Upload your **Photograph**

(Dimensions within 413 x531 pixels and a file size between 10KB and 100KB.)

Upload your **Signature**

(Dimensions within 1024x768 pixels and a file size between 10KB and 30KB)

Upload your **Signature**

(Dimensions within 1024x768 pixels and a file size between 10KB and 30KB)

Click the **Update**

Click the **Update**

Memo No. NMC/6286/1(6)

Principal
NRS Medical College, Kolkata
Dated: 21/12/2024

Copy forwarded for information and necessary action to:

- 1) The Medical Superintendent Cum Vice Principal, NRSMC&H, Kolkata
- 2) All Head of the Departments, NRSMC, Kolkata.
- 3) Accounts Officer, NRSMC, Kolkata.
- 4) All Head Clerks, NRSMC, Kolkata
- 5) Cash Section, NRSMC, Kolkata
- 6) Guard File.

Principal
NRS Medical College, Kolkata