



Ref. No. IQMC / SA / 25 - 26 / 103

Date: 29-10-2025

NOTICE

Mandatory Registration with AEBAS: Reg.

1. All Interns and PGTs (1st Year, 2nd Year, 3rd Year and those who have appeared for the University Examinations in 2025 – results awaited) are hereby informed that registration with the AEBAS (Aadhar Enabled Biometric Attendance System) is mandatory.
2. All concerned are instructed to complete their registration process on or before 06-11-2025 (Thursday) without fail.
3. PGTs posted under DRP (tenure 01-10-2025 to 31-12-2025) are informed to complete the same within 11-11-2025 (Monday). Ref. No. IQCMC &H / DRP / 2025-26 / 004, dated: 16-09-2025.
4. The detailed step-by-step process for registration has been provided in **Annexure-I** enclosed herewith.
5. Non-compliance within the stipulated timeline will be viewed seriously.



Copy to:

1. MS
2. Vice Principal
3. H.O.Ds / In-charges of all the academic departments
4. Dean / Dy. Dean – Academics & Student Affairs'
5. Department of HR
6. Respective Department Coordinators
7. All Notice Board (IQCMC, Durgapur)

Nuja 29/10/25
Principal

Principal
IQ City Medical College & Hospital
IQ City Road, Sovapur, Jemua
Durgapur - 713206, India

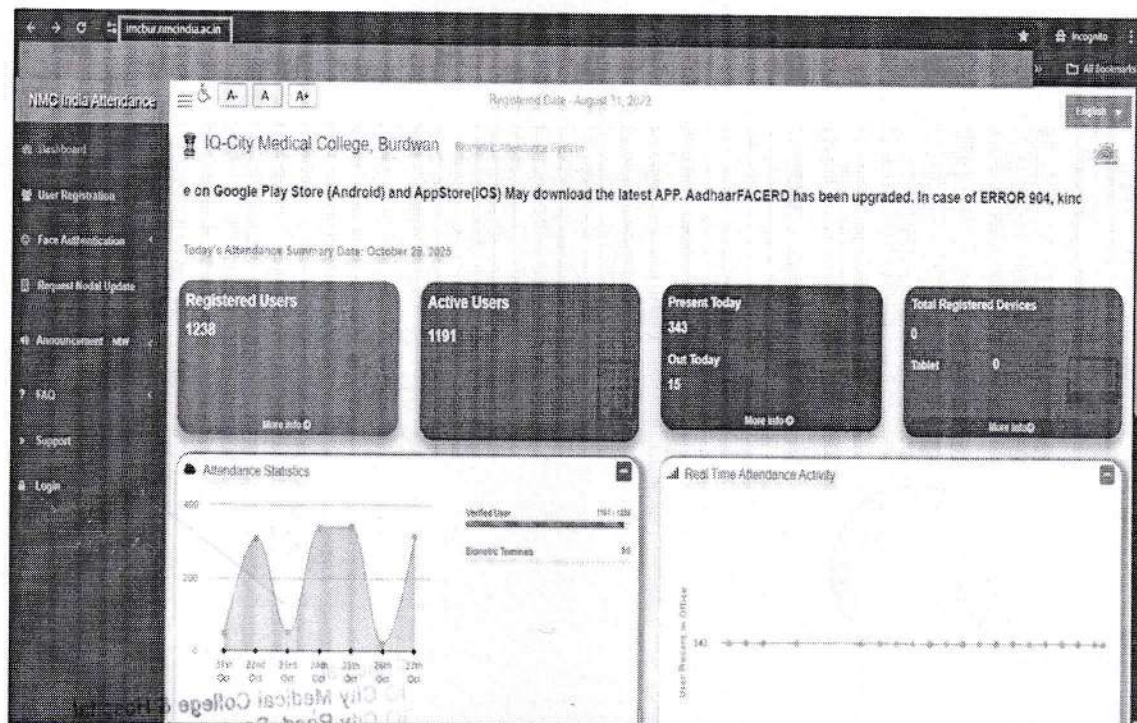


ANNEXURE - I

AEBAS User Registration Guide (PGT & M.B.B.S INTERN)

Step 1: Access the Portal

1. Open a web browser (Google Chrome/Mobile/Desktop/Laptop).
2. Visit the official link NMC India AEBAS portal for IQ City Medical College:
<https://imcbur.nmcindia.ac.in>
3. Wait for the homepage to load completely.



Step 2: Open the User Registration Form

1. On the homepage, click on "User Registration".
2. The registration form will open in a new window or tab.

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 IQ City Road,
 Sovapur, Jemua,
 Durgapur - 713206, India
 Phone: 0343-2608500

www.iqcitymedicalcollege.in



UIDAI has stopped the older RD services. For any errors [Logout](#)

User Registration create on-boarding request

Personal Details Organization Details

Aadhaar Virtual ID

User Name *

Date of Birth *

Gender *

Enter Aadhaar Number *

E-Mail *

Mobile No. *

Next

Instructions for filling the User On-boarding request form:

1. Enter your Full Name
2. Enter date of birth (MM/DD/YYYY)
3. Select your Gender
4. Please enter the 12 digit Aadhaar number
5. User's demographic data: Name, Date of birth, Gender and Aadhaar Number should match with UIDAI data.
6. Enter your email
7. Enter your 10 digit mobile number
8. Select the name of your institution in Organization dropdown to complete the second part of the form
9. Select user type
10. Select the name of your institution and within Organization within the Organization
11. Select your Designation
12. Select your Office location or Q user office building name
13. Upload your recent photograph in jpg format of max size 100 kb
14. Please enter the captcha code
15. Please Check the consent box
16. Please Review the form before submission

Notes:

- a. If any of the pre-registered information is not available in the form (checked options only), please get in touch with the competent officer in your department to get the details updated.
- b. Please ensure that you have filled the form with correct information and have uploaded a recent photograph; as the information submitted will check for correctness and quality. Incorrect data will be rejected and will require re-registration.
- c. For any other assistance please get in touch at support@iqcitymedicalcollege.in

Step 3: Fill Personal Details

1. Enter your details exactly as per Aadhaar card:
 - Full Name (As per Aadhaar)
 - Aadhaar Number
 - Mobile Number (must be Aadhaar-seeded) and a mail id.
 - Date of Birth (DOB) in **DD-MM-YYYY** format
2. Click **Next** after entering all details.
3. Once verified, a message will appear: **"Aadhaar Authentication Successful"**.

User Registration create on-boarding request

Personal Details Organization Details

Aadhaar Authentication Successful

Aadhaar Virtual ID

User Name *

AAYUSH KUMAR

Date of Birth *

Gender *

Male

Enter Aadhaar Number *

5733

E-Mail *

aayush.kumar@

Mobile No. *

943

Next

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Step 4: Enter Organizational Details

1. Select User Type: **NGOV**
2. Select your Division/Unit within Organization — **choose your Department.**
3. Select Designation — **Choose your Designation – (PGT – JR Category & MBBS – Intern Category)**
4. Select District: **PASCHIM BARDHAMAN**
5. Select Office Location: **IQ CITY ROAD, JEMUA, SOVAPUR, DURGAPUR**
6. Upload your Photograph (.jpg, max 50 KB).
7. Complete the **Captcha** as displayed.
8. Tick the **Disclaimer** checkbox.
9. Click **Submit** to complete registration.

The screenshot shows a 'User Registration' form with two tabs: 'Personal Details' and 'Organization Details'. The 'Organization Details' tab is active. The form contains the following fields and values:

- Organization Name:** IQ City Medical College, Burdwan
- User Type:** NGOV
- Division/Unit within Organization:** ADMINISTRATION
- Designation:** Junior Resident PGT
- District:** PASCHIM BARDHAMAN
- Office Location:** IQ City Road, Sovapur, Jemua, Durgapur
- IMP/SMR No. (Leave blank if not available):** Enter IMP/SMR No. (Leave blank if not available)
- Photograph (only .jpg format and size upto 100 KB):** Choose File (No file chosen)
- Enter the code exactly as it appears:** GEBAsa (Captcha)
- Disclaimer:** I, owner of above Aadhaar Number, agree that the Aadhaar Enabled Biometric Attendance System (AEBAS) uses my Aadhaar Number for authentication with UIDAI data repository for creating attendance record. I have no objection to the same as per Aadhaar Act 2016. Maiti / NIC have informed me that my biometric data will not be stored or shared except as per provisions of Aadhaar Act 2016.
- Submit** button

Step 5: Confirmation

1. After successful submission, a confirmation message will appear on screen stating: **"Registration completed successfully".**
2. You will also receive an Attendance ID.

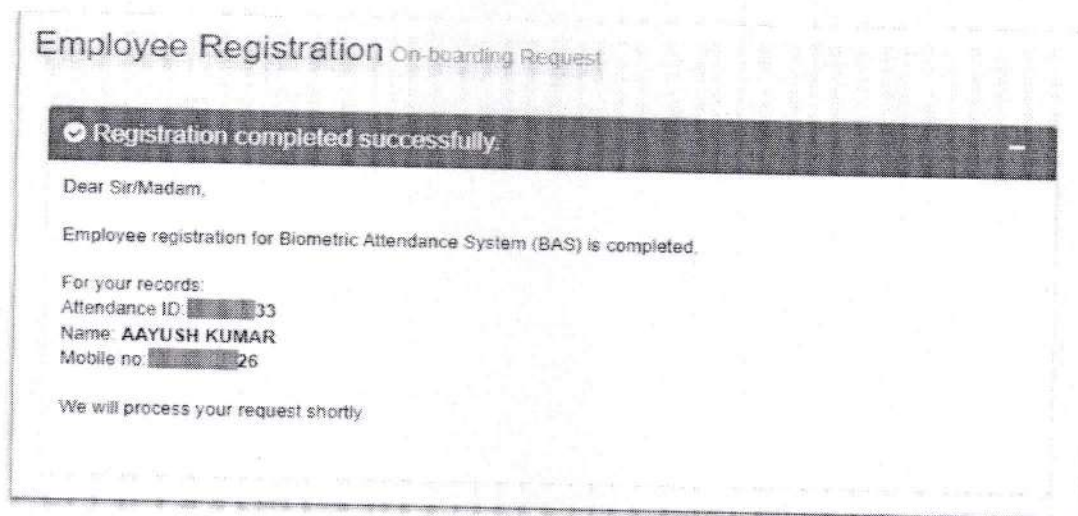
Note:

- Take a screenshot of the confirmation page showing your Attendance ID.

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- Share the following details with the HR Department via official email "**hracademic@iqct.in**"
- Your Full Name
- Attendance ID
- Organization PGT/TRANEE ID
- Screenshot of the successful registration message



Information

If you face any issue during registration, contact: HR Team or ITES / Technical Support.

Note: After completing all AEBAS registration please visit the HR department to complete your Biometric Attendance process.