

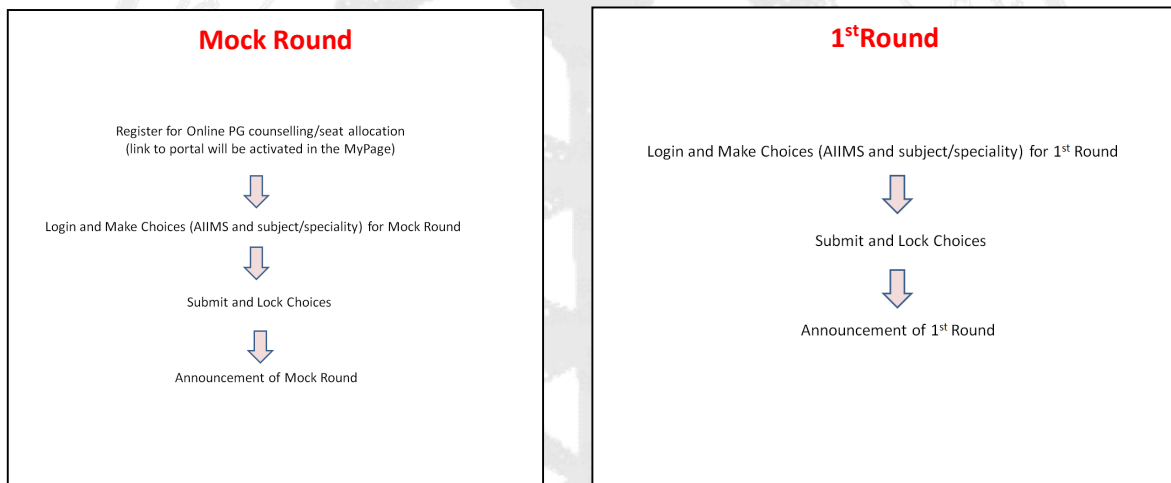
No.F.AIIMS/EXAM.SEC./4-5/(PG-JAN-2020)/2019

Dated: 30.11.2019

Online PG Counselling/Seat Allocation Process

Only the eligible candidates (**Result Notification No.187/2019 dated 22.11.2019**) will be able to exercise their choices (AIIMS and subject/speciality) for online PG counselling/seat allocation.

The link to access the Online PG counselling/seat allocation portal will be activated in the MyPage. The candidate should log in using the login credentials they have used while the filling the application form for AIIMS PG Entrance Exam for **January 2020** session and other processes related to the conduct of the entrance examination. To retrieve the login credentials, click on the **Forgot your login details** button in the Registration/login Page.

Flow chart**Registration for the Online PG counselling/seat allocation**

On clicking the link, the eligible candidates will be directed to Online PG Counselling/Seat Allocation portal where the candidates will have Register for online counselling and set new password. This password is to access the Online PG Counselling/Seat Allocation.

Once registered, the candidate will be able to login to the Online PG Counselling/Seat Allocation portal and begin the process of making choices (AIIMS and subject/speciality) and order the choices. The Online PG Counselling/Seat Allocation portal will be remain open for date and time specified in the **Important Dates link**.

Making Choices

The choices can only be made after you have registered and logged in using the new password for this portal. On logging in, confirm your name and candidate ID. Click on **Make Choice** button to proceed to exercise choices (AIIMS and subject/speciality) and their order. To add a choice, choose

the AIIMS and the subject/speciality from the two separate drop-down menus and Click **Add choice**. To remove a choice, click on **Delete** button against that Choice (AIIMS and subject/speciality). Click on the **Save** button to save the choices of AIIMS and subject/speciality and their order.

The default order of your choices (AIIMS and subject/speciality) will be the order in which you add choice (AIIMS and subject/speciality). To reorder your choices, use up and down arrows OR Drag and Drop the choice (AIIMS and subject/speciality) to appropriate position in the list.

Candidates can make choices (AIIMS and subject/speciality), edit or reorder them as many times they wish UNLESS they have already submitted and locked the choices (AIIMS and subject/speciality) OR last date and time for that Round is over. The candidate must save the choices (AIIMS and subject/speciality) if case they wish to **add/delete/reorder** them at a later time point (before the last date and time for that Round).

Submitting and Locking Choices

The candidate should click on the **Submit and Lock Choices** tab and tick the checkbox **I accept the declaration** and click on the submit and Lock choices (AIIMS and subject/speciality). Note that you will be prompted twice to reconsider and after you have submitted and locked your choices (AIIMS and subject/speciality), you cannot change it for that Round.

In case the candidate has made and saved choices but could not submit and Lock choices, the last saved choices (AIIMS and subject/speciality) and their order will be automatically considered as submitted and locked choices (AIIMS and subject/speciality).

Viewing and Printing the Choices after submission

The candidate can view the choices submitted and locked by them by clicking on the **View choices** button after logging in the Online PG counselling/Seat allocation portal. Click **Print** button to take a printout.

In case of any discrepancy please send an e-mail to the Assistant Controller (Examinations) aiims.pg counselling@gmail.com using your registered email id. Kindly mention your **Registration ID** for quick response to your query.

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