



## Online PG Counselling/Seat Allocation (AIIMS PG, January 2018 Session)

### FAQ (Frequently Asked Questions)

#### 1. What is the process of the Online PG counselling/seat allocation for 1<sup>st</sup> Round?

The online PG counselling/seat allocation will be done in following steps for 1<sup>st</sup> Round:

1. New Registration for first time user
2. Exercising choices (AIIMS and subject/speciality) and Locking the choices (AIIMS and subject/speciality) and their order for Mock Round.
3. Announcement of MOCK results
4. Reordering of choices/adding/deleting choices (AIIMS and subject/speciality) and Locking the choices (AIIMS and subject/speciality) and their order for the 1<sup>st</sup> Round
5. Announcement of Seat Allocation of the 1<sup>st</sup> Round.
6. Acceptance or Active Refusal of the allocated Seat by the Candidate.

#### 2. How do I access the Online PG counselling/seat allocation portal?

The **link for PG counselling/seat allocation portal** will be available on the MyPage after logging in using Candidate ID and password that you have been using for filling application form and other processes related to AIIMS PG Entrance Examination, January 2018 session. The link for online PG counselling/seat allocation will be activated only for those who are eligible for the Online PG counselling (Result Notification no. 115 /2017 dated 18.11.2017)

The first time users will have to Register themselves and set a separate New Password for the making choices. You must maintain both passwords separately to access link in MyPage and Choice matrix.

#### 3. How do I Register and Set a new password for Online PG counselling/seat allocation?

For the first time user, click on the link '**Register and Set a new password**' on the Online PG counselling/seat allocation portal. Follow the instructions to set new password. Note that *this password is separate from the password* required to access **MyPage**. You must maintain both the passwords.

#### 4. I have forgotten my passwords, How do I retrieve them?

There are two passwords that you are required to maintain. The first password is required to Login to access Mypage and link for Online PG counselling/Seat allocation portal and it can be retrieved by clicking **Forgot your login details** button. The second password is required to access the Online PG counselling/Seat allocation portal and it can be retrieved by clicking on the **Forgot Candidate ID and Password** button. The password will be sent only to your registered e-mail.

#### 5. How do I make choices (AIIMS and subject/speciality)?

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 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).

6. Do I have to make choices (AIIMS and subject/speciality) in one go?

No, you can make choices (AIIMS and subject/speciality), edit or reorder them as many times you wish UNLESS you have already submitted and locked the choices (AIIMS and subject/speciality) OR the last date and time for that Round is over. **You must save the choices** (AIIMS and subject/speciality) **if case you wish to further add/delete/reorder them at a later time point** (before the last date and time for that Round)

7. How do I order and reorder the choices (AIIMS and subject/speciality)?

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.

8. How do I save choices of AIIMS and subject/speciality?

Click on the **Save** button to save the choices of AIIMS and subject/speciality and their order.

9. How do I Submit and Lock the choices (AIIMS and subject/speciality)?

You have to 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. Choices and their order once Submitted and Locked cannot be changed thereafter for that round.

10. What happens if I have saved the choices (AIIMS and subject/speciality) but could not submit and lock the choices (AIIMS and subject/speciality).

The last saved choices (AIIMS and subject/speciality) and their order will be considered as submitted and locked choices (AIIMS and subject/speciality) and their order at the last date and time for that Round even if the candidate did not submit and lock the choices (AIIMS and subject/speciality) and their order.

11. Can I add/delete/reorder the choices (AIIMS and subject/speciality)?

The choices (AIIMS and subject/speciality) can be edited (add/delete/reorder) ONLY if you have NOT submitted and locked your choice and before the last date and time for that Round.

12. Can I change the choices (AIIMS and subject/speciality) and their order after I have submitted and locked my choices for that Round?

No, once you have submitted and locked your choices (AIIMS and subject/speciality), they cannot be changed even if it is before the last date and time of submission for that Round.

13. Can I change the choices (AIIMS and subject/speciality) for next Round?

Yes, you can change the choices (AIIMS and subject/speciality) during the next Round

14. Can I view the choice that I have submitted and locked?

Yes, click **View choices** button after logging in the Online PG counselling/Seat allocation portal. You are advised to take printout of the same.

15. What is meant by Active Refusal of the allocated seat in the 1<sup>st</sup> Round?

If you have submitted and locked your choices (AIIMS and subject/speciality) and you are allocated a seat in the 1<sup>st</sup> Round, it is assumed that you will be accepting the allocated seat and will deposit the required

documents/Demand Draft of Rupees 3.00 lakhs only in the allocated AIIMS by the date and time mentioned in the **Important Dates** Link. If you do not wish to accept the allocated seat then you must **Actively Refuse** the allocated seat by clicking on the **I Refuse to Accept the allocated seat** button that will be visible after the seat allocation of the 1<sup>st</sup> Round on the Online PG counselling/Seat allocation portal on login.

16. If I have further queries, what should I do?

If have queries that are not addressed in the FAQs, then you are requested to your send your query by email to [aiims.pg counselling@gmail.com](mailto:aiims.pg counselling@gmail.com) using your registered email id. Kindly mention your candidate ID for quick response to your query.



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