

No.F.7-12/Exam.Sec/MSc/2022

Dated: 31.08.2022

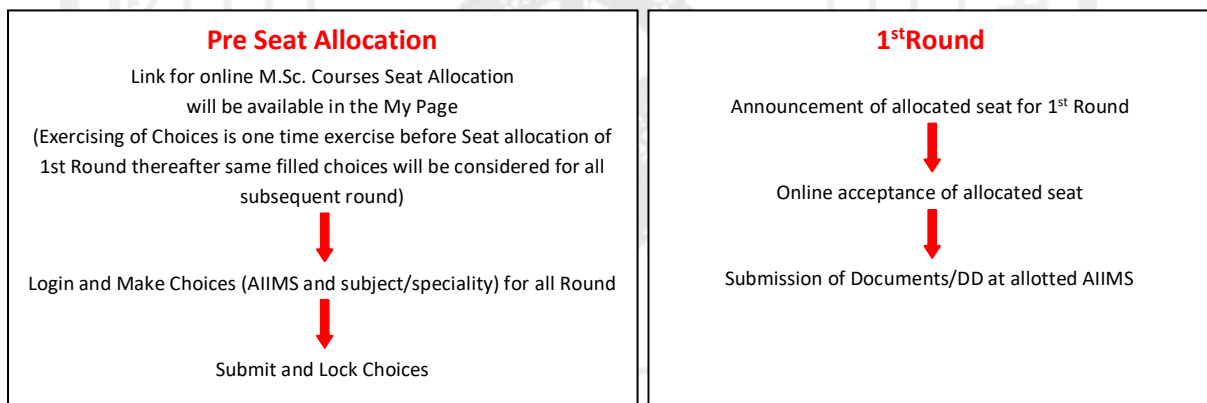
**Online M.Sc. Courses Seat Allocation Process**

Only the eligible candidates (**Result Notification No.131/2022 dated 20.07.2022**) will be able to exercise their choices (AIIMS and subject/speciality) for online M.Sc. Courses Seat allocation. The online seat allocation process will be done for the following M.Sc. courses:

1. Medical Anatomy,
2. Medical Biochemistry,
3. Medical Physiology,
4. Medical Pharmacology

The allocation of seat for other M.Sc. courses and M. Biotechnology Course will be done separately.

The link to access the online M.Sc. Courses Seat allocation portal will be activated in the MyPage on clicking the Online Seat Allocation link after login, the eligible candidates will be directed to Online Seat Allocation portal where the candidates will have Register for online Seat Allocation and set new password. This password is required to access the Online Seat Allocation portal.

**Flow chart****Link for the online M.Sc. Courses Seat allocation process**

On clicking the link, the eligible candidates will be directed to online M. Sc Courses Seat allocation process where the candidates will have to Login for online Seat allocation on clicking the Online Seat Allocation link after login, the eligible candidates will be directed to Online Seat Allocation portal where the candidates will have to Register for online Seat Allocation and set new password. This password is required to access the Online Seat Allocation portal.

Once registered, the candidate will be able to login to the online M. Sc Courses Seat allocation on portal and begin the process of making choices (AIIMS and subject/speciality) and order the choices. The online M.Sc. Courses Seat allocation portal will remain open for date and time specified in the Important Dates link.

## Making Choices

The choices can only be made after you have logged in using the login credentials. On logging in, confirm your name and Registration 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. The candidate must save the choices (AIIMS and subject/speciality) in case they wish to **add/delete/reorder** them at a later time point (before the last date and time).

## 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 any 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 M.Sc. Courses 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.msccounselling@gmail.com](mailto:aiims.msccounselling@gmail.com) using your registered email id. Kindly mention your **Registration ID** for quick response to your query in subject line.

**Note: Exercising of Choices is one-time exercise before Seat allocation of 1<sup>st</sup> Round thereafter same filled choices will be considered for all subsequent round.**