ALL INDIA INSTITUTE OF MEDICAL SCIENCES
ANSARI NAGAR, NEW DELHI 110608
EXAMINATION SECTION

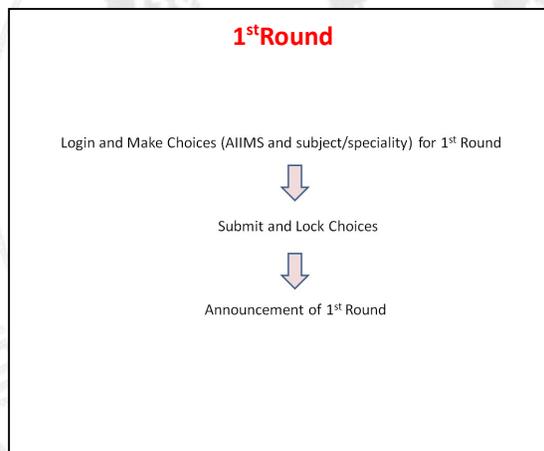**No.F.AIIMS/EXAM.SEC./4-12/(INI-SS-JULY-2022)/2022**   **Dated: 09.05.2022**

Online Institute Allocation Process

Only the eligible candidates **(Result Notification No.75/2022 & 76/2022 dated 10.05.2022)** will be able to exercise their choices (Institutes) for online Institute allocation.

The link to access the online Institute allocation portal will be activated in the "MyPage". The candidate should login using the login credentials they have used while online application of form for INI-SS for admission in DM/M.Ch/MD(HA) courses –**July 2022** 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

<div style="border:1px solid black; text-align:center;">

1stRound

Login and Make Choices (AIIMS and subject/speciality) for 1st Round

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Submit and Lock Choices

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Announcement of 1st Round

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Registration for the online Institute allocation process

On clicking the link, the eligible candidates will be directed to online Institute allocation portal where the candidates will have to register for online Institute allocation and set new password. This password is only to access the online Institute Seat allocation portal.

Once registered, the candidate will be able to login to the online PG Seat allocation portal and begin the process of making choices (Institute and subject/speciality) and order the choices. The online PG Seat allocation portal will be remaining 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 (Institute and subject/speciality) and their order. To add a choice, choose the Institute 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 (Institute and subject/speciality).Click on the **Save** button to save the choices of Institute and subject/speciality and their order.

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

Candidates can make choices (Institute and subject/speciality), edit or reorder them as many times they wish UNLESS they have already submitted and locked the choices (Institute and subject/speciality) OR last date and time for that Round is over. The candidate must save the choices (Institute and subject/speciality) in 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 (Institute and subject/speciality). Note that you will be prompted twice to reconsider and after you have submitted and locked your choices (Institute 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 (Institute and subject/speciality) and their order will be automatically considered as submitted and locked choices (Institute 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 Seat allocationportal. Click **Print** button to take a printout.

In case of any discrepancy please send an e-mail to the Assistant Controller (Examinations) inicet.pgcounselling@gmail.comusing your registered email id. Kindly mention your **Registration ID** for quick response to your query in subject line OR can raise issue through help/query section of choice making dashboard.