

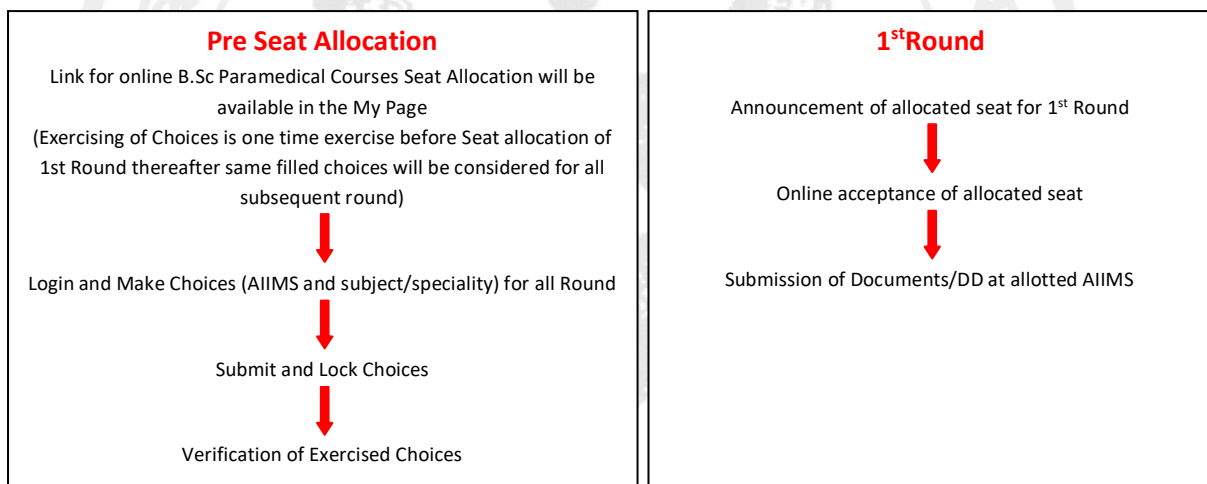
No.F.7-8/Exam.Sec/B.Sc (PM)/2022

Dated: 14.09.2022

Online B.Sc Paramedical Courses Seat Allocation Process

Only the eligible candidates (**Result Notification No.122/2022 dated 04.07.2022**) will be able to exercise their choices (AIIMS and subject/speciality) for online B.Sc. Paramedical Courses Seat allocation.

The link to access the online B.Sc. Paramedical Courses 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 B.Sc. Paramedical Courses Entrance Exam for **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**Link for the online B.Sc. Paramedical Courses Seat allocation process**

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

Once registered, the candidate will be able to login to the online B.Sc. Paramedical Seat allocation portal and begin the process of making choices (AIIMS) and order the choices. The online B.Sc. Paramedical 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 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 their order. To add a choice, choose the AIIMS from the drop-down menus and Click **Add choice**. To remove a choice, click on **Delete** button against that Choice (AIIMS). Click on the **Save** button to save the choices of AIIMS and their order.

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

Candidates can make choices (AIIMS), edit or reorder them as many times they wish UNLESS they have already submitted and locked the choices (AIIMS) OR last date and time is over. The candidate must save the choices (AIIMS) 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 B.Sc Paramedical 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.bsccounselling@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 1st Round thereafter same filled choices will be considered for all subsequent round.