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

FAQ (Frequently Asked Questions)

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

The online PG counselling/seat allocation will be done in following steps for 1st 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 orderfor the 1st Round
5. Announcement of Seat Allocation of the 1st Round.
6. Acceptance or Refusal of the allocated Seat by the Candidate.

2. How do I access the Online PG counselling/Seat Allocation portal?

Please visit www.aiimsexams.org and enter through the Academic/ MD/MS/M.Ch.(6years)/DM(6years) tab.
The **link for PG Online 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, July 2018 session. The link for PG Online Counselling/Seat Allocation will be activated only for those who are eligible for the Online PG counselling (Result Notification no. 50/2018 dated 12.05.2018)

The first-time users will have to Register themselves and set a separate New Password for logging in and 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 PG Online 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 PG Online Counselling/Seat Allocation portal and it can be retrieved by clicking **Forgot your login details** button. The second password is required to access the PG Online 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 the PG Online Counselling/Seat Allocation 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 Acceptance or Active Decline/Refusal of the allocated seat in the 1st Round?

If you have been allocated a seat in 1st Round of PG Online Counselling/Seat Allocation then you are required to login within date and time specified in the Important dates link and select one of the following options:

Option 1. ACCEPT allotted seat and DO NOT WISH TO PARTICIPATE in further rounds of Seat Allocation

Option 2. ACCEPT allotted seat and WANT TO PARTICIPATE in 2nd ROUND of Seat Allocation

Option 3. DECLINE/REFUSE allotted seat and DO NOT WISH TO PARTICIPATE in 2nd ROUND of Seat Allocation

Option 4. DECLINE/REFUSE allotted seat and WANT TO PARTICIPATE in 2nd ROUND of Seat Allocation

Failure to login and selecting an option within date and time specified in the Important Date link will lead to forfeiture of the allotted seat and render you ineligible for 2nd and 3rd round.

16. What happens if I am allocated seat and I do not login and select any of options mentioned in FAQ no 15.

It is mandatory to login after results of online seat allocation and if you do not login and actively select any of the options mentioned in the answers to the FAQ no. 15, then you candidature will be nullified and you will not be eligible for 2nd and 3rd Round Counselling. It is advisable to make these choices as soon as possible within the dates mentioned in the Important Date link.

17. I am a sponsored/foreign national candidate, do I have to register and follow the process for online counselling and seat allocation.

If you are a sponsored/foreign national then you are NOT required to participate in the Online Counselling/Seat Allocation process.

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

If have queries that are not addressed in the FAQs, then you are requested to send your query by email to aiims.pgcounselling@gmail.com using your registered email id. Kindly mention your candidate ID for quick response to your query.