

USER MANUAL FOR ALLOTTED INSTITUTES OFFICIAL



USER LOGIN



ONLINE DOCUMENT VERIFICATION AND
WILLINGNESS



GENERATION OF ADMISSION LETTER/SEAT
CANCELLATION RECEIPT



CANDIDATE SCANNED APPLICATION FORM



PRINT CANDIDATE'S LOCKED CHOICES



CHANGE PASSWORD

This application can be best viewed in Internet Explorer 6.0 or above

1. Allotted Institute User Login

Allotted Institute user will login using their User ID & password, created by Allotted Institute Admin.

The screenshot shows the login page for the All India Quota Online Post Graduate Medical / Dental Seats Allotment Process - Counseling. The header includes the Government of India emblem, the title "All India Quota Online Post Graduate Medical / Dental Seats", and the "Medical Counseling Committee (MCC)". The navigation bar contains links: Home, Counseling Scheme, Counseling Schedule, Participating Institutions, Notices, and Contact Us.

The main content area is titled "Online Reporting at Allotted Institute" and "Only Authorised User Sign In". It features a login form with the following fields and annotations:

- Select Stream**: A dropdown menu with "Medical" selected. An annotation bubble points to it with the text "Select Stream Type".
- User Id**: A text input field containing "AS010002". An annotation bubble points to it with the text "Enter User ID".
- Password**: A text input field with masked characters. An annotation bubble points to it with the text "Enter Password".
- Submit** and **Reset** buttons.
- A cloud-shaped annotation bubble points to the **Submit** button with the text "Click On Submit for Login".

Below the form, a disclaimer states: "Disclaimer: This site is designed and hosted by NIC and the contents are provided by DGHS. For any further information, please contact MCC." The footer includes links for "Information Bulletin", "AIPGME Result", and "Help Centre", along with another disclaimer: "Disclaimer: This site is designed and hosted by NIC and the contents are provided by DGHS. For any further information, please contact DGHS."

After successful login, following screen will be displayed.
Following activities are available for the Allotted Institute User (Official).

The screenshot shows the dashboard for an Allotted Institute user (Official) after successful login. The header is identical to the login page. The navigation bar remains the same.

The main content area displays the following information:

- Allotted Institute**: ASSAM MEDICAL COLLEGE, DIBRUGARH, Allotted Institute
- Stream**: Medical Stream
- Round Number**: 1
- Home** and **Logout** links.
- DEEPAK1** (User Name)
- Reporting Official** (Role)

Below this information, there is a section titled "Available Activities" with a list of actions:

- Online Document Verification & Willingness
- Generation of Admission Letter/Seat Cancellation Receipt
- Candidate's Scanned Application Form
- Print Candidate's Locked Choices
- Change Password

An annotation bubble points to the "Online Document Verification & Willingness" activity with the text "Click on Online Document Verification & Willingness".

A disclaimer at the bottom states: "Disclaimer: This site is designed and hosted by NIC and the contents are provided by MCC. For any further information, please contact MCC." The footer includes links for "Information Bulletin", "AIPGME Result", and "Help Centre", along with another disclaimer: "Disclaimer: This site is designed and hosted by NIC and the contents are provided by DGHS. For any further information, please contact DGHS."

2. Online Document Verification & Willingness

When candidate report to the allotted institute and shows his/her provisional allotment letter along with original certificates required as per the prospectus/ Information Bulletin to be verified. For doing online document verification and obtaining willingness of the candidates for the subsequent rounds, the following information of the candidate to be entered:

Enter Candidate details for Reporting.

Home || Logout
DEEPAK1
Reporting Official

Document Verification, Willingness and updation of Database

Online Document Verification and Willingness

Roll No/Confirmation No : W78SYD5008

Date of Birth (DD-MM-YYYY) : 19-02-1988

Submit Reset

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On clicking the submit button, following screen will be displayed

Home || Logout
DEEPAK1
Reporting Official

Roll No/Confirmation No : W78SYD5008

Name : CHINCHU CHAKRABORTY CHAKRABORTY

Date of Birth : 06-12-1987

All India Rank : 14072

Remark : Eligible for UR Seat

Leaving any Checkbox blank in List of Document(s) amount to Non Production/Verification of Document and will result in Cancellation of Seat due to Non Eligibility

| Institute Name | Subject Name | Allotted Cat. | Quota | Choice No. | Round No. | Status |
|----------------------------------|---------------|---------------|-----------|------------|-----------|----------|
| ASSAM MEDICAL COLLEGE, DIBRUGARH | M.D. (E.N.T.) | UR | All India | 030 | 1 | Allotted |

Candidate Parameters

| Candidate Parameters | As per AIIMS/Online Registration | As per Verification at Allotted Institute |
|-----------------------|----------------------------------|---|
| Gender : | FEMALE | FEMALE |
| Category : | UR | UR |
| Physically Disabled : | No | No |

List of Required Document(s) :

1. PH certificate (if applicable) :
2. Provisional Allotment Letter :
3. Caste Certificate (if applicable) :
4. Admit Card issued by AIIMS :
5. Rank letter issued by AIIMS :
6. Mark Sheets of MBBS/BDS 1st, 2nd and 3rd Professional Examinations :
7. MD/MS/DCS Degree Certificate :
8. Internship Completion Certificate/Certificate from the Head of Institution or College that the candidate will be completing the Internship by 31st March, 2022 :
9. Permanent/Provisional Registration Certificate issued by NCI or DCI/State Medical or Dental Council of India :
10. Date of Birth Certificate :
11. Does candidate satisfy minimum NEET PG qualifications :
12. Willingness For Participation in Second Round of Counseling :
13. Willingness For Participation in Third Round of Counseling :

Submit Reset

After filling up details Click on Submit

Click on Reset to clear all details

If candidate wants to participate in round 2 and 3 then select Yes Otherwise No

Caste certificate, if applicable must be as per format given in Information Bulletin – AIPGMEE/ AIPGDDEE, which is available online on website www.mcc.nic.in. CENTRAL LIST OF OTHER BACKWARD CLASSES (OBC) is available on website <http://www.ncbc.nic.in/Centrallistifobc.html>

Willingness for subsequent rounds

After successfully completing all the Admission formalities, willingness to participate in 2nd and 3rd round are required to be given as follows:

- Willingness for up-gradation in 2nd round: YES/NO
- Willingness for participation in 3rd round: YES/NO

It is recommended that before filling up of the information in screen below, participating institutions may prepare a file and keep a check list of document in order as shown in screen below and cross check the check list before filling up the document verification information. It is suggested that the candidate's detail as shown in screen below may be submitted on the same day, preferably immediately after verification of document. Admission / Cancellation slip, in case candidate fail to produce documents to prove eligibility, will be generated, which is to be signed by Allotted Institute In-charge, Reporting Official and the Candidate.

Please be careful while filling up the data, as the wrong entry will result in generation of Cancellation Slip, even if the candidate is eligible for admission.

After click on Submit, the following Screen appears for confirmation.

All India Quota Online Post Graduate Medical / Dental Seats
ALLOTMENT PROCESS - COUNSELING
 Directorate General of Health Services, Ministry of Health & Family Welfare
 Government of India
Medical Counseling Committee (MCC)

Home Counseling Scheme Counseling Schedule Participating Institutions Notices Contact Us

Allotted Institute : ASSAM MEDICAL COLLEGE, DIBRUGARH, Allotted Institute
 Stream : Medical Stream
 Round Number : 1

Home | Logout
 DEEPAK1
 Reporting Official

App No/Confirmation No. : 1707-0008 Application No/Testing ID : 01676208
 Name : ACHIT K SARKAR Date of Birth : 28-02-1985
 Father's Name : BIKASH K Date of Birth : 08-03-1952
 All India Rank : 3018
 Remarks : Eligible for UR and OBC Seats

Notice
 Leaving any checkbox blank in List of Document(s) amount to Non Production/Verification of Document and will result in Cancellation of Seat due to Non Eligibility

Seat Allotment Details

| Institute Name | Subject Name | Medical Cat. | Quota | Quota No. | Round No. | Status |
|----------------------------------|------------------------|--------------|-----------|-----------|-----------|----------|
| ASSAM MEDICAL COLLEGE, DIBRUGARH | M.B. (GENERAL SURGERY) | UR | All India | 422 | 1 | Allotted |

Please Check Candidate's Details

Candidate's Details to be submitted :

| Categories : | Other Backward Classes | Gender : | Male |
|---------------------------------|------------------------|--------------------------|------|
| Minimum AIPGMEE Qualification : | Yes | Previous Qualification : | No |

List of Documents Submitted :

| | |
|---|-----|
| 1. Pre Certificate (if applicable) : | No |
| 2. Provisional Allotment Letter : | Yes |
| 3. Caste Certificate (if applicable) : | Yes |
| 4. AIPGMEE Certificate (if applicable) : | Yes |
| 5. Name Letter issued by MCC : | Yes |
| 6. Mark Sheets of MBBS/BDS 1st, 2nd and 3rd Professional Examinations : | Yes |
| 7. MBBS/BDS Degree Certificate : | Yes |
| 8. Intimable Completion Certificate / Certificate from the Head of Institution or College that the candidate will be completing the Scholarship by 31st March, 2015 : | Yes |
| 9. Permanent/Provisional Registration Certificate issued by MCI or DCE/State Medical or Dental Council of India : | Yes |
| 10. Date of Birth : | Yes |
| 11. Does candidate satisfy minimum AIPGMEE qualification : | Yes |

Candidate Willingness for Second and Third Round of Counseling :

| | |
|--|-----|
| 1. Willingness for Participation in Second Round of Counseling : | Yes |
| 2. Willingness for Participation in Third Round of Counseling : | Yes |

Confirm Verification

Verification and updation of database is a one time process.
 Please check all the details carefully before proceeding. If all the details are correct then click Confirm Verification Button.
 If you want to change any information shown above then Click Back Button.

Back Confirm Verification

After checking all details Click on Confirm Verification

Information Bulletin AIPGMEE Result Help Centre

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After click on confirm verification, Admission Letter/Seat Cancellation Receipt will be generated as following.

Click Here for Print Admission Letter

Admission Letter

ASSAM MEDICAL COLLEGE, DIBRUGARH, Allotted Institute

Round Number : 1

Print

Next

Roll Number/Confirmation No : W78SYD5008 Application No/Testing Id : SR0676029

Name : AKHIL P SURESH Date of Birth : 19-02-1988

Father's Name : GHOSH GHJ Mother's Name : GHOSH GHJ

All India Rank : 3908

Remark : Eligible for UR and OBC Seats

Seat Allotment Details

| Institute Name | Course Name | Allotted Cat | Quota | Choice No. | Round No. | Status |
|----------------------------------|------------------------|--------------|-----------|------------|-----------|----------|
| ASSAM MEDICAL COLLEGE, DIBRUGARH | M.S. (GENERAL SURGERY) | UR | All India | 421 | 1 | Allotted |

Candidate Details After Verification

Category : OBC

Verification Date & Time : 3-6-2013 Time: 11:30:17

Gender : MALE

Satisfy Minimum AIPT Qualification : Yes

Physical Disabled : No

Changes During Verification : NONE

Your Willingness are as follows:

Your willingness for Participation in Second Round : Yes

Your willingness for Participation in Third Round : Yes

Sign of Candidate: AKHIL P SURESH

Sign of Reporting Official DEEPAK1

Sign of Allotted Institute Incharge

Date : 3/6/2013

Date : 3/6/2013

Date : 3/6/2013

3. Generation of Admission Letter/Seat Cancellation Receipt

All India Quota Online Post Graduate Medical / Dental Seats

ALLOTMENT PROCESS - COUNSELING

Directorate General of Health Services, Ministry of Health & Family Welfare

Government of India

Medical Counseling Committee (MCC)

Home Counseling Scheme Counseling Schedule Participating Institutions Notices Contact Us

Allotted Institute : ASSAM MEDICAL COLLEGE, DIBRUGARH, Allotted Institute

Stream : Medical Stream

Round Number : 1

Home || Logout DEEPAK1 Reporting Official

Duplicate Admission Letter/Seat Cancellation Slip

Enter Roll Number Date of Birth of the Candidate

Roll No/Confirmation No : W78SYD5009

Date of Birth (DD-MM-YYYY) : 09-12-1987

Submit Reset

Candidate's Roll No.

Candidate's DOB

After filling up details Click on Submit

Click on Reset to clear all details

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Information Bulletin AIPGMEE Result Help Centre

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Click Here to Print Seat
Cancellation Receipt

**SEAT
CANCELLED**

[Seat Cancellation receipt](#)

Medical Stream
ASSAM MEDICAL COLLEGE, DIBRUGARH, Allotted Institute
Round Number:- 1



[Print](#)

[Next](#)

| | | | |
|----------------------------|------------------------|------------------------------|------------|
| Roll No./Confirmation No.: | W78SYD5009 | Application No./Testing Id.: | SR8876132 |
| Name : | GHOSH SHASHWATEESWAPAN | Date of Birth : | 09-12-1987 |
| Father's Name : | FGHFGH | Mother's Name : | FGFDFGH |
| All India Rank : | 14015 | | |
| Remarks: | Eligible for UR Seats | | |

Seat Allotment Details

| Institute Name | Subject Name | Allotted Cat | Quota | Choice No. | Round No. | Status |
|----------------------------------|---------------|--------------|-----------|------------|-----------|-----------|
| ASSAM MEDICAL COLLEGE, DIBRUGARH | M.S. (E.N.T.) | UR | All India | 056 | 1 | Cancelled |

Candidate's Verification details

| | | | |
|---|-------------------------|---------------------|--------|
| Category: | UR | Gender: | FEMALE |
| Verification Date & Time: | 3-6-2013 Time: 14:54:07 | Physical Disabled : | No |
| Satisfy Minimum NEET-PG Qualification : | No | | |

[Changes During Verification :](#)
None

Note: The above-mentioned seat Allotment is **CANCELLED** due to non-fulfillment of the prescribed minimum educational qualification. Candidate is not eligible for subsequent rounds of seat allotment.

Sign of Candidate: GHOSH SHASHWATEE SWAPAN

Sign of Reporting Official: DEEPAK1

Sign of Allotted Institute Incharge:

4. Print Candidate's Locked Choices

All India Quota Online Post Graduate Medical / Dental Seats
ALLOTMENT PROCESS - COUNSELING
Directorate General of Health Services, Ministry of Health & Family Welfare
Government of India
Medical Counseling Committee (MCC)

[Home](#) | [Counseling Scheme](#) | [Counseling Schedule](#) | [Participating Institutions](#) | [Notices](#) | [Contact Us](#)

Allotted Institute : ASSAM MEDICAL COLLEGE, DIBRUGARH, Allotted Institute
Stream : Medical Stream
Round Number : 1

[Home](#) | [Logout](#)
DEEPAK1
Reporting Official

[Print Locked Choices](#)

Printing of Locked Choices

Roll No./Confirmation No : W78SYD5009

Submit

Message

Print Filled Choices.
After taking the Print Out, kindly press close Button.
[Click here to take Print Out of Choices](#)

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[Information Bulletin](#) | [AIPGME Result](#) | [Help Centre](#)

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Click to take printout of choices

| All India Post Graduate Medical Entrance Examination | | Medical Stream | |
|--|--|-----------------------|-------------------------|
| Name : | GHOSH SHASHWATEE SWAPAN | All India Rank : | 14075 |
| Roll No/Confirmation No : | W78BYG5009 | Physically Disabled : | No |
| Gender : | FEMALE | Auto Unique ID : | AS14075 |
| Category : | UR | Locking IP : | 127.0.0.1 |
| Application No/Testing Id. | SR6676032 | Locking Date : | 3/6/2013 Time: 12:27:50 |
| Locking Status : | LOCKED BY CANDIDATE | | |
| Remark : | Eligible for UR Seats | | |
| Security Hash : | A0ED513242F045FDA582D47901630D6CF9CD8026 | | |

| Choice No. | Institute Name | Subject Name |
|------------|---|-----------------------|
| 1 | Agartala Govt. Medical College & G.S. Pant Hospital, Agartala | M.D. (OBST. & GYNAE.) |
| 2 | A.N. Magadh Medical College, Gaya | M.S. (ANATOMY) |
| 3 | ASSAM MEDICAL COLLEGE, DIBRUGARH | M.S. (E.N.T.) |
| 4 | KASTURBA HOSPITAL, NEW DELHI | M.D. (OBST. & GYNAE.) |

Candidate's Agreement

I hereby agree to abide by the rules and regulations governing the admission process of MCC.

I have read the Information Brochure and eligibility criteria prescribed therein. I shall abide by rules and admission process of MCC as specified in the Information Brochure.

2. I know that during verification of documents at the time of reporting, if any discrepancy is detected in original documents, including category, sub-category and gender, then my seat allotment is liable to be cancelled.

3. I know that choices will be automatically locked by the system on the last specified date if they are not locked by me which is acceptable to me for seat allotment.

4. I know that the personal information provided by me is genuine and authentic.

5. I declare that I will not disclose or share the password with anybody. I understand that I am solely responsible for safe guarding my password and neither MCC nor NIC is responsible for misuse of my password.

5. Change Password

Allotted Institute (AI) User can change his password.

| All India Quota Online Post Graduate Medical / Dental Seats | |
|---|----------------------------|
| <p>ALLOTMENT PROCESS - COUNSELING</p> <p>Directorate General of Health Services, Ministry of Health & Family Welfare</p> <p>Government of India</p> <p>Medical Counseling Committee (MCC)</p> | |
| Home | Counseling Scheme |
| Counseling Schedule | Participating Institutions |
| Notices | Contact Us |

| Allotted Institute : ASSAM MEDICAL COLLEGE, DIBRUGARH, Allotted Institute | |
|---|--------------------|
| Stream : Medical Stream | Home Logout |
| Round Number : 1 | DEEPAK1 |
| | Reporting Official |

| Change Your Password | |
|------------------------|--------------|
| User ID : | AS010002 |
| Old Password : | ***** |
| New Password : | ***** |
| Confirm New Password : | ***** |
| | Submit Reset |

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