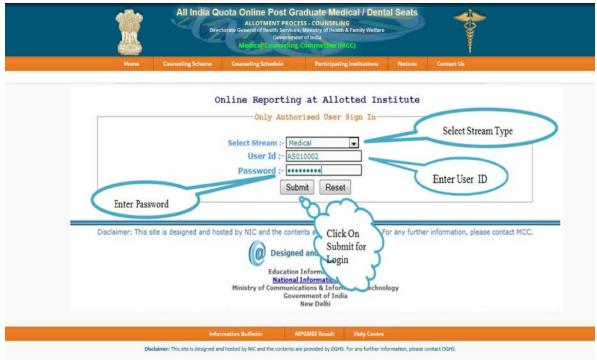
# USER MANUAL FOR ALLOTTED INSTITUTES OFFICIAL

- 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.

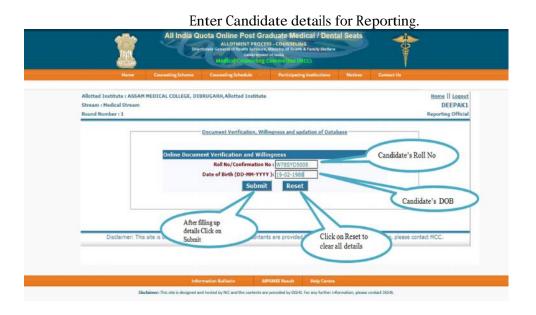


After successful login, following screen will be displayed. Following activities are available for the Allotted Institute User (Official).

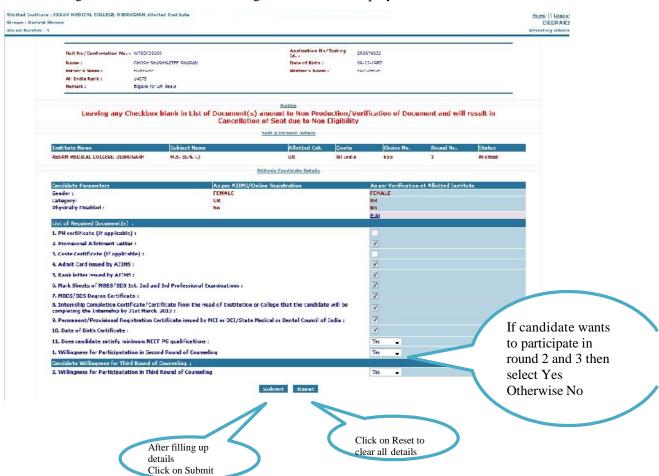


#### 2. Online Document Verification & Willingness

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:



On clicking the submit button, following screen will be displayed



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

#### Willingness for subsequent rounds

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

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

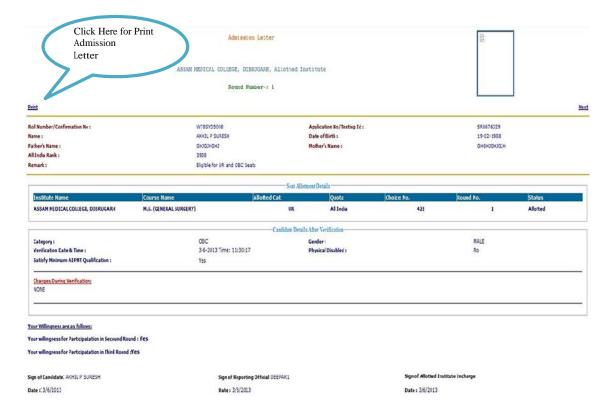
It is recommended that before filling up of the information in screen below, participating institutions may prepare a file and keep a check list of document in order as shown in screen below and cross check the check list before filling up the document verification information. It is suggested that the 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.



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



# 3. Generation of Admission Letter/Seat Cancellation Receipt





## 4. Print Candidate's Locked Choices





### 5. Change Password

Allotted Institute (AI) User can change his password.

