







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 Mozilla Firefox Latest Version

1. Allotted Institute User Login

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

Online Reporting at Allotted Institute

Only Authorised User Sign In

Select Stream :-

User Id :-

Password :-

Submit Reset

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Designed and Developed by
National Informatics Centre
Ministry of Communications & Information Technology
Government of India
New Delhi

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

Allotted Institute : ASSAM MEDICAL COLLEGE, DIBRUGARH, Allotted Institute

Stream : Medical Stream

Round Number : 1

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DEEPAK1

Reporting Official

Available Activities

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

Click on Online Document Verification & Willingness

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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.

On clicking the submit button, following screen will be displayed

Institute Name	Subject Name	Allotted Cat.	Quota	Choice No.	Round No.	Status
ASSAM MEDICAL COLLEGE, DIBRUGARH	M.S. (E.N.T.)	UR	All India	656	1	Allotted

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) :	<input type="checkbox"/>
2. Provisional Allotment Letter :	<input checked="" type="checkbox"/>
3. Caste Certificate (if applicable) :	<input type="checkbox"/>
4. Admit Card issued by AIIMS :	<input checked="" type="checkbox"/>
5. Rank letter issued by AIIMS :	<input checked="" type="checkbox"/>
6. Mark Sheets of MBBS/BDS 1st, 2nd and 3rd Professional Examinations :	<input checked="" type="checkbox"/>
7. MBBS/BDS Degree Certificate :	<input checked="" type="checkbox"/>
8. Internship Completion Certificate/Certificate from the Head of Institution or College that the candidate will be completing the Internship by 31st March, 2013 :	<input checked="" type="checkbox"/>
9. Permanent/Provisional Registration Certificate issued by MCI or DCI/State Medical or Dental Council of India :	<input checked="" type="checkbox"/>
10. Date of Birth Certificate :	<input checked="" type="checkbox"/>
11. Does candidate satisfy minimum NEET-PG qualifications :	Yes
1. Willingness for Participation in Second Round of Counseling :	Yes
Candidate Willingness for Third Round of Counseling :	Yes
2. Willingness for Participation in Third Round of Counseling :	Yes

Caste certificate, if applicable must be as per format given in Information Bulletin – AIPGMEE/ AIPGDEE, 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/Centrallistfobc.html>

Willingness for subsequent rounds

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

- Willingness for up-gradation in 2nd 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)

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

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DEEPAK1
 Reporting Official

Roll No/Confirmation No. : H7810008

Name : ANIL K BAJAJ

Father's Name : SURENDRA

AI India Name : 2008

Remark : Eligible for UR and OBC Seats

Application No/Testing ID : SKN781008

Date of Birth : 28-10-1988

Mother's Name : SHYAMOLI

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

Institute Name	Subject Name	Allotted Cat.	Quota	Choice No.	Round No.	Status
ASSAM MEDICAL COLLEGE, DIBRUGARH	M.S. (GENERAL SURGERY)	UR	AI India	422	1	ABTUSE

Please Check Carefully Once Again

Candidate's Details to be submitted :	
Category :	Other Backward Classes
Minimum AIPGMEE Qualification :	Yes
Gender :	Male
Physically Disabled :	No

List of Documents Submitted(s) :

1. PE certificate (If applicable) :	N/A
2. Provisional Admission Letter :	Yes
3. Caste certificate (If applicable) :	Yes
4. Admit Card issued by AIIMS :	Yes
5. Mark sheet issued by AIIMS :	Yes
6. Mark sheets of MBBS/ BDS 1st, 2nd and 3rd Professional Examinations :	Yes
7. MBBS/ BDS Degree Certificate :	Yes
8. Stipendship Completion Certificate/ Certificate from the Head of Institution or College that the candidate will be completing the Internship by 31st March, 2013 :	Yes
9. Permanent/ Provisional Registration Certificate issued by MCC or DCE/ State Medical or Dental Council of India :	Yes
10. Date of Birth :	Yes
11. Does Candidate satisfy minimum AIPGMEE qualifications :	Yes

Consent/Authorization for Internship 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

Kind Attention

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

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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 : SR8676029

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

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

All India Rank : 3938

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	422	1	Allotted

Candidate Details After Verification

Category : OBC Gender : MALE

Verification Date & Time : 3-6-2013 Time: 11:30:17 Physical Disabled : No

Satisfy Minimum AIPMT Qualification : Yes

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 Commission (MCC)

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Allotted Institute : ASSAM MEDICAL COLLEGE, DIBRUGARH, Allotted Institute

Stream : Medical Stream

Round Number : 1

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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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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.:	SR8676032
Name:	GHOSH SHASHWATEE SWAPAN	Date of Birth:	09-12-1987
Father's Name:	FGHFGHF	Mother's Name:	FGHFGHF
All India Rank:	14075		
Remark:	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	656	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-fulfilment 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



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ALLOTMENT PROCESS - COUNSELING
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Allotted Institute : ASSAM MEDICAL COLLEGE, DIBRUGARH, Allotted Institute
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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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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 :	W78SYD5009	Physically Disabled :	No
Gender :	FEMALE	Auto Unique ID :	AS14075
Category :	UR	Locking ID :	127.0.0.1
Application No/Testing Id.	SR8676002	Locking Date :	3/6/2013 Time: 12:27:50
Locking Status :	LOCKED BY CANDIDATE		
Remark :	Eligible for UR Seats		
Security Hash :	A0ED513242F045FDA582D47901630D6CF9CD8026		

[Print](#) [Close](#)

Choice No.	Institute Name	Subject Name
1	Agartala Govt. Medical College & G.B. Pant Hospital, Agartala	M.D. (OBST. & GYNIAE.)
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. & GYNIAE.)

Candidate's Agreement

I hereby agree to abide by the rules and regulations governing the admission process of MCC and the Information Brochure and eligibility criteria prescribed therein. I shall abide by rules and admission process of MCC as specified in the Information Brochure.

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

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DEEPAK1
 Reporting Official

Change Your Password

User ID: AS010002

Old Password:

New Password: ? Should be 8-13 char

Confirm New Password: Should be 8-13 char

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