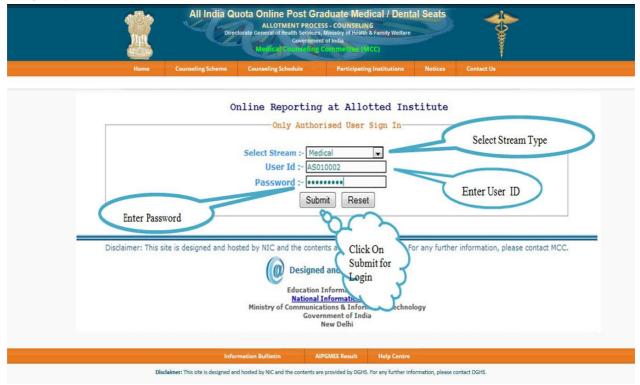
USER MANUAL FOR ALLOTTED INSTITUTES OFFICIAL

- **■** USER LOGIN
- ONLINE DOCUMENT VERIFICATION AND WILLINGNESS
- GENERATION OF ADMISSION LETTER/SEAT CANCELLATION RECEIPT
- CANDIDATE SCANNED APPLICATION FORM
- **♣** PRINT CANDIDATE'S LOCKED CHOICES
 - **4** 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.

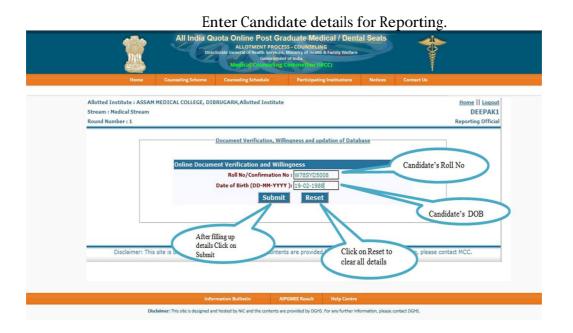


After successful login, following screen will be displayed. Following activities are available for the Allotted Institute User (Official).



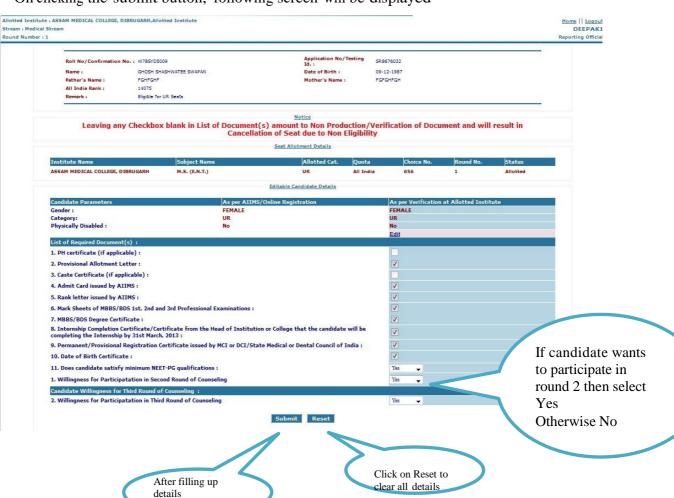
2. Online Document Verification & Willingness

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

Click on Submit



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/Centrallistifobc.html

Willingness for subsequent rounds

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

• Willingness for up-gradation in 2nd round: YES/NO

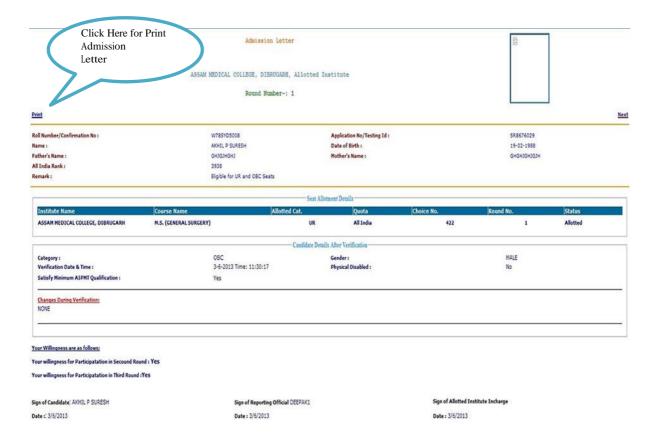
It is recommended that before filling up of the information in screen below, participating institutions may prepare a file and keep a check list of document in order as shown in screen below and cross check the check list before filling up the document verification information. It is suggested that the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



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



Click to take printout of choices All India Post Graduate Medical Entrance Examination Name : Roll No/Confirmation No : Gender : Category : Application No/Testing Id. Locking Status : Remark : Security Nach . GHOSH SHASHWATEE SWAPAN GHOSH SHASHWATEE SWAPAN W78SYD5009 FEMALE UR SR8676032 LOCKED BY CANDIDATE All India Rank: Physically Disabled: Auto Unique ID: Locking IP: Locking Date: 14075 AS14075 127.0.0.1 3/6/2013 Time: 12:27:50 Eligible for UR Seats A0ED513242F045FDA5B2D47901630D6CF9CD8026 Security Hash Close Agartala Govt. Medical College & G.B. Pant Hospital, Agartala M.D. (OBST. & GYNAE.) A.N. Magadh Medical College, Gaya M.S. (ANATOMY) ASSAM MEDICAL COLLEGE, DIBRUGARH M.S. (E.N.T.) KASTURBA HOSPITAL, NEW DELHI M.D. (OBST. & GYNAE.) Candidate's Agreement Click here to Print Candidate's filled choice are and eligibility criteria prescribed therein. I shall abide by rules and admission process of MCC as specified in the Information 2.1 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 3.1 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. $4.1\,\mathrm{know}$ that the personal information provided by me is genuine and authentic.

5. Change Password

Allotted Institute (AI) User can change his password.

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.

