

No.F.AIIMS/EXAM.SEC./4-5/(INI-CET-PG-JAN-2021)/2020

Dated: 15.12.2020

## Online Seat Allocation (INI CET PG **January 2021 session**)

### FAQ (Frequently Asked Questions)

#### 1. What is the process of the Online PG Seat allocation for 1<sup>st</sup> Round?

The online PG Seat allocation will be done in following steps for 1<sup>st</sup> Round:

1. New Registration for first time user
2. Exercising choices (Institute and subject/speciality) and Locking the choices (Institute and subject/speciality) and their order for Mock Round.
3. Announcement of MOCK results
4. Reordering of choices/adding/deleting choices (Institute and subject/speciality) and Locking the choices (Institute and subject/speciality) and their order for the 1<sup>st</sup> Round
5. Announcement of Seat Allocation of the 1<sup>st</sup> Round.
6. Acceptance or Refusal of the allocated Seat by the Candidate.

#### 2. How do I access the Online PG Seat allocation portal?

Please visit [www.aiimsexams.org](http://www.aiimsexams.org) and enter through the Academic/MD/MS/M.Ch.(6years)/DM(6years) tab.

The **link for PG Online Seat allocation portal** will be available on the MyPage after logging in using Registration ID and password that you have been using for filling Final Registration form and other processes related to **INI-CET for PG courses for January 2021** session. The link for PG Online Seat allocation will be activated only for those who are eligible for the Online PG Seat Allocation (**Notice No. 152/2020 dated 14.12.2020**)

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 seat allocation?

For the first-time user, click on the link '**Register and Set a new password**' on the Online 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 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 Seat Allocation portal and it can be retrieved by clicking on the **Forgot Registration ID and Password** button. The password will be sent only to your registered e-mail.

#### 5. How do I make choices (Institute and subject/speciality)?

The choices can only be made after you have registered and logged in using the new password for the PG Online Seat Allocation portal. On logging in, confirm your name and Registration ID. Click on **Make Choice** button to proceed to exercise choices and their order. To add a choice, choose the Institute 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 (Institute and subject/speciality).

#### 6. Do I have to make choices (Institute and subject/speciality) in one go?

No, you can make choices (Institute and subject/speciality), edit or reorder them as many times you wish UNLESS you have already submitted and locked the choices (Institute and subject/speciality) OR the last date and time for that Round is over. **You must save the choices (Institute and subject/speciality) in 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 (Institute and subject/speciality)?

The default order of your choices (Institute and subject/speciality) will be the order in which you add choice (Institute and subject/speciality). To reorder your choices, use up and down arrows OR Drag and Drop the choice (Institute and subject/speciality) to appropriate position in the list.

#### 8. How do I save choices of Institute and subject/speciality?

Click on the **Save** button to save the choices of Institute and subject/speciality and their order.

#### 9. How do I Submit and Lock the choices (Institute 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 (Institute and subject/speciality). Note that you will be prompted twice to reconsider and after you have submitted and locked your choices (Institute 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 (Institute and subject/speciality) but could not submit and lock the choices (Institute and subject/speciality).

The last saved choices (Institute and subject/speciality) and their order will be considered as submitted and locked choices (Institute 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 (Institute and subject/speciality) and their order.

#### 11. Can I add/delete/reorder the choices (Institute and subject/speciality)?

The choices (Institute 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 (Institute 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 (Institute 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 (Institute and subject/speciality) for next Round?

Yes, you can change the choices (Institute and subject/speciality) during the next Round in between date and time published to fill choices for the round.

14. Can I view the choice that I have submitted and locked?

Yes, click **View choices** button after logging in the Online PG Seat allocation portal. You are advised to take printout of the same.

15. What is meant by “Actively Choose” of the allocated seat in the 1<sup>st</sup> Round?

If you have been allocated a seat in 1<sup>st</sup> Round of PG Online 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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 your candidature will be nullified, and you will not be eligible for 2<sup>nd</sup> Round of online Seat Allocation. 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 seat allocation.

If you are a sponsored/foreign national, then you are NOT required to participate in the Online Seat allocation.

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 [inicet.pg counselling@gmail.com](mailto:inicet.pg counselling@gmail.com) using your registered email id. Kindly mention your Registration ID for quick response to your query.

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