

INSTRUCTION MANUAL FOR ONLINE CHOICE FILING AND LOCKING FOR

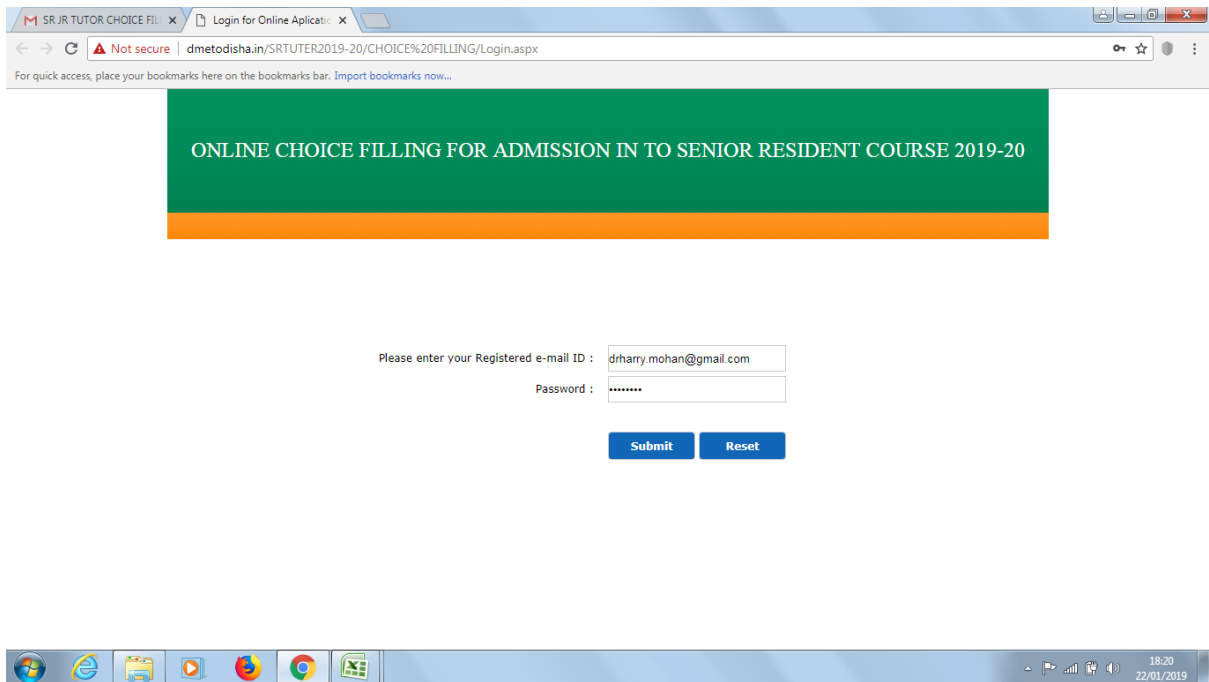
SENIOR RESIDENT / TUTOR / JUNIOR RESIDENT

General Instructions :

- a) Any eligible candidates those who are allotted a rank in the common merit list (CMR) are eligible to fill and lock their choices.
- b) For the discipline of Tutor / Senior Resident, if any candidate has applied to more than one discipline in different user ID and Password having different application numbers, all of the applications of the same applicant are combined in to a single application and all the applied disciplines are marked against the one (combined to one) application number. In that case, the candidates are advised to log in by using the e-mail ID and corresponding password for that particular application while going for choice filing and locking. And the other email ID and password registered in other applications will show as Invalid user ID / Password. In such cases, if the candidates are not able to know their used email id and password of the finalised application number, they can contact the technical help e-mail id wee in advance so that proper time will be available for choice filing.
- c) Candidates those who are not allotted any Rank in the revised common merit list are not eligible to fill and lock their choices.
- d) Candidates are advised to cross check their applied disciplines under available choices after login for choice locking and here if they will get any variances of their disciplines applied and the choices available for, it should be brought immediately to the notice of the Technical team through email only.
- e) After filing up off choices, the candidates are advised to lock their choices.
- f) Once the choices are locked, in no way, the choice can be altered or modified. In such scenarios, no requests, no complaints can be entertained.
- g) Sometimes, it is seen that, though some candidates have locked their choices without revising their choice before locking, used to complaint that system automatically locked their choices. These kind of fake complaints are baseless and will not be entertained. As all choice filing and locking details are monitored real time basis from their system/ mobile / electronic gadgets and their IPs are stored and monitored. If such complaints will be received, it will be handed over directly to cyber crime department for inspection.
- h) It is advised to the candidates , that, after choice filing, they should lock their choices and should take a print out of their locked choices.
- i) At any case, if any body fails to lock their choices, after the choice locking time schedule is over, the server will automatically lock the choices. But if any candidates have not locked their choices, but saved the choices can be locked. If not saved, no choice will be locked and no complaints will be entertained regarding that.
- j) After choice locking is over and allotment published, candidates are advised to download their allotment letters from the same link and follow instructions accordingly.
- k) Allotment is completely on Merit Basis and preference basis.
- l) So, while giving choices during choice fill up, candidates are advised to fill choices carefully so that, their preference should not be altered.

Step-1 :

- 1) Click on respective links of Tutor / Senior Resident / Junior Resident and enter your user ID / email ID and Password like in the below figure.



The screenshot shows a web browser window with the URL `dmetodisha.in/SRTUTER2019-20/CHOICE%20FILLING/Login.aspx`. The page title is "ONLINE CHOICE FILLING FOR ADMISSION IN TO SENIOR RESIDENT COURSE 2019-20". Below the title, there is a login form with the following fields and buttons:

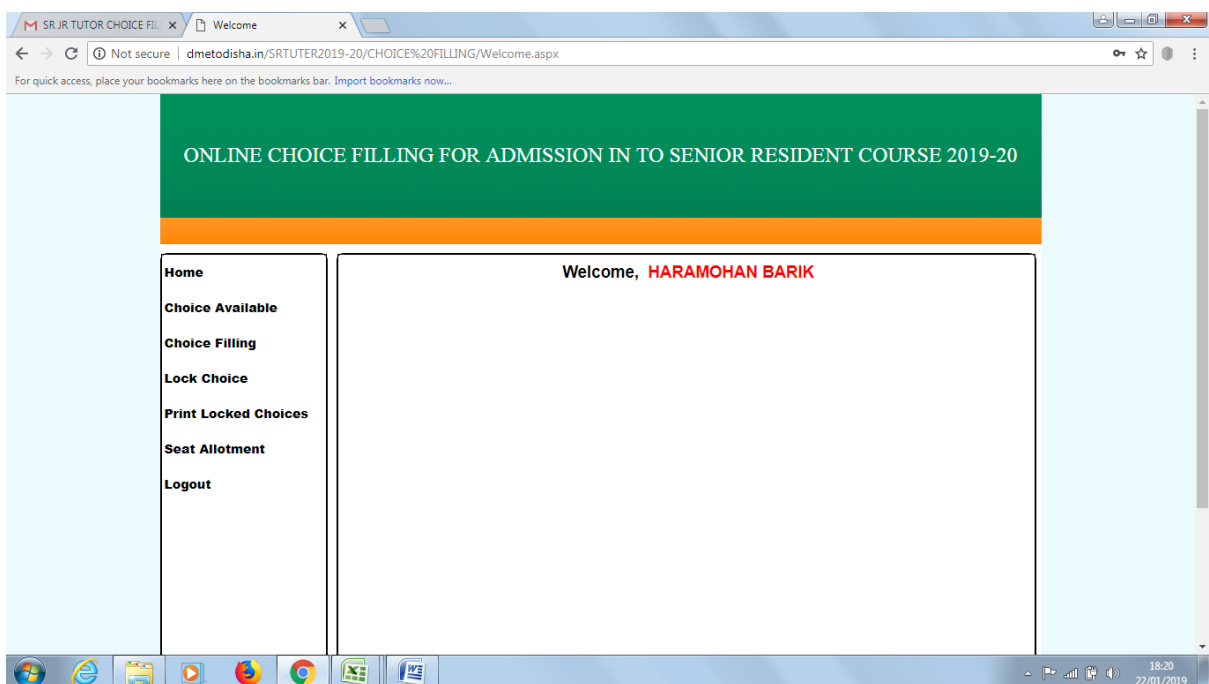
Please enter your Registered e-mail ID :

Password :

The Windows taskbar at the bottom shows the system tray with the time 18:20 and date 22/01/2019.

Step-2 :

- 1) You will see an welcome page indicating your Name in Red and in the left side some links like HOOME / CHOICE AVAILABLE/CHOICE FILING/LOCK CHOICES/PRINT LOCKED CHOICES/SEAT ALLOTMENT/LOGOUT



The screenshot shows the welcome page of the application. The URL is `dmetodisha.in/SRTUTER2019-20/CHOICE%20FILLING/Welcome.aspx`. The page title is "ONLINE CHOICE FILLING FOR ADMISSION IN TO SENIOR RESIDENT COURSE 2019-20". The main content area displays "Welcome, **HARAMOHAN BARIK**". On the left side, there is a navigation menu with the following links:

- Home
- Choice Available
- Choice Filling
- Lock Choice
- Print Locked Choices
- Seat Allotment
- Logout

The Windows taskbar at the bottom shows the system tray with the time 18:20 and date 22/01/2019.

Step-3 :

- 1) On clicking the left hand link CHOICE AVAILABLE, you can view all the choices available as per your eligibility and applied discipline / category if any. You are advised to take a print out of the available choices for planning to fill choices.

ONLINE CHOICE FILLING FOR ADMISSION IN TO SENIOR RESIDENT COURSE 2019-20

Candidate Details

Name of Candidate : HARAMOHAN BARIK Father's Name : KALAKAR BARIK
D.O.B. : 07/06/1985 Mobile No. : 9439057833
Type of Candidate : SENIOR RESIDENT Category :

Total Available Choices - 3

SI No	Institute Name	Subject Name	Total Seats
1	SCB MCH CUTTACK	ENDOCRINE SURGERY	1
2	SCB MCH CUTTACK	SURGERY	7
3	B B MC BOLANGIR	SURGERY	1

Print **Cancel**

Step-4 :

- 1) On clicking CHOICE FILING, you can see in the left hand side, all the available choices will be displayed. And there is a (+) symbol against each available choices. You are advised to click on (+) Add symbol to add choices as desired. After that, you can see that the added choice will be removed from left side and will be displayed in right side. Just like that, go on adding choices serially as you desire.

Please add the Choices first and then Click "Save" or "Continue" button before Logout. Click the "Save" button after adding Choices. After completion of addition of choice Click the "Continue" button for Locking.

Save **Continue**

Total Available Choices : 3 **Total Submitted Choices : 0**

Add	Institute Name	Subject Name	Category	Total Seat
+	SCB MCH CUTTACK	ENDOCRINE SURGERY		1
+	SCB MCH CUTTACK	SURGERY		7
+	B B MC BOLANGIR	SURGERY		1

Step-5 :

- 1) From the right hand panel (submitted choices), you can change the preference of your choice as well as remove from choice submitted. By clicking Upward arrow and downward arrow, the submitted choice preference can be changed and by clicking the Cross (delete) button, the submitted choice can be deleted. Once the choice is deleted from the right panel, again it will reflected/ shown in left side which can be added again. After choice filling click SAVE to save the choices regularly.

SR,JR,TUTOR CHOICE FILLING

Filling Choices

Not secure | dmetodisha.in/SRTUTER2019-20/CHOICE%20FILLING/Filling%20Choices.aspx

For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

Lock Choice
Print Locked Choices
Logout

Please add the Choices first and then Click "Save" or "Continue" button before Logout. Click the "Save" button after adding Choices. After completion of addition of choice Click the "Continue" button for Locking.

Available & Filled Choice(s)

Save Continue

Total Available Choices : 1 Total Submitted Choices : 2

Add	Institute Name	Subject Name	Category	Total Seat
+	SCB MCH CUTTACK	SURGERY		7

Move Up	Move Down	Delete	Choice No	Institute Name	Subject Name	Category
↑	↓	✗	1	SCB MCH CUTTACK	ENDOCRINE SURGERY	
↑	↓	✗	2	B B MC BOLANGIR	SURGERY	

18:21 22/01/2019

Step-6 :

- 1) After choice filling is over, please save all choices and click Continue to go for Choice Locking. In this page you will be redirected to a page where you have to given an undertaking that, your choice will be locked and no modifications will be done after locking. Please select the radio button option as you desire.

SR,JR,TUTOR CHOICE FILLING

Lock your choices

Not secure | dmetodisha.in/TUTER201920/CHOICE%20FILLING/Lock%20Choices.aspx

For quick access, place your bookmarks here on the bookmarks bar. [Import bookmarks now...](#)

Home
Choice Available
Choice Filling
Lock Choice
Print Locked Choices
Seat Allotment
Logout

Candidate Details

Name of Candidate : SHWETA SHARMA Father's Name : SATYA NARAYAN SHARMA
D.O.B. : 08/11/1984 Mobile No. : 8126567464
Type of Candidate : TUTOR Category : WOMEN

Declaration before Choice Locking

After Locking, Candidate is not allowed to make any modifications in Filled Choices. Please read all the restrictions and check all the Filled Choice carefully before Locking. If you want to Lock your choices then select from the option given below.

I agree to lock my Choices I don't agree to lock my choices "NOW"

Total Filled Choice - 1

Choice No.	Institute Name	Subject Name	Category
1	SCB MCH CUTTACK	MICROBIOLOGY	

17:02 22/01/2019

Step-7 :

- 1) When you click on the option I Agree to Lock my Choice, you will be asked to enter your password for locking. This is the password which you have registered during preliminary registration and used before at the time to log in for choice filing. (No OTP like facility is available in this system). But here the Password will work as Case Sensitive, means, if the password given is A1bcDX, it will not be equal to a1bcdx. So enter password as the case may be, else, email technical help for proper password.

SR JR TUTOR CHOICE FILL x Lock your choices x

Not secure | dmetodisha.in/TUTOR201920/CHOICE%20FILLING/Lock%20Choices.aspx

For quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now...

[Home](#)
[Choice Available](#)
[Choice Filling](#)
[Lock Choice](#)
[Print Locked Choices](#)
[Seat Allotment](#)
[Logout](#)

Name of Candidate : SHWETA SHARMA Father's Name : SATYA NARAYAN SHARMA
D.O.B. : 08/11/1984 Mobile No. : 8126567464
Type of Candidate : TUTOR Category : WOMEN

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I agree to lock my Choices I don't agree to lock my choices "NOW"

Enter Your Password :

Lock My Choices

Total Filled Choice - 1

Choice No.	Institute Name	Subject Name	Category
1	SCB MCH CUTTACK	MICROBIOLOGY	

17:02 22/01/2019

Step-8 :

- 1) After clicking on Lock My Choice button, a pop up window will be shown on the top of the page asking for confirmation to lock. After clicking OK, the choices will be locked and the next page to print your locked choices will be displayed.

SR JR TUTOR CHOICE FILL x Lock your choices x

Not secure | dmetodisha.in/TUTOR201920/CHOICE%20FILLING/Lock%20Choices.aspx

For quick access, place your bookmarks here on the bookmarks bar. Import bookmarks now...

ONLINE CHOICE FILLING | COURSE 2019-20

dmetodisha.in says
Are you sure you want to lock your Choices ?
OK **Cancel**

[Home](#)
[Choice Available](#)
[Choice Filling](#)
[Lock Choice](#)
[Print Locked Choices](#)
[Seat Allotment](#)
[Logout](#)

Candidate Details
Name of Candidate : SHWETA SHARMA Father's Name : SATYA NARAYAN SHARMA
D.O.B. : 08/11/1984 Mobile No. : 8126567464
Type of Candidate : TUTOR Category : WOMEN

Declaration before Choice Locking
After Locking, Candidate is not allowed to make any modifications in Filled Choices. Please read all the restrictions and check all the Filled Choice carefully before Locking. If you want to Lock your choices then select from the option given below.

I agree to lock my Choices I don't agree to lock my choices "NOW"

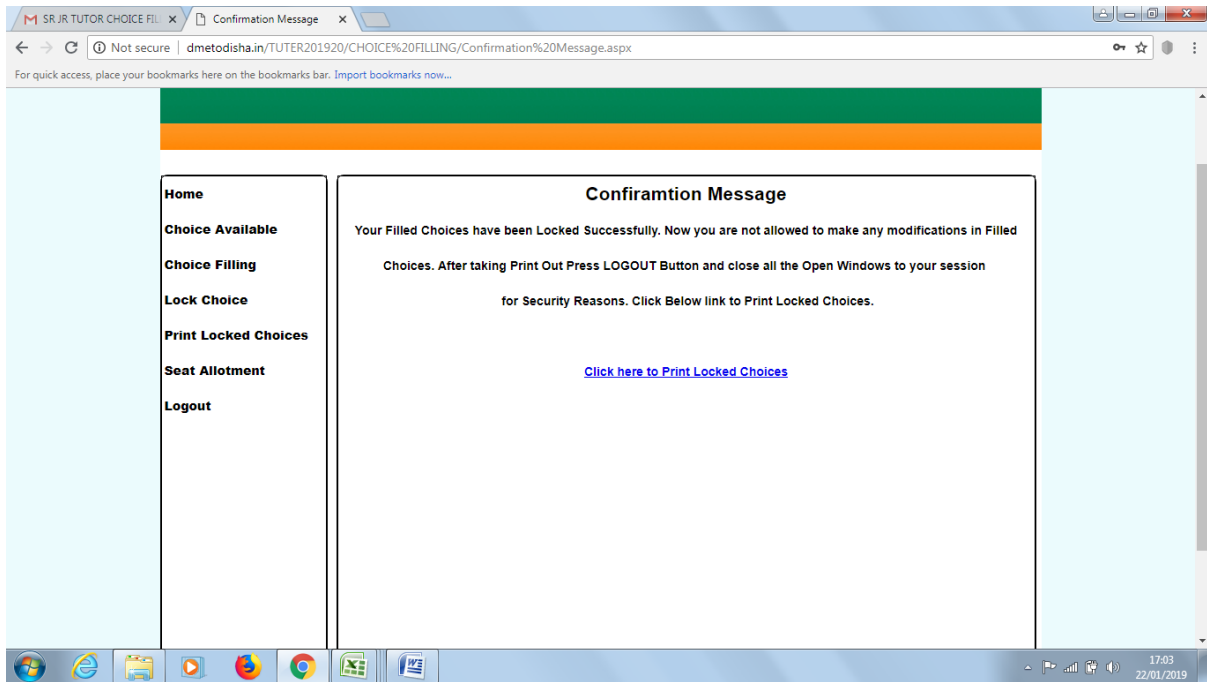
Enter Your Password :

Waiting for dmetodisha.in...

17:03 22/01/2019

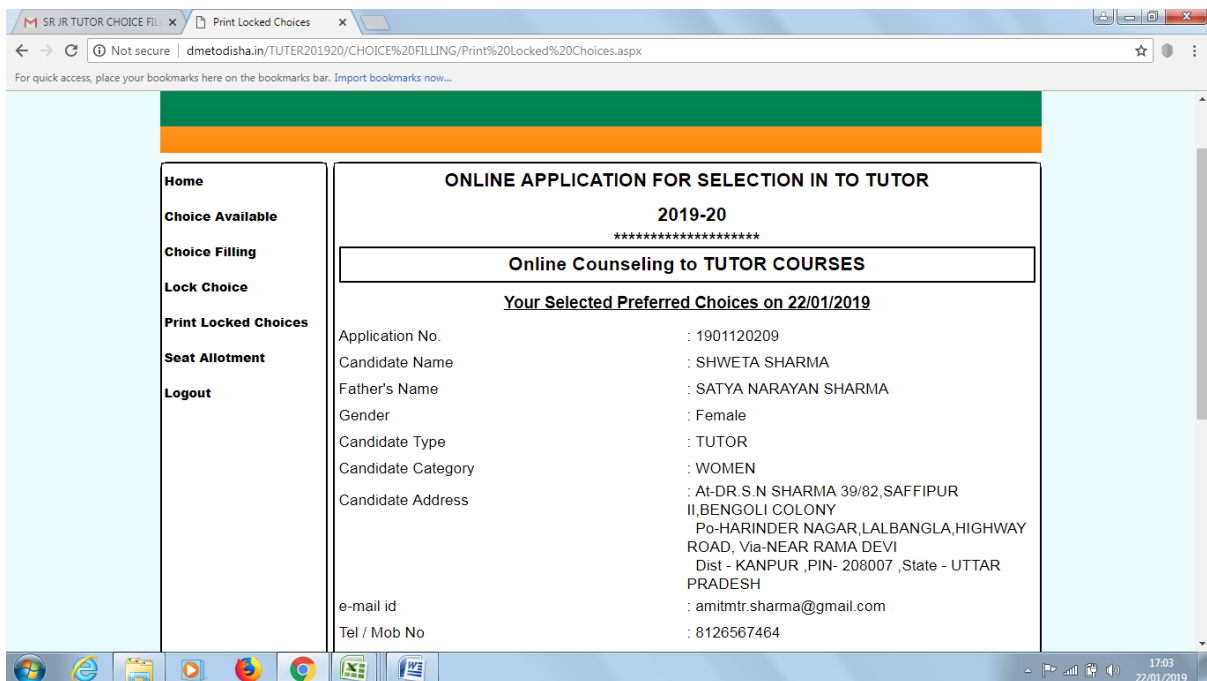
Step-9 :

- 1) By clicking on the Print choices in the confirmation page, you can print the choices and then click on LOGOUT option from the left menu.



Step-10 :

- 1) This is the print page need to take printout for your reference.



If facing any problem, please email to- dmethelpline@gmail.com

Indicating subject line Password / Error Choice Filing SR/JR/Tutor as case may be