GUIDELINES / INSTRUCTION MANUAL FOR ONLINE CHOICE FILLING & LOCKING OF PG -MEDICAL (MD/MS), POST MBBS-DNB) SELECTION FOR THE STATE QUOTA SEATS

**** No Choice locking will be available for Post MBBS-NBEMS Diploma as it will be done off line mode after completion of PG (MD/MS), Post MBBS-DNB Counseling**

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Disclaimer:- The figures given below are just for indicative purpose only and not for legal purpose. If any name etc. resemblances with any body, this is just a coincidence and no legal actions can be taken on this.

**Choices once Locked cant be Unlocked. And No way locked Choices can be edited or modified. Since Choice Lock is an OTP based system, no claim will be entertained regarding auto locked or someone else locked which are baseless.

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Candidates are advised to fill their preferred choices and lock their choices from any Computer having god access to internet connectivity. (Use of IPhone / Tablet/ Mobile Phone/ Opera browsers etc may not be suitable for Choice filling). Since this choice filling and locking process consists of various numbers of available choices for each of the candidates in all available streams of all colleges, this may require quite good internet bandwidth, failing which possibilities of error like “the page cannot be displayed”, some technical glitches like perfect downloading of the symbols, after clicking an option, not responding immediately etc.. may arise. Even all number of Choices may not be displayed and the Convener office will not held responsible for this. So, if this kind of situation arises, the candidates are advised not to be worried, rather they can go for better bandwidth connectivity with any PC / System, rather than using Mobile or tablets or they can try later. Otherwise, in the worst case, the candidate can take the help of the technical help line during the office hours.

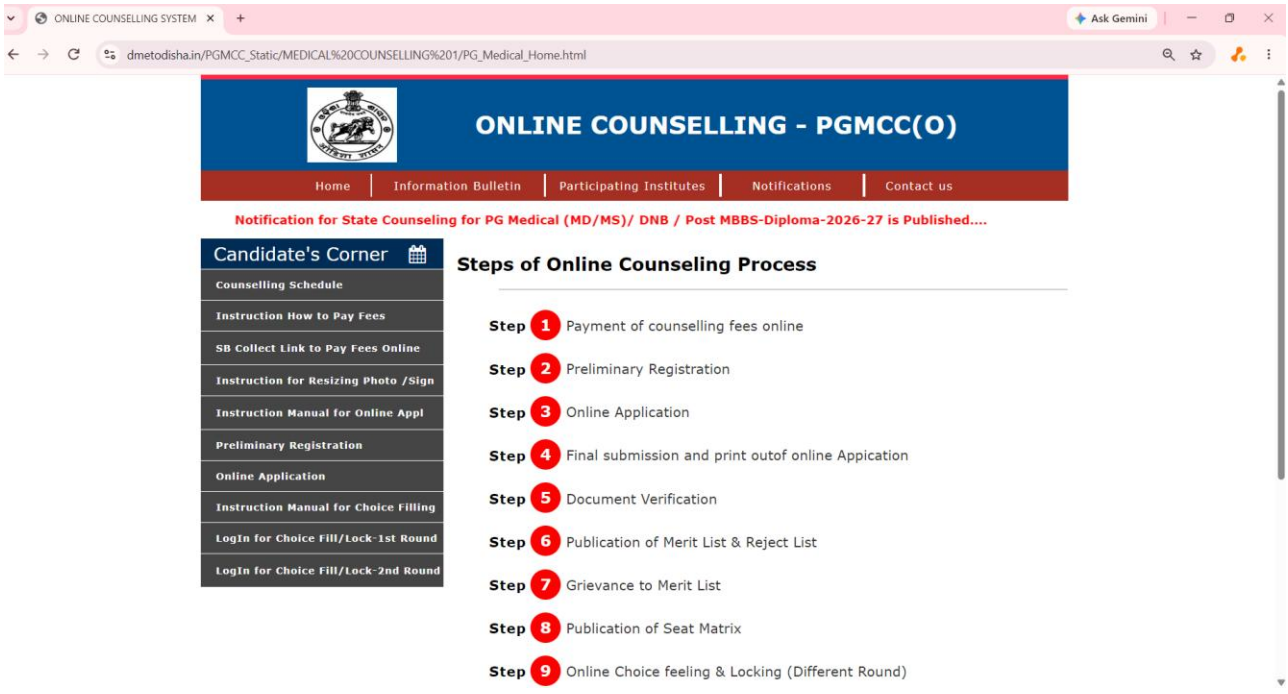
In some cases, the candidates used to forget their passwords that they have mentioned during their registration, they can check their Mobile as SMS has already been sent at the time of Final submission of application. otherwise, only passwords can be intimated to the candidates after receiving the complaint by e-mail only to – **dmethelpline@gmail.com**

Also, in some cases, if the candidates face problem of inactive of any links or buttons, then this is the problem of the old version of any browser. So, the candidates are advised to use the latest version of any browser like Google Chrome, Internet explorer, Mozilla Firefox etc. (preferably any recent versions)

Candidates are advised to cross check the availability of Choices which they can find after login and match with the seat matrix published and if any discrepancies found, need to be brought to the notice of Technical Team / Convener office for necessary action. Also candidates are advised to cross check that the available choices are shown to them are correct for their Category (reserved / type Dir-Ins) as the case may be. If any body find any difference, bring this to the notice of the Convener office/Technical Team immediately before exercising their choices. If any body exercises which does not belong to his/her category, then the total given choices will be rejected and the authority will not hold responsible for this.

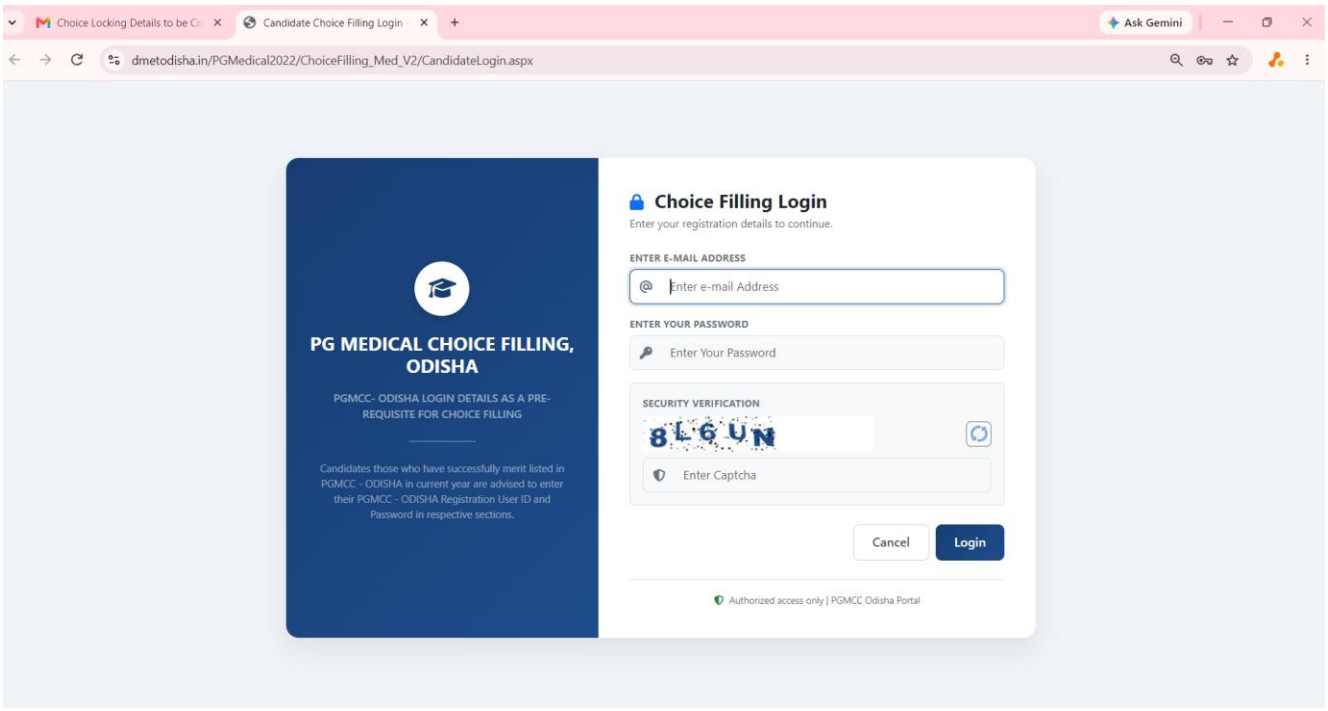
Step-1

1) The Candidate who are allotted Valid Rank Numbers in the published Revised Merit List are only eligible for Online Choice Filing and Locking, Other having without Rank Number can not fill their choices.
2) Eligible Candidates should click in the website http://www.dmetodisha.in --→**Click** PG (Medical / Dental)-------→**Click** Login for Choice Filling Locking 1st Round
3) The process of Choice Filing and Locking are same. Once the Candidate fills his / her preferable choices, he / she has to lock the choices within the stipulated time period as per the schedule notification.
4) **Once the Candidate has locked his /her choices, no way , he / she can alter the locked choices**.
5) But the Candidates can **alter** as many times as they want the preference of their choices **before locking** their choices, **but once it is locked, no way it can be altered**.
6) Candidates are advised to go thoroughly the choices available for them and preferably they should take a print out of the availability of choices, make rank of their preferences manually and they can fill the choices online.
7) In general, an UR candidate will be shown the seats available in different streams in different colleges for his / her category (UR) only. Just like that, a DF Candidate will be shown the Seats of DF category with Seats of UR category.
8) Once the Choice filling is over and choices are locked, the candidates are advised to take the print out of the choices locked for their future reference.
9) The Following page will be displayed for Online Choice Filing / Locking.



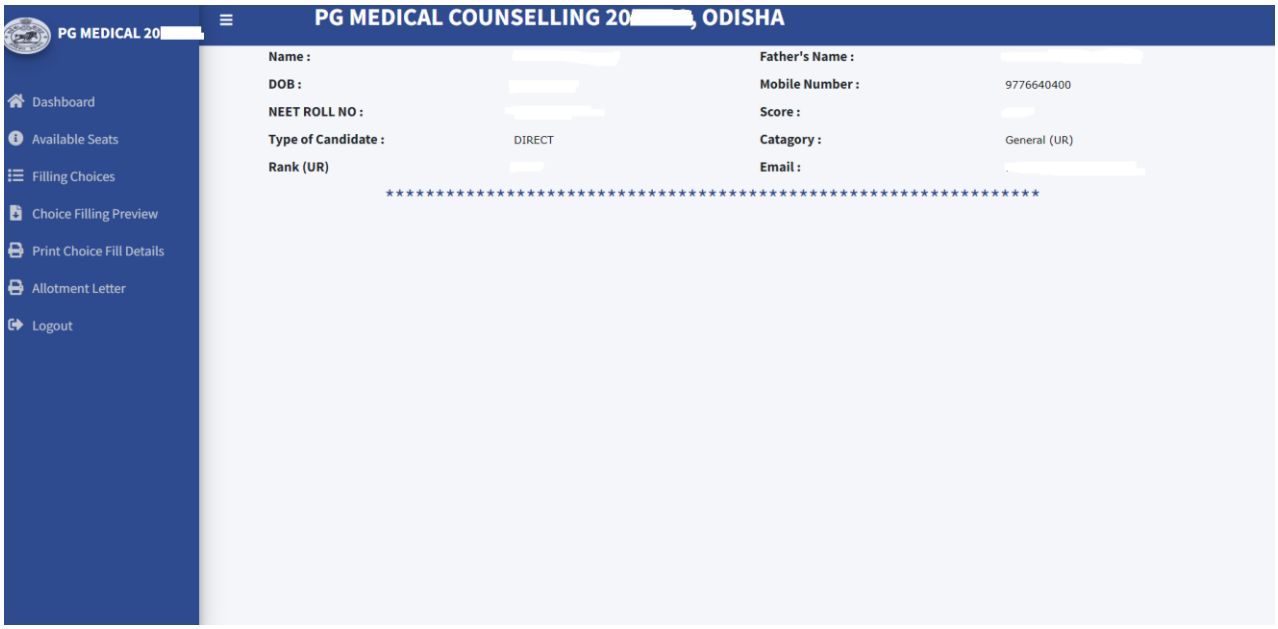
Step-2

1) After clicking the Link "**Login for Choice Fill/Lock 1st Round**", the Candidate will be redirected to the following page
2) Then the candidate has to enter his / her valid **registered e-mail id** and **password** in the given text boxes and after entering the given Security Captcha Codes, they can click the Login Button.



Step-3

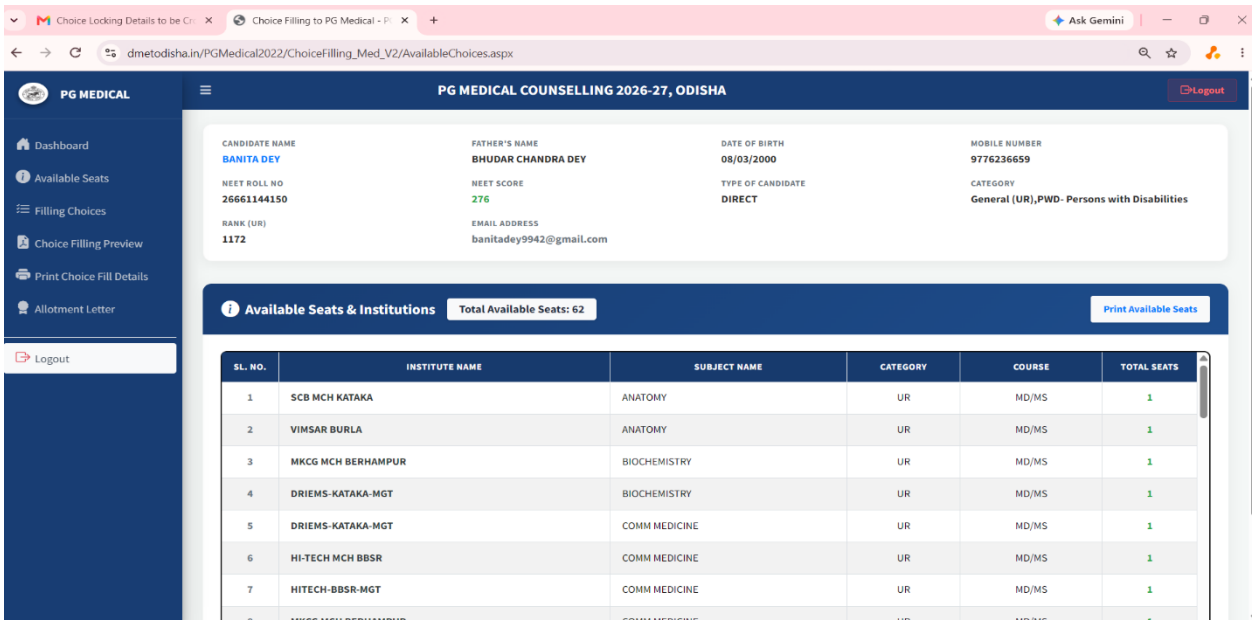
1) After successfully Log In , the Candidate will be directed to the following page, where he / she can find out his / her name mentioned in the Top and the left hand side the related Link options of Available Seats / Filling Choices / Choice Filling Preview / Print Choice Filled Details etc..
2) This welcome page is the default Home Page of the Candidate.



Step-4

1) The Candidate can Click the Link : "**Available Seats**" from the left side menu bar.
2) After clicking the Link : "**Available Seats**", the Candidate can see the right side of the Page, and in the upper part of the page he / she can find the information about him / her like his / her Name, Father's Name, Date of Birth, Mobile No, NEET ID and NEET Score , Type and his / her category.

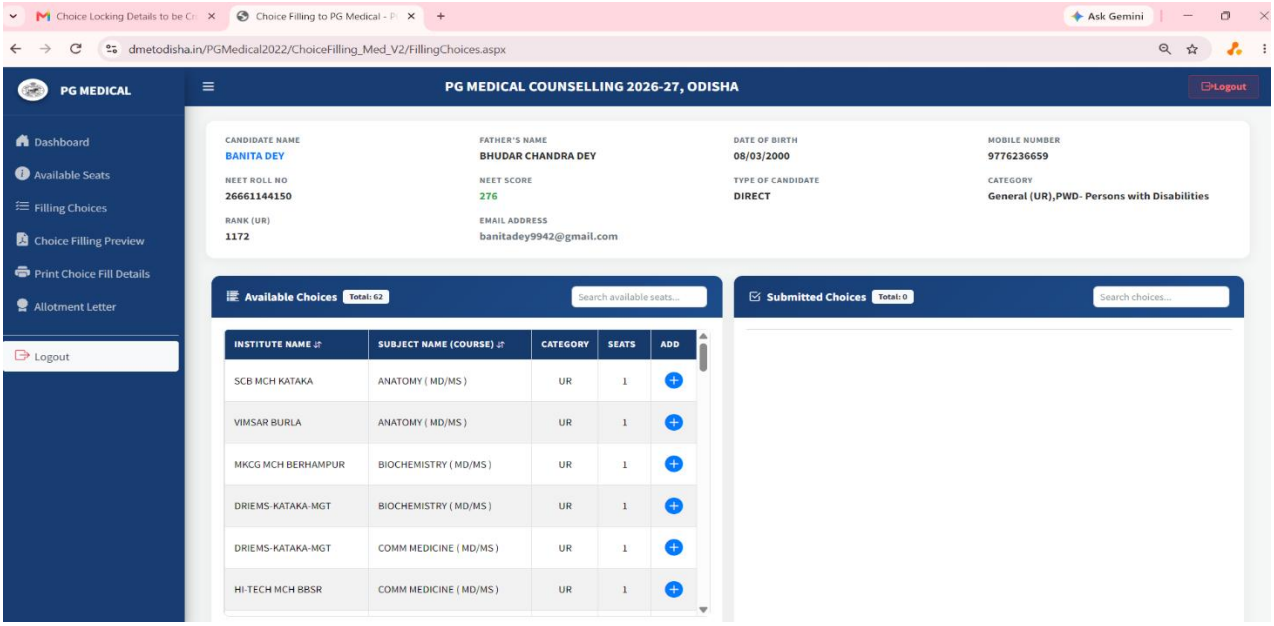
3) Candidate are advised to recheck the information
4) Below to the information, the number of choices available for that type and category of candidate will be shown. **The candidates are advised to verify the available seats for their category with that of the seat matrix published and if any discrepancies found, should be intimated immediately to the Technical Team / Convenor.**
5) The available seats will be shown in a number of pages due to space constraint and candidates are advised to take a print out of the available number of Choice details by Clicking the "Print" button.



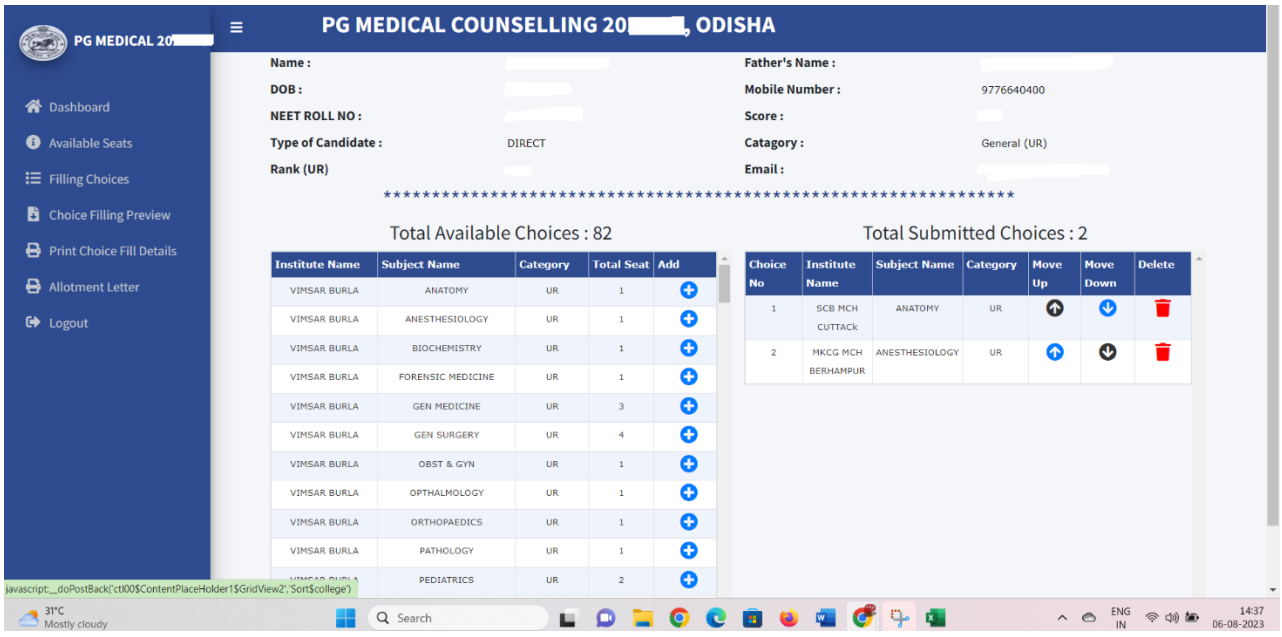
6) After taking **the Printouts of the available Seats**, the Candidate should decide and make up his / her mind what are the **preference of the choices** to be filled up suitable **for his / her Rank** in that particular category.

Step-4

1) Then the Candidate should click on the Link "**Filling Choices**"
2) After clicking on the Link "**Filling Choices**", the Candidate will be shown the available choices in the left side like below.

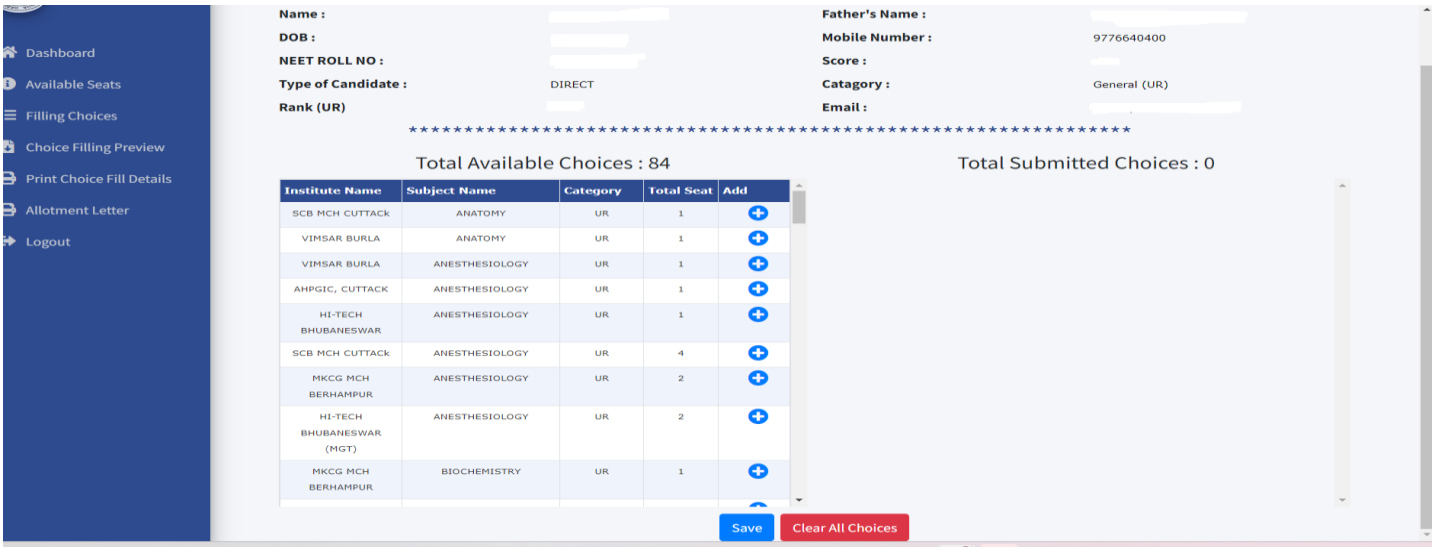


1) The candidate can find, Institute Name, and Next to that, Subject Name, Category and availability of number of Seats which are shown consecutively adjacent to each other. And after that a **(+)** symbol under (**Add**).
2) ***Candidate can sort choices by Discipline wise / Institute Name wise or Category wise by Clicking on the heading Institute Name or Subject Name, which will help him/her in selecting Choices chronologically if he/she desires so.***
3) Then the Candidate should **Click on (+)** symbol under (Add), of the respective Institute / subject / Category (if he / she want to add under his / her preference).
4) Once after clicking on **(+)** symbol under (Add), the candidate Can see the **Selected option will be shown in the Right hand side column.**
5) The candidate can see that, the total number of submitted choice will be added one by one and the number will be deducted from the total number of available choices from the left side.
6) In this manner, the candidate can go on adding the maximum number of choices as he / she wants. And **there is no restriction in adding maximum / available all choices shown to them**.
7) Once the choices are submitted, the Candidate can see in the right side, there are (XX) options available under the head choice submitted. (a) Choice No (b) Institute Name (c) Subject name (d) category(e) Move Up (f) Move Down (g) Delete.
8) The **Choice Number indicates the Preference No of the Choices** given by the Candidate. And if the Candidate **want to change the Sl. No of Preference, he / she can use the "Up ward arrow" or "Down ward arrow" to move the preference Up one step or Down one step**. Else he / she can "**Delete" the preference**. Once deleted, again the choice will be reflected in the left side under the head "Total available Choices".



9) The above page (Right side) indicates the Upward / Down ward arrow keys to move the choices one step upward or down ward. Or **(Delete) symbol in Red indicates to "Delete"** the Choice from the list of Submitted Choices.
10) After the **Choice are filled**, then the Candidate should **Click On "SAVE"**. It is also advised to **Click the "SAVE" button frequently** depending on the speed of the internet connection, other wise if the internet

connection goes out, then the submitted choices will not be saved. Else the candidate can click on the button "**Clear All Choices**" to clear all exercised choices to go for fresh choices.



11) Once the Choice filling is over, the Candidate can **Click "LOCK CHOICES"** button and he / she will be opted for entering an OTP received in his/her registered Mobile. Once OTP is given, the choices will be locked.

12) ***Some candidates, in general used to save the Choices without locking their Choices due to some reasons. In these types of cases, there is no guarantee that the submitted choices are Saved perfectly. Though the Candidate could have clicked "SAVE" button, if the internet connection is slow, the choices are not saved properly, and because of this, the Candidate will not be allotted any seats and the authority will not hold responsible for this.***

13) So, it is always advisable to LOCK the Choices by entering the OTP and the candidates should take the print outs of the Locked Choices for their future reference.

Step-5

1) After successfully taking the Print outs of the Choice Locked details, the Candidate can **Click the LOGOUT option** present in the bottom of the left side menu or they can click the Home option and then can click the Logout button to complete Logout of the System.

Step-6

1) After the Allotment is done by the Convenor, the Candidate can log in again in the above process and can Click the Link **ALLOTMENT LETTER** from left side links. And can take the print of the downloaded Allotment-cum-Admission letter.

If any problem regarding password not working, forgot password or any technical difficulties

Mail to

dmethelpline@gmail.com

If any one is getting any issues of non receipt of OTP during final locking of choices, they can whatsapp to -9776640400 (No Phone Calls will be entertained)**