

INSTRUCTION MANUAL / COMMON GUIDELINES FOR CHOICE FILLING & LOCKING OF POST-PG-BOND PLACEMENT

Important Notice :-

N.B:- If any candidates fills and locks Choices before / after the scheduled date and time, their choices will not be considered and will be declared as Null and Void as the Link will be expired and will not be authenticated

Common Guidelines:-

1. It is mandatory for all the candidates to go for choice filling and locking for their Post-PG-Bond Placement.
2. Candidates, whose Name are in the Common Merit list can only go for Choice filling & Locking.
3. **Choices once locked, can't be edited or modified. So, before locking the choice, do the exercise of selecting preference of Choices first.**
4. Candidate, who are not able to lock their choices, their Choices may / may not be taken in to consideration and no grievances will be entertained regarding this.
5. So, it is mandatory for all to lock their Choices.
6. Choice Filling & locking consists of the following steps.
 - a. Login to Choice Filling & Locking
 - b. Entering OTP received in Mobile (The Mob number which is available in Merit List)
 - c. Creating Own Password
 - d. **Checking the available Choices and if any discrepancies found with the Published Vacancy List , should be intimated to the Tech help Line for immediate action.**
 - e. Filling Choices
 - f. Locking Choices
 - g. Taking Printouts of Locked Choices
 - h. Following the Procedure mentioned in separate notification/ allotment letter, as per applicability.

Step-1

1. Click the Link- Login for Choice Fill / Lock available in the Counseling website
2. You will be directed to the following Login page
3. Enter your NEET Roll No followed by your NEET Roll No. (Available in the Provisional Merit List)
4. An OTP will be sent to your Registered Mobile (The Mobile Number which is mentioned in the Common Merit List against your NEET Roll No)
5. Please check your Mobile Number to see the SMS received from DMETCC (O). and If you have not received, please check your Network Connection or Check Spam. Or try later. If same problem persists of not receiving the SMS OTP in Mobile Number, then whatsapp the problem to- **9776640400**.
6. Always try to go for Choice filling and locking much before the last date and time, as last date and last time any technical problems cant be resolved and the DMET Office will not held responsible for this.
7. Then enter the Capcha Code as it is seen and Click Login.
8. The Choice Filling and Locking Link will not be available after the scheduled date and time and no extension of date and time will be allowed until and unless notified separately.
9. Since, Choice Filling and Locking is an OTP based system, don't raise any fake complaints like...somebody else locked the choices....choices are automatically locked....given choices are automatically changed their preferences....

10. Any such fake complaints will not be entertained at all. So, please donot raise such kind of complaints.

Choice Filling / Locking for Post-PG-Bond Placement

Choice Filling Login

Enter Your NEET Roll No :

Enter e-mail Address:

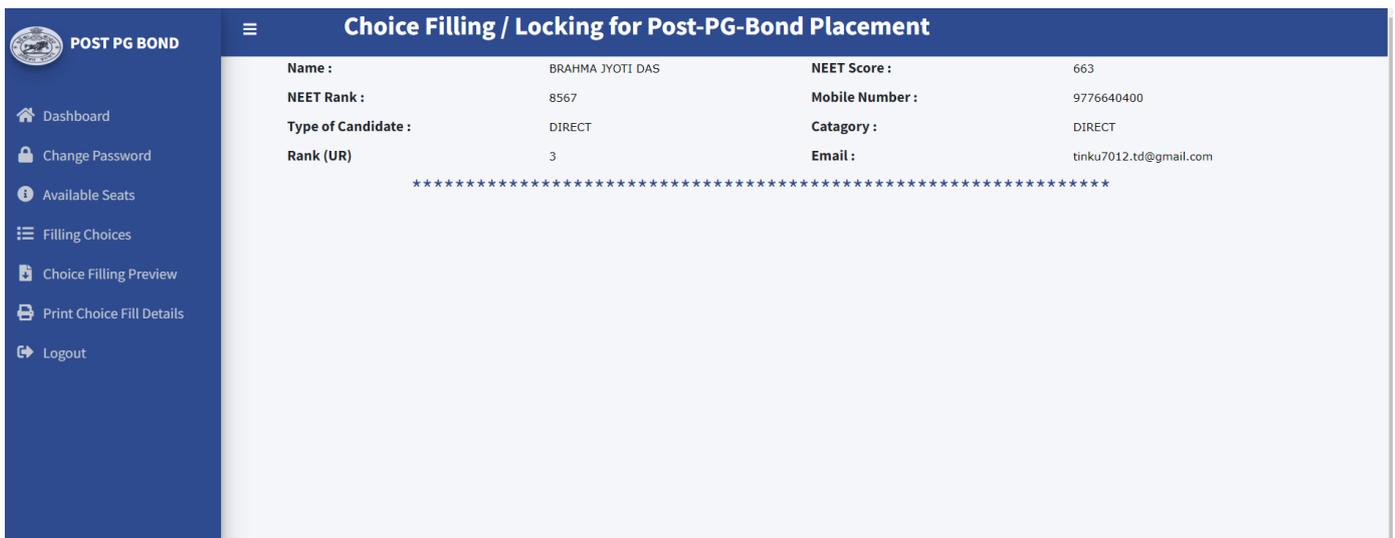
Enter Your OTP Sent to Your Mobile No *****0400 :



Enter Capcha:

Step-2

1. After successfully Login to the Online Choice Filling & Locking System, you can get the following view of the Dash Board, based on your given credentials.
2. In the Top panel, you can cross check your name, NEET Score, NEET Rank, Mobile Number etc.
3. In the left side Menu, you can see the option Change Password.
4. First you can click on this option to Create your Own Password. (It is mandatory to avoid the SMS based OTP System in every time login.)



Name :	BRAHMA JYOTI DAS	NEET Score :	663
NEET Rank :	8567	Mobile Number :	9776640400
Type of Candidate :	DIRECT	Catagory :	DIRECT
Rank (UR)	3	Email :	tinku7012.td@gmail.com

Step-3

1. On clicking the Change Password link, the following screen will be displayed.
2. Here, please enter your Password and Retype your Password to create your own password.

3. **Password must be min 8 characters, should contain 1 alphabet, one special character, one numeric character)**
4. **After creating the Password, please Click on Change Password option to Save it.**

Step-4

1. **After Creating the Password, Please click on the Left side Link- Available Seats**
2. **By Clicking on this link, you can get all the Vacancies available against your discipline and against your admission batch.**
3. **You can take a print out of the available vacancies and cross check with the vacancies shown in the vacancy list, if any discrepancies found, bring it to the notice of the Technical team immediately.**
4. **After taking the printouts, you can plan your preference of choices and can do your rough works here before going for choice filling and locking.**

Sln0	Institute Name	Speciality	District	Course Type	Total Seats
1	BBMCH, BOLANGIR	ANESTHESIOLOGY	BBMCH, BOLANGIR (HOST INSTITUTE)	BROAD SPECIALITY	1
2	BBMCH, BOLANGIR	ANESTHESIOLOGY	BOLANGIR	BROAD SPECIALITY	1
3	BBMCH, BOLANGIR	ANESTHESIOLOGY	BARGARH	BROAD SPECIALITY	1
4	BBMCH, BOLANGIR	ANESTHESIOLOGY	BARGARH	BROAD SPECIALITY	1
5	BBMCH, BOLANGIR	ANESTHESIOLOGY	NUAPADA	BROAD SPECIALITY	1
6	DD MCH, KEONJHAR	ANESTHESIOLOGY	DD MCH, KEONJHAR (HOST INSTITUTE)	BROAD SPECIALITY	1
7	DD MCH, KEONJHAR	ANESTHESIOLOGY	KEONJHAR	BROAD SPECIALITY	1

Step-5

1. **After almost doing the preplanning of selection of preference of choices, you can click the link from left side- Filling Choices**

2. Here you can see a new page like below in the right hand panel of the Page.
3. **If any Candidate, only tries to give choices, then his/her choice will not be locked.**
4. While filling choices, you can Add (click on the symbol (+)) one by one as per your preferences from the left Panel- Total Available Choices.
5. After clicking on the Add (click on the symbol (+)), you can see, the selected choices will be removed from the section Total Available Choices and will reflect on the right side panel under the heading Total Submitted Choices.
6. As like, you can see, the Numbers of available Choices will decrease by One and the number of Submitted Choice will be increased by One.
7. **Like this manner, it is mandatory to select all the Available Choices from left side to transfer all choices to the Right side under Total Submitted Choices.**
8. **In the right side Panel under Total Submitted Choices, you can see, there is a column, Choice No which indicates your selected preference of Choices.**
9. **You can alter / modify / change your selected preference by clicking the Move up or Move Down arrow present in the right side of the Panel under the heading total Submitted Choices.**
10. **Until and Unless, all the number of Total available Choices will not be transferred to the right side under the section- Total Submitted Choices, Choices will not be locked. As it is mandatory to give all choices and only you need to choose the preference of your choices of Vacancies.**
11. After choices are over and there is not a single choices available under the left side under the heading Total Available Choices, your choice filling will be complete. Then you can go for Choice Filling preview and Choice Locking.
12. Choice Locking is also OTP based and on clicking, you will receive an OTP for choice locking and after entering the OTP, your Choices will be locked.

Phase 1 / Phase 3

Total Available Choices : 50						Total Submitted Choices : 3							
Name of Host Institution / MCH	Name of Tagged District	Name of Tagged Hospital	Broad Speciality / Super Speciality	Vacancy	Add	Choice No	Name of Host Institution / MCH	Name of Tagged District	Name of Tagged Hospital	Broad Speciality / Super Speciality	Vacancy	Move Up	Move Down
BBMCH, BOLANGIR	BBMCH, BOLANGIR (HOST INSTITUTE)	DD MCH, KEONJHAR (HOST INSTITUTE)	GENERAL SURGERY	1	+	1	BBMCH, BOLANGIR	BBMCH, BOLANGIR (HOST INSTITUTE)	SDH KOIDA (TCF)	GENERAL SURGERY	1	↑	↓
BBMCH, BOLANGIR	BBMCH, BOLANGIR (HOST INSTITUTE)	SDH CHAMPUA (TCF)	GENERAL SURGERY	1	+	2	BBMCH, BOLANGIR	BBMCH, BOLANGIR (HOST INSTITUTE)	CHC KUTRA (TCF)	GENERAL SURGERY	1	↑	↓
BBMCH, BOLANGIR	BBMCH, BOLANGIR (HOST INSTITUTE)	CHC GHATAGAON	GENERAL SURGERY	1	+	3	BBMCH, BOLANGIR	BBMCH, BOLANGIR (HOST INSTITUTE)	RGH ROURKELA	GENERAL SURGERY	1	↑	↓
BBMCH, BOLANGIR	BBMCH, BOLANGIR (HOST INSTITUTE)	PGIMER, CAPITAL HOSPITAL, BHUBANESWAR	GENERAL SURGERY	2	+								

Step-6

1. After all choices of all phases are filled, you can preview of your filled Choices. Here you are advised to Cross check the preference of your given choices in all phases, and if want to alter / modify/change any preference in the given choices, you can do that.
2. After the cross verification of preference of your Choices, you can lock your Choices on clicking the Lock Choices button.
3. You will be received an OTP in your registered Mobile.
4. After entering the OTP, your Choices will be locked.

5. After the Choices are locked, you may take a print out of your Choices for your own reference.
6. After Choice Lock is over, you can Click the Lin Logout and Close all the browsers completely.
7. **Caution- Don't fill and Lock Choices from a single system / mobile for more than one candidate at a time before closing all browsers and logging out from the system. Else, choices might be swapped and if such problem happens, authority will not held responsible for this.**

Step-7

1. After Schedule of Choice locking is over, as per the schedule, separate notifications will be published regarding this in DMET website.
2. Candidates, those who fails to lock their Choices, will be auto allotted from the available vacancies after the allotment is over and no grievances will be received regarding this effect.
3. So, it is mandatory for all candidates to give all choices and lock choices

Allotment Process-

1. Allotment will be completely merit and preference based.

N.B:- If any candidates fills and locks Choices before / after the scheduled date and time, their choices will not be considered and will be declared as Null and Void as the Link will be expired and will not be authenticated.