

No.F.7-12/Exam.Sec/MSc/2022

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## ONLINE SEAT ALLOCATION AIIMS M. SC COURSES AUGUST 2022 SESSION

### FAQ (Frequently Asked Questions)

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

The online seat allocation process will be done for the following M.Sc. courses:

Medical Anatomy  
Medical Biochemistry  
Medical Physiology  
Medical Pharmacology

The allocation of seat for other M.Sc. courses and M. Biotechnology Course will be done separately.

The online M. Sc Courses Seat allocation will be done in following steps for 1<sup>st</sup> Round:

1. New Registration/Confirmation for first time user
2. Exercising choices (AIIMS and subject/speciality) and Locking the choices (AIIMS and subject/speciality) and their order for all round of online seat allocation.
3. Announcement of Seat Allocation of the 1<sup>st</sup> Round.
4. Acceptance of the allocated Seat by the Candidate.

#### 2. How do I access the Online M.Sc. Courses Seat allocation portal?

Please visit [www.aiimsexams.ac.in](http://www.aiimsexams.ac.in) and enter through the Academic/MSc (Courses) tab.

The link for **M.Sc. Courses 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 **AIIMS M.Sc. Courses Entrance Examination-2022** session. The link for M.Sc. Courses Online Seat allocation will be activated only for those who are eligible for the Online M.Sc. Courses online seat allocation as per **Result Notification No. 131/2022 dated 20.07.2022**.

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 of the Online Seat Allocation portal.

#### 3. 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 Online Seat Allocation portal and it can be retrieved by clicking Forgot your login details button. The second password is required to access the 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 and registered mobile phone.

#### 4. How do I make choices (AIIMS and subject/speciality)?

The choices can only be made after you have registered and logged in using the password for the M.Sc. Courses Online Seat Allocation portal. On log 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 AIIMS 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 (AIIMS and subject/speciality).

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

No, you can make choices (AIIMS and subject/speciality), edit or reorder them as many times you wish UNLESS you have already submitted and locked the choices (AIIMS and subject/speciality) OR the last date and time of the Choice filling. **You must save the choices** (AIIMS and subject/speciality) **in case you wish to further add/delete/reorder them at a later time** (before the last date and time)

#### 6. How do I order and reorder the choices (AIIMS and subject/speciality)?

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

#### 7. How do I save choices of AIIMS and subject/speciality?

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

#### 8. How do I Submit and Lock the choices (AIIMS 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 (AIIMS and subject/speciality). Note that you will be prompted twice to reconsider and after you have submitted and locked your choices (AIIMS and subject/speciality), you cannot change it for any Round. Choices and their order once Submitted and Locked cannot be changed thereafter for any round.

#### 9. What happens if I have saved the choices (AIIMS and subject/speciality) but could not submit and lock the choices (AIIMS and subject/speciality).

The last saved choices (AIIMS and subject/speciality) and their order will be considered as submitted and locked choices (AIIMS and subject/speciality) and their order at the last date and time for Choice filling even if the candidate did not submit and lock the choices (AIIMS and subject/speciality) and their order.

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

The choices (AIIMS 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 choice filling.

#### 11. Can I change the choices (AIIMS 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 (AIIMS and subject/speciality), they cannot be changed even if it is before the last date and time of submission for of choice filling.

12. Can I change the choices (AIIMS and subject/speciality) for next Round?

No, you cannot change the choices (AIIMS and subject/speciality) for any further round after you have submitted & locked your choices (AIIMS and subject/speciality) or closing date & time of choice filling whichever is earlier.

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

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

14. What is meant by Active Acceptance or Active Decline/Refusal 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 M.Sc. Courses 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 next round.

15. What happens if I am allocated seat and I do not login and select any of options mentioned in FAQ no 14.

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. 14, then your candidature will be nullified, and you will not be eligible for next 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**.

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

17. Can I change my choices in 2<sup>nd</sup> Round of online seat allocation?

No, Choices filled in the beginning of online seat allocation and order of preference cannot be changed at later stage after submitted & Lock choices or closing date & time of choice filling whichever is earlier.

18. What is procedure of 2<sup>nd</sup> Round or Subsequent Round if any after 1<sup>st</sup> Round of seat allocation?

There will be two round of seat allocation 1<sup>st</sup> and 2<sup>nd</sup> Round. See the information brochure of seat allocation for detailed information.

Choices filled in the beginning before 1<sup>st</sup> Round of Seat allocation will be considered for 2<sup>nd</sup> Round of online seat allocation. Choices cannot be reordered/edited/changed for 2<sup>nd</sup> Round of Seat allocation.