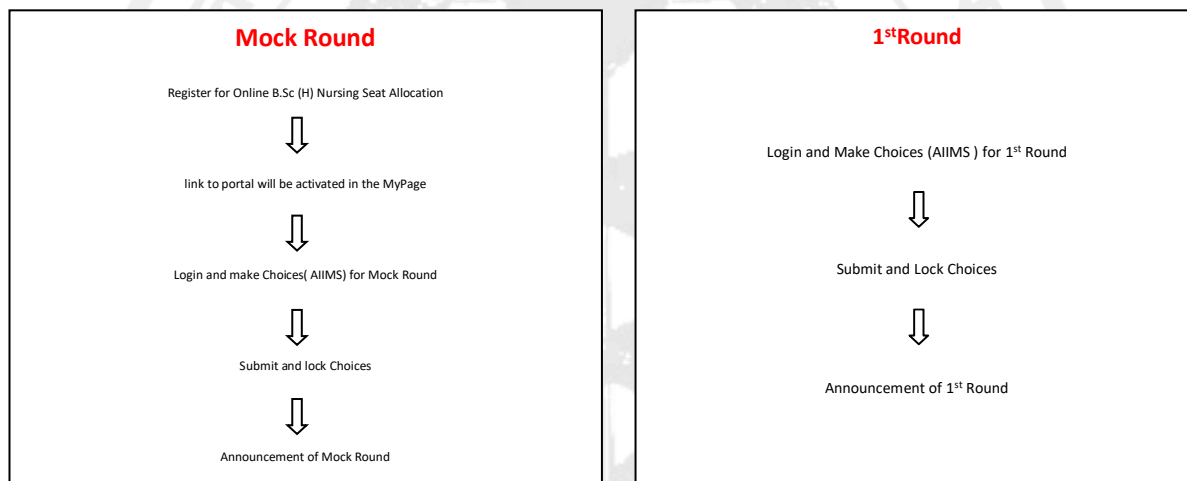


**No.F.7-10/Exam.Sec/B.Sc (Hons.) Nursing /2022****Dated: 14.09.2022****Online B.Sc (Hons.) Nursing Seat Allocation Process**

Only the eligible candidates (**Result Notification No.119/2022 dated 27.06.2022**) will be able to exercise their choices (AIIMS) for online B.Sc. (Hons.) Nursing Seat allocation.

The link to access the online B.Sc. (Hons.) Nursing Seat allocation portal will be activated in the MyPage. The candidate should log in using the login credentials they have used while the filling the application form for AIIMS B.Sc. (Hons.) Nursing Entrance Exam for **August 2022** session and other processes related to the conduct of the entrance examination. To retrieve the login credentials, click on the **Forgot your login details** button in the Registration/login Page.

**Flow chart****Registration for the online B.Sc (Hons.) Nursing Seat allocation process**

On clicking the link, the eligible candidates will be directed to online B.Sc. (Hons.) Nursing Seat allocation portal where the candidates will have to Register for online Seat allocation and set new password. This password is only to access the online B.Sc. (Hons.) Nursing Seat allocation portal.

Once registered, the candidate will be able to login to the online B.Sc. (Hons.) Nursing Seat allocation portal and begin the process of making choices (AIIMS) and order the choices. The online B.Sc. (Hons.) Nursing Seat allocation portal will remain open for date and time specified in the **Important Dates link**.

**Making Choices**

The choices can only be made after you have registered and logged in using the new password for this portal. On logging in, confirm your name and candidate ID. Click on **Make Choice** button to proceed to exercise choices (AIIMS) and their order. To add a choice, choose the AIIMS from the

drop-down menus and Click **Add choice**. To remove a choice, click on **Delete** button against that Choice (AIIMS). Click on the **Save** button to save the choices of AIIMS and their order.

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

Candidates can make choices (AIIMS), edit or reorder them as many times they wish UNLESS they have already submitted and locked the choices (AIIMS) OR last date and time specified in important dates link.

### **Submitting and Locking Choices**

The candidate should 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). Note that you will be prompted twice to reconsider and after you have submitted and locked your choices (AIIMS), you cannot change it after 1<sup>st</sup> Round.

In case the candidate has made and saved choices but could not submit and Lock choices, the last saved choices (AIIMS) and their order will be automatically considered as submitted and locked choices (AIIMS).

### **Viewing and Printing the Choices after submission**

The candidate can view the choices submitted and locked by them by clicking on the **View choices** button after logging in the online B.Sc. (Hons.) Nursing Seat allocation portal. Click **Print** button to take a printout.

In case of any discrepancy please send an e-mail to the Assistant Controller (Examinations) [aiims.bsccounselling@gmail.com](mailto:aiims.bsccounselling@gmail.com) using your registered email id. Kindly mention your **Registration ID** for quick response to your query in subject line.

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