No.F.AIIMS/Exam.Sec./7-10/(B.Sc-M.Sc-Aug-23)/2023   **Dated: 11.07.2023**
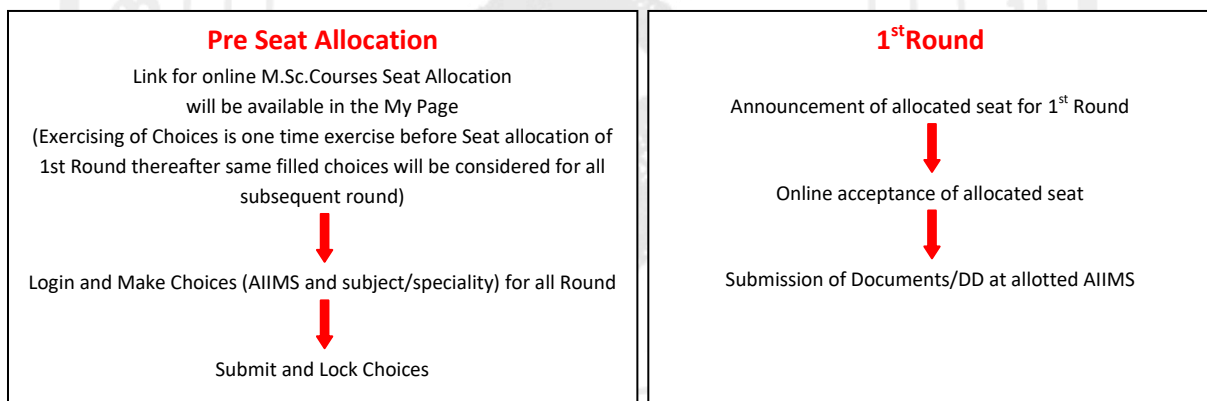
Online M.Sc.Courses Seat Allocation Process

Only the eligible candidates **(Result Notification No.98/2023 dated 28.06.2023)** will be able to exercise their choices (AIIMS and subject/speciality) for online M.Sc. Courses Seat allocation. The online seat allocation process will be done for the following M.Sc. courses:

 1. **Medical Anatomy, 2. Medical Biochemistry, 3. Medical Physiology, 4. Medical Pharmacology**

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

The link to access the online M.Sc. Courses Seat allocation portal will be activated in the MyPage on clicking the Online Seat Allocation link after login, the eligible candidates will be directed to Online Seat Allocation portal where the candidates will have Register for online Seat Allocation and set new password. This password is required to access the Online Seat Allocation portal.

Flow chart

Pre Seat Allocation	1st Round
Link for online M.Sc.Courses Seat Allocation will be available in the My Page (Exercising of Choices is one time exercise before Seat allocation of 1st Round thereafter same filled choices will be considered for all subsequent round)	Announcement of allocated seat for 1st Round
⬇	⬇
Login and Make Choices (AIIMS and subject/speciality) for all Round	Online acceptance of allocated seat
⬇	⬇
Submit and Lock Choices	Submission of Documents/DD at allotted AIIMS

Link for the online M.Sc.Courses Seat allocation process

On clicking the link, the eligible candidates will be directed to online M. Sc CoursesSeat allocation process where the candidates will have toLoginfor online Seat allocationon clicking the Online Seat Allocation link after login, the eligible candidates will be directed to Online Seat Allocation portal where the candidates will have to Register for online Seat Allocation and set new password. This password is required to access the Online Seat Allocation portal.

Once registered, the candidate will be able to login to the online M. Sc CoursesSeat allocation on portal and begin the process of making choices (AIIMS and subject/speciality) and order the choices. The online M.Sc.CoursesSeat 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 logged in using the login credentials. On logging in, confirm your name and Registration ID. Click on **Make Choice** button to proceed to exercise choices (AIIMS and subject/speciality) 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). Click on the **Save** button to save the choices of AIIMS and subject/speciality and their order.

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 OR Drag and Drop the choice (AIIMS and subject/speciality) to appropriate position in the list.

Candidates can make choices (AIIMS and subject/speciality), edit or reorder them as many times they wish UNLESS they have already submitted and locked the choices (AIIMS and subject/speciality) OR last date and time. The candidate must save the choices (AIIMS and subject/speciality) in case they wish to **add/delete/reorder** them at a later time point (before the last date and time).

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 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.

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

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 M.Sc.CoursesSeat 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.msccounselling@gmail.com using your registered email id. Kindly mention your **Registration ID** for quick response to your query in subject line.

Note: Exercising of Choices is one-time exercise before Seat allocation of 1st Round thereafter same filled choices will be considered for all subsequent round.