

USER MANUAL FOR CHOICE FILLING AND CHOICE LOCKING PROCESS OF MPMC-FMG Clinical Clerkship/Internship Counselling) (Jun-2024)

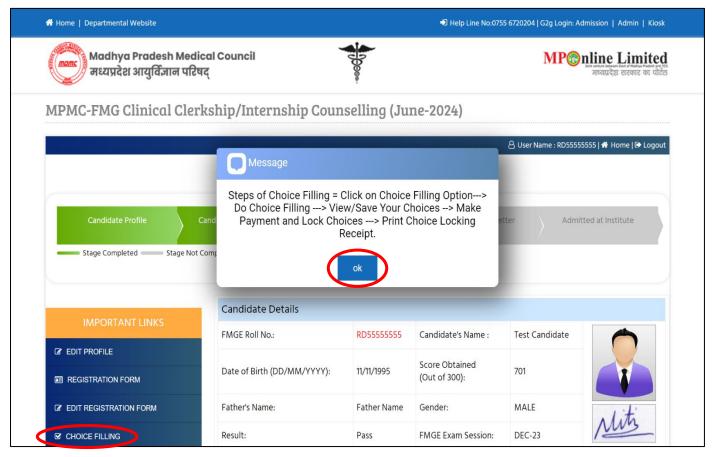
(This user manual is created only for the Demonstration purpose)

- Kindly visit on link dme.mponline.gov.in and click on "MPMC FMG Counselling Clinical Clerkship/Internship" for Choice Filling and Choice Locking Process of MPMC-FMG Clinical Clerkship/Internship Counselling (Jun-2024).
- Access your candidate corner by using your FMGE Roll Number and Password then enter the displayed captcha and click on "SUBMIT", as shown in red circle in below image.

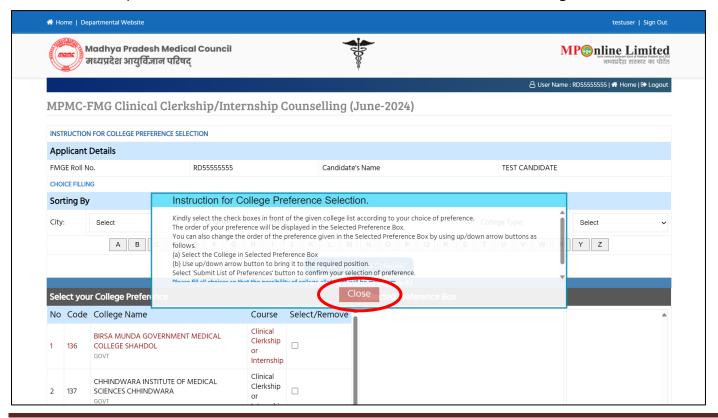


Process of Choice Filling and Choice Locking

Step 1:- Choice filling message will be flashed at your login until you will not lock your choices, press on 'OK' button then click on 'Choice Filling' option, as shown in red circle in below image.



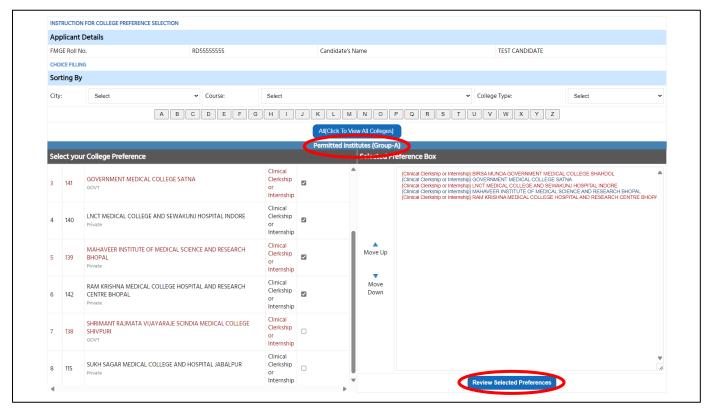
Step 2:- Note:- Before filling choices Read the "Instruction For College Preference Selection", then click on "Close" button as sown in red circle in below image.



Step 3:- First students have to fill choices of Permitted Institutes (Group-A). Selection of all institutes are mandatory.

Kindly select the checkboxes in front of the given college list according to your choice of preference.

- The order of your preference will be displayed in the Selected Preference Box.
- You can also change the order of the preferences given in the "Selected Preferences Box" by using Move up/ move down arrow buttons as follows.
 - (a) Select the College in Selected Preference Box.
 - (b) Use move up/ move down arrow button to bring it to the required position.
- After that click on "Review Selected Preferences" button, as shown in red circle in below image.



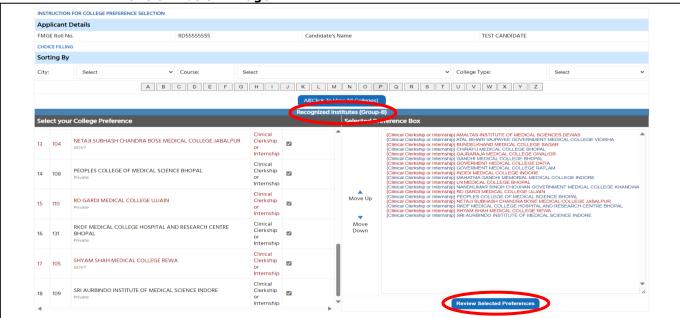
- Step 4:- After click on "Review Selected Preferences" option, Your selected/arranged preference/choices of Group-A will be shown.
 - A) By selecting option "Change College Preferences" you can go back and change your preference..
 - B) By selecting option "Proceed to Next Step" you can save your Group-A preference and proceed to fill Group-B institutes choices, as shown in red circle in below image.



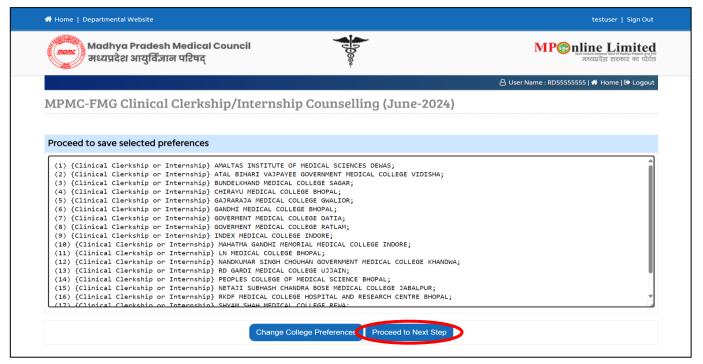
Step 5:- Now students have to fill choices of Recognized institutes (Group-B). Selection of all institutes are mandatory.

Kindly select the checkboxes in front of the given college list according to your choice of preference.

- The order of your preference will be displayed in the Selected Preference Box.
- You can also change the order of the preferences given in the "Selected Preferences Box" by using Move up/ move down arrow buttons as follows.
 - (a) Select the College in Selected Preference Box.
 - (b) Use move up/ move down arrow button to bring it to the required position.
- After that click on "Review Selected Preferences" button, as shown in red circle in below image.

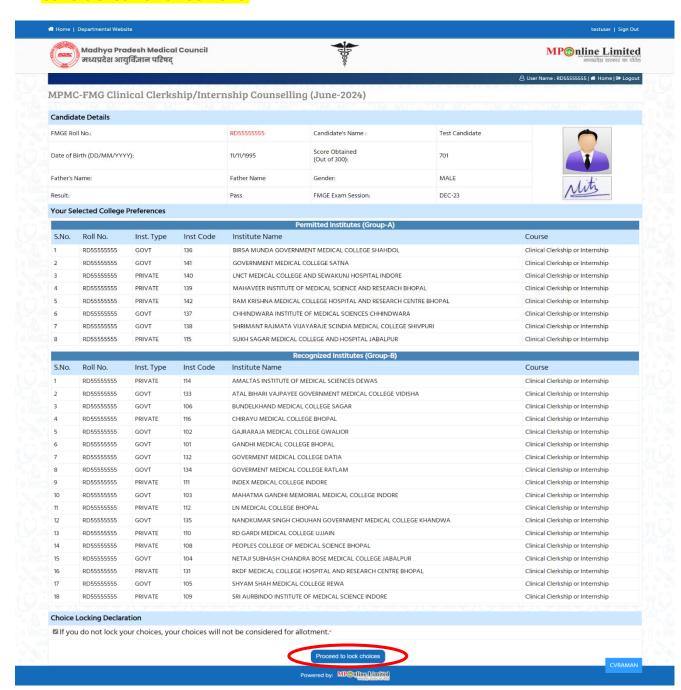


- Step 6:- After click on "Review Selected Preferences" option, Your selected/arranged preference/choices of Group-B will be shown.
 - C) By selecting option "Change College Preferences" you can go back and change your preference.
 - D) By selecting option "Proceed to Next Step" you can save your Group-B preference and proceed to lock Both Groups Choices, as shown in red circle in below image.



Step 7:- Your Selected Colleges Preferences from both groups will be shown on this screen now you will have to pay the 100 Rs/- portal fee to lock the choices for allotment, click "Proceed to Lock Choices" button, as shown in red circle in below image.

Warning: - If you do not lock your choices, your choices will not be considered for allotment.



Step 8:-kindly choose the online payment gateway and pay the 100 Rs. choice locking fee Rs.

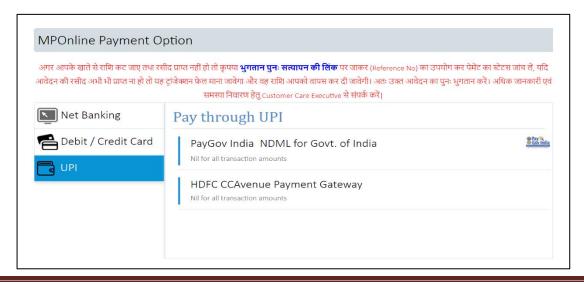
Net Banking Facility



Debit/Credit Card Facility



UPI Payment Facility



Step 9:- After successful Choice locking you will get confirmation SMS in your registered mobile no. and email Id. Online Counselling Choice Filling receipt will be generated. You may take a print out of the same for future reference, as shown in red circle in below image.



NOTE 1: -After successfully Choice locking, candidate will be able to download Choice locking receipt and the "Choice Filing & Locking" tracker will turn green.

NOTE 2: -You can edit your Locked Choices through the option available in your candidate Login till the schedule of choice filling and locking, as shown in red circle in below image. If you exercise the edit option so ensure that edited choices by you have been locked successfully. If you fail to lock your edit choices, so your previously locked choices will be considered for allotment.

