PROCEDURE FOR ONLINE REGISTRATION

1. PIN can be purchased online from the website: **www.medadmgujarat.org** by paying Rs. 2000/- (non-refundable).

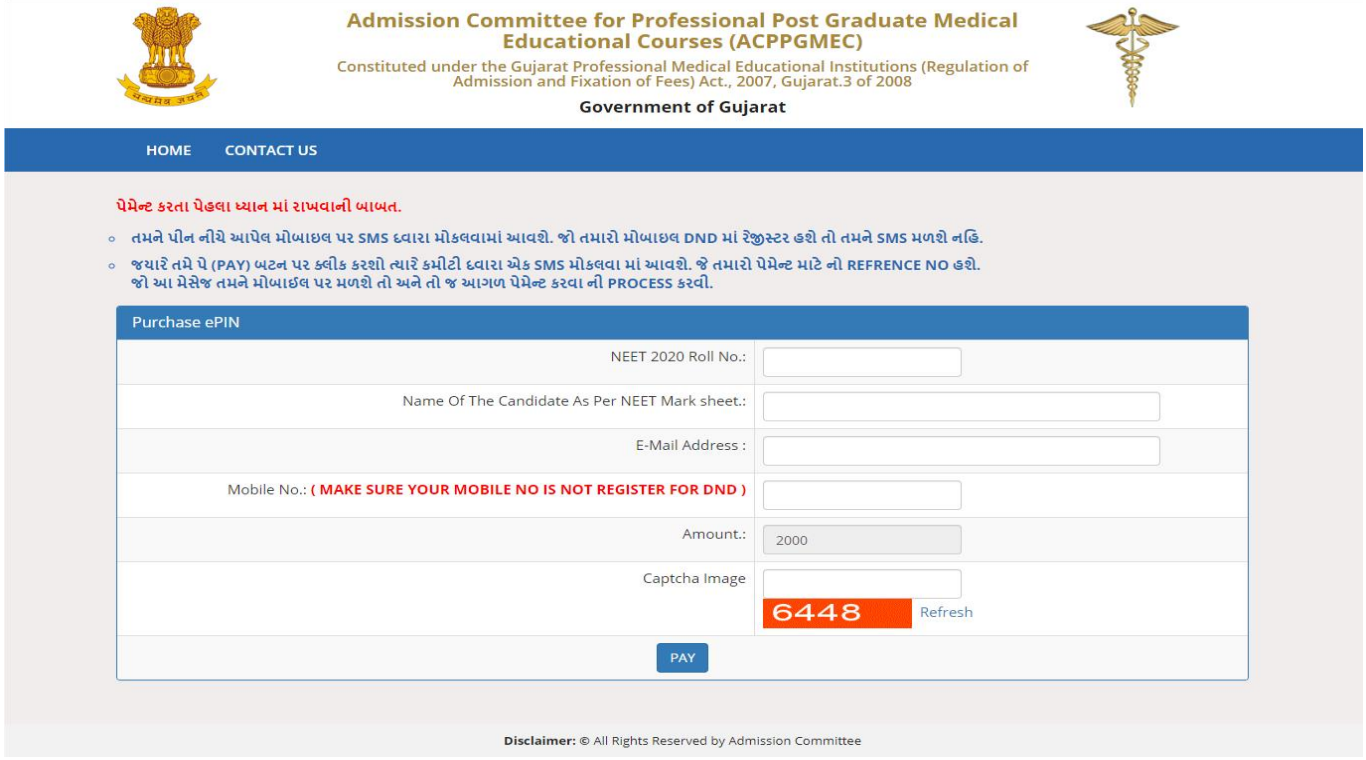
2. All the candidates hereby informed that all the activities of admission described here can be performed within stipulated time limit as declared by Admission Committee for Professional Postgraduate Medical Educational Courses (ACPPGMEC) and refer the admission schedule declared by ACPPGMEC from time to time on www.medadmgujarat.org.

3. The candidates, who have qualified NEET-PG of current academic year and eligible as per admission rules of Gujarat State have to visit the website www.medadmgujarat.org from anywhere on the internet for Online Form Registration.

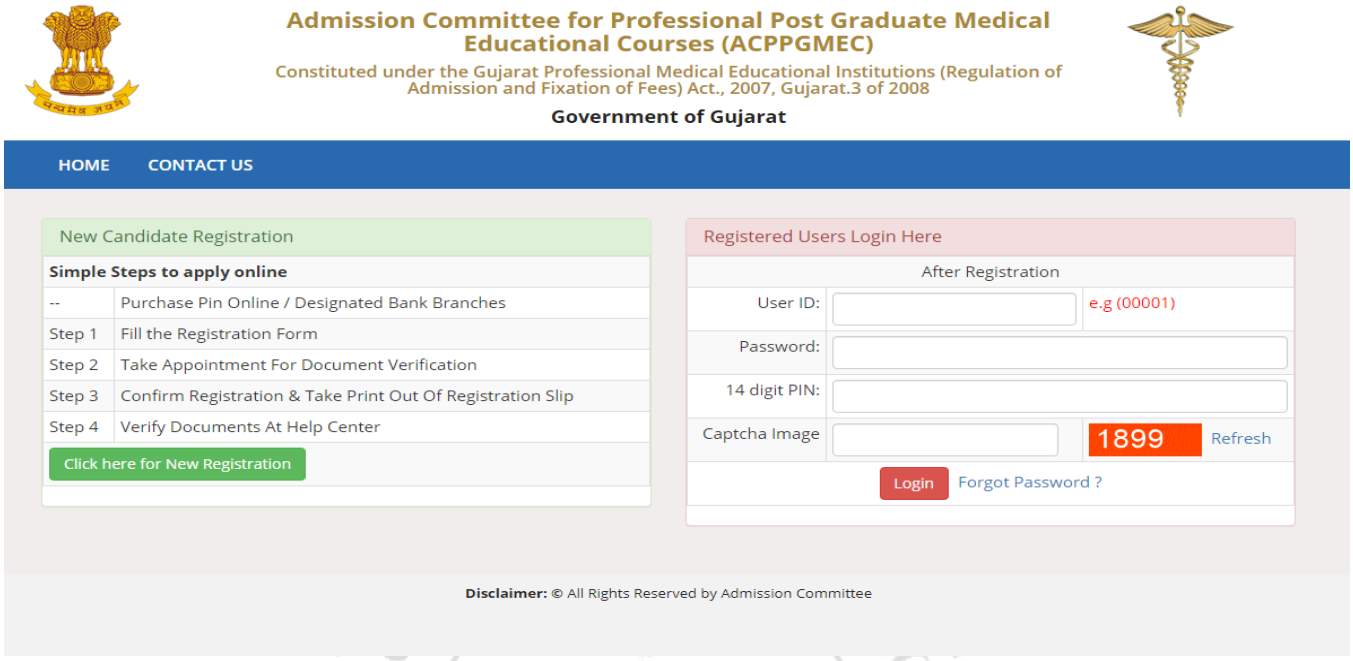
4. For online form registration candidate has to click "**Medical,**" under "**Post Graduate Admission**" New window will appear on the computer screen.

5. Click "**Log-in for Post-Graduate Medical Admission"** button. New window will appear on the computer screen.

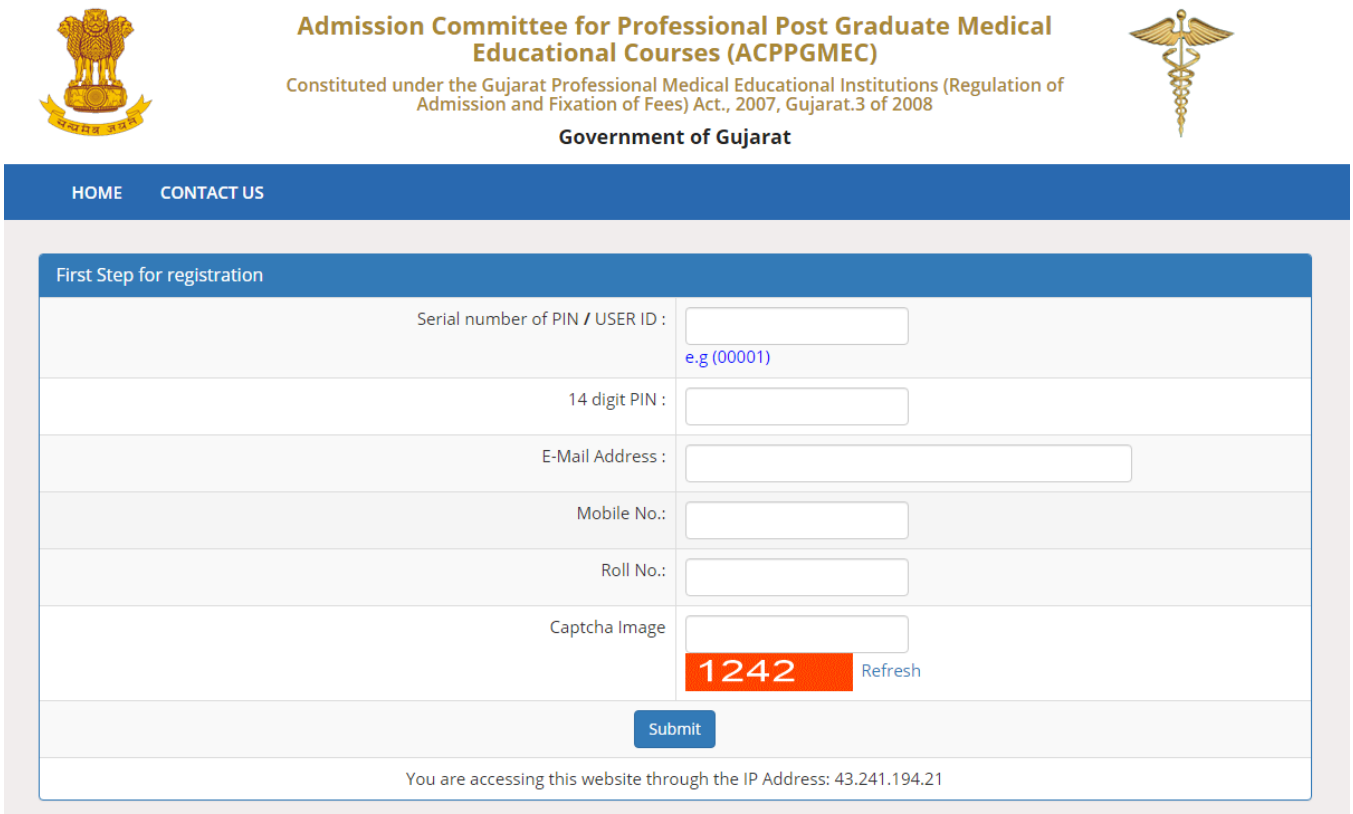
6. Click on **"Purchase PIN"** to purchase online PIN**.** New window will appear on the computer screen. Read the instructions carefully before purchasing PIN online from website.



7. Click on **"Candidate Registration/Login"** to start registration process. New window will appear on the computer screen.

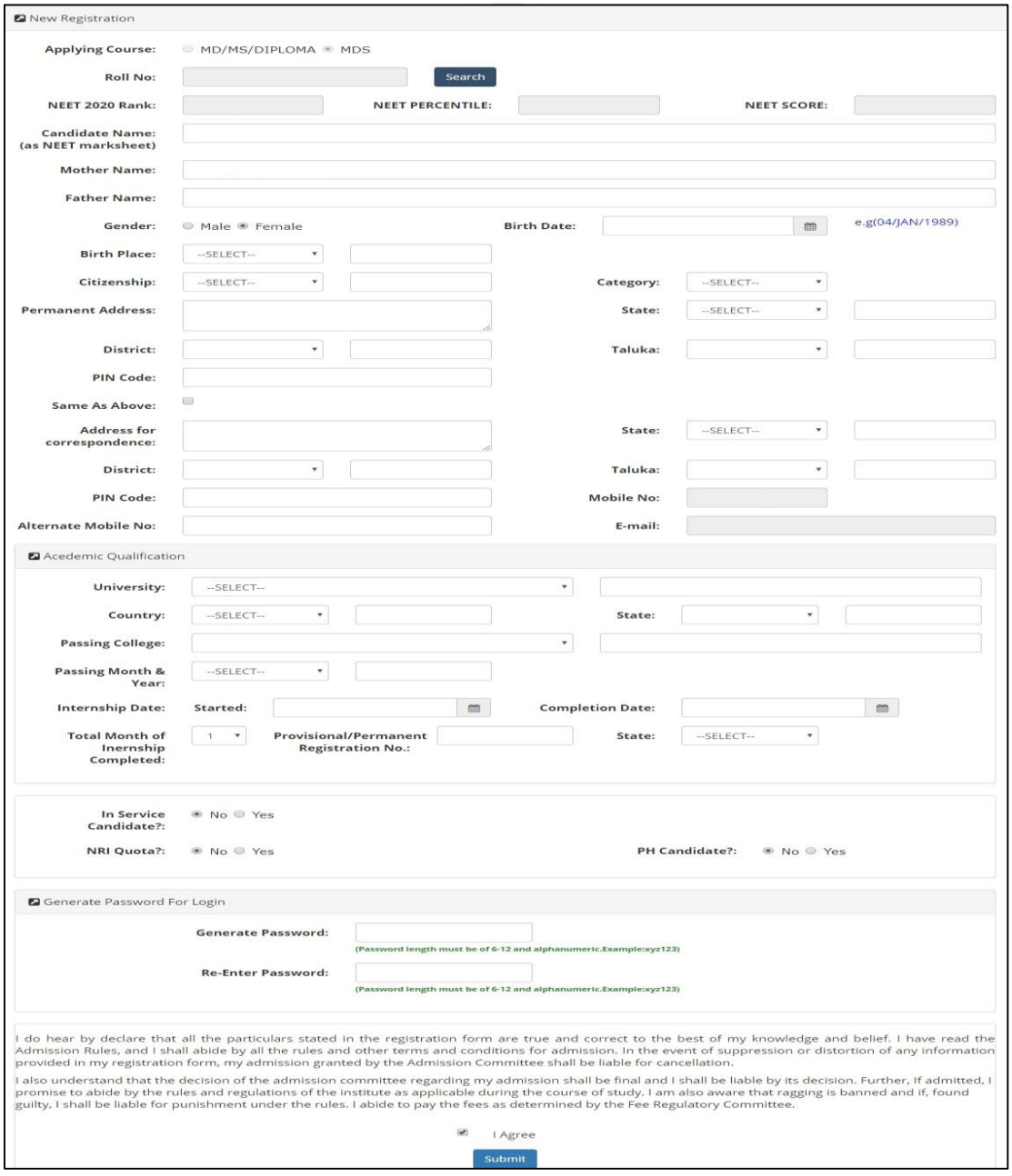


8. To register as a new candidate, click the "**Click here for New Registration"** button. By doing so, **New Registration** window will be displayed on the computer screen.



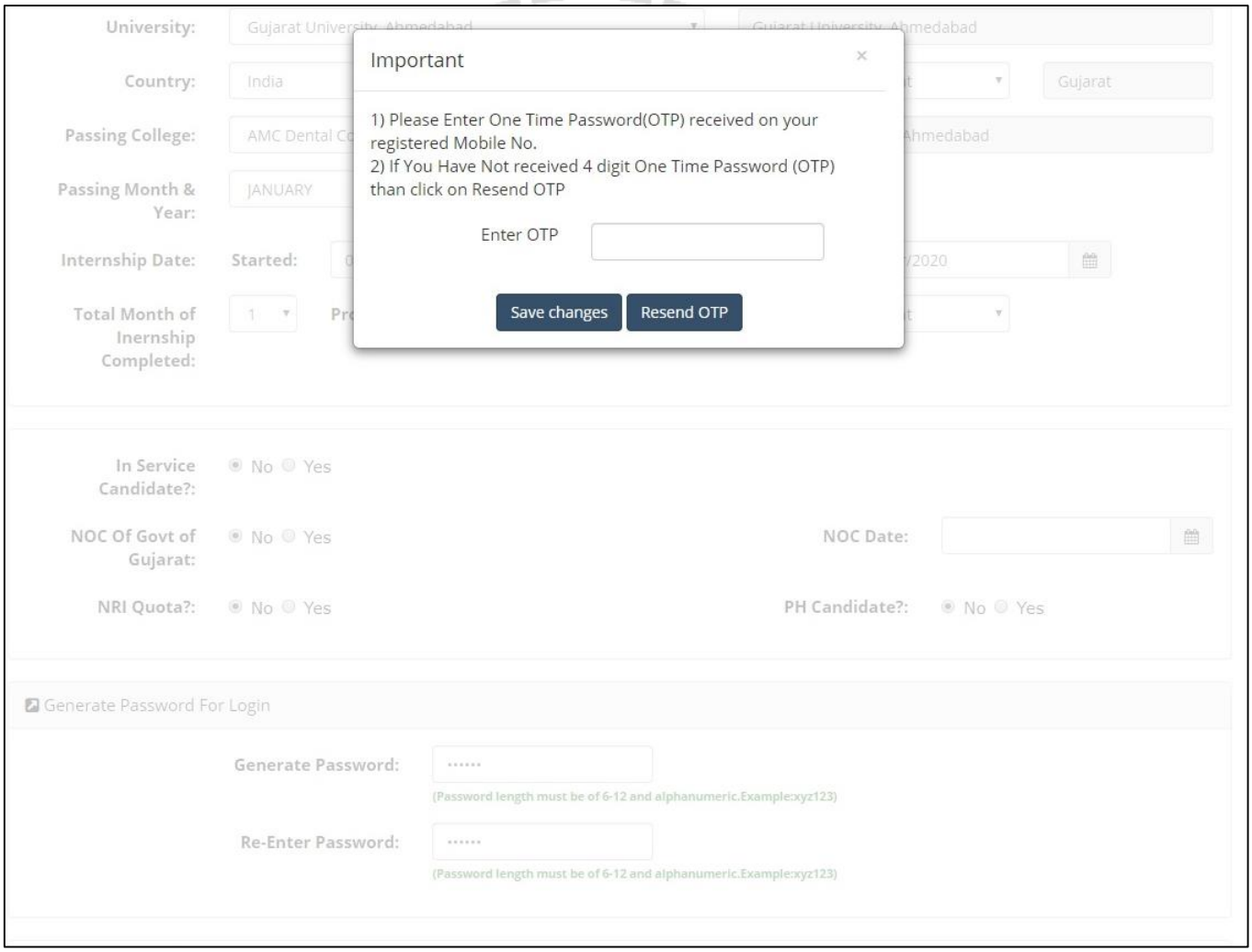
9. Enter 'Serial number of PIN', '14-digit PIN', 'E-mail Address', 'Mobile No.', 'Roll No. (NEET Roll No.') and 'Captcha Image' in the appropriate box. Verify the details entered and if every detail entered is correct, click "**SUBMIT"** button. Then, the "**Online Registration Form"** window will be displayed on the computer screen.

10. The candidate has to fill up personal details in the format as displayed in "**Online Registration Form"**. Candidate's **'Serial number of PIN'** will appear as **LOGIN/USER ID.** After that, the candidate has to enter a password by using **at least 6 (six) and maximum 12 (twelve)** alphanumeric characters. Re-enter the same password at the space marked as "**Confirm Password"**. For future login the candidate has to use the same Login ID, PIN and password only. So, candidate has to remember the password for subsequent login.



11. ***Please do not share your password and purchased PIN with anyone. If you have lost your PIN, you must have to visit at CCR, GMERS Medical College, Gandhinagar for regenerate your PIN by paying Rs. 500. Save the PIN till admission process & refund process gets over.***

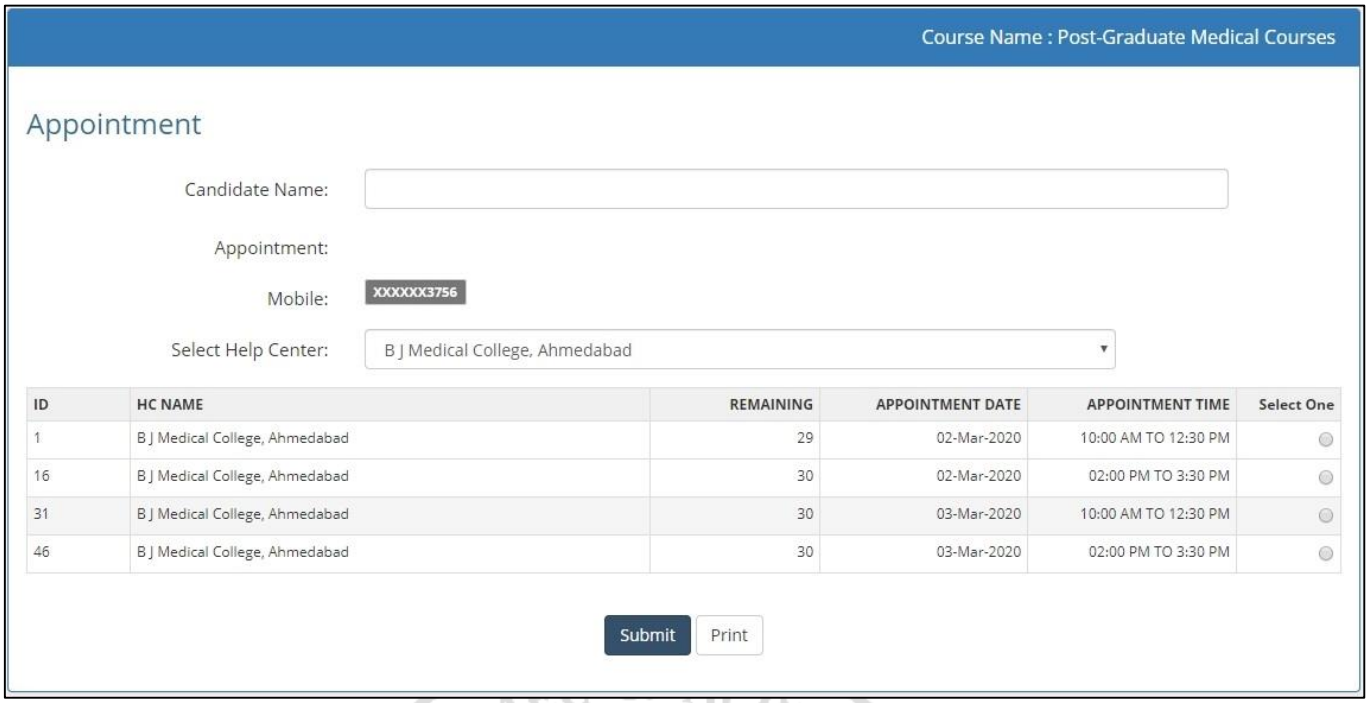
12. Verify the entries made and if every detail found correct then choose "**I Agree"** option at the bottom of the form, if the declaration is acceptable. If the candidate selects "**I Agree"** option, he will be allowed to click the "**SUBMIT"** button. In case any mandatory information not filled then registration will not be completed. In such case the incomplete fields will be highlighted by **'*'** with red colour or message will be displayed. Provide the incomplete information and click "**SUBMIT"** button. **OTP** will be generated and will be sent to your Registered Mobile.

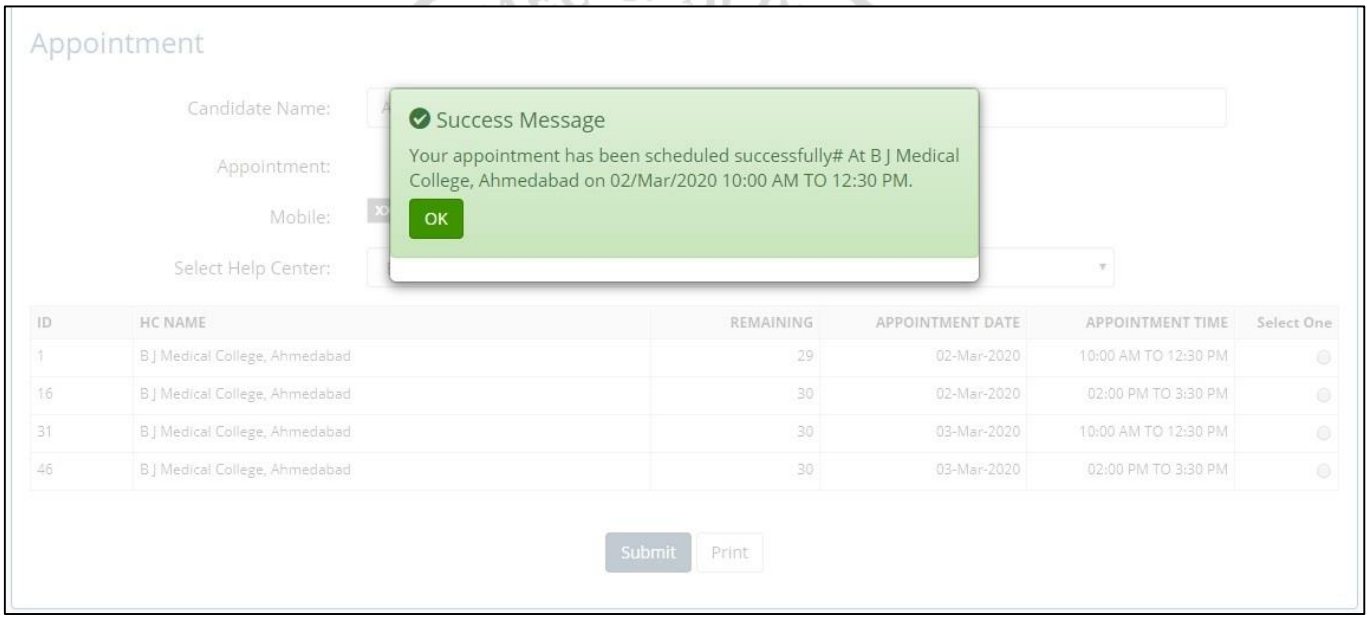


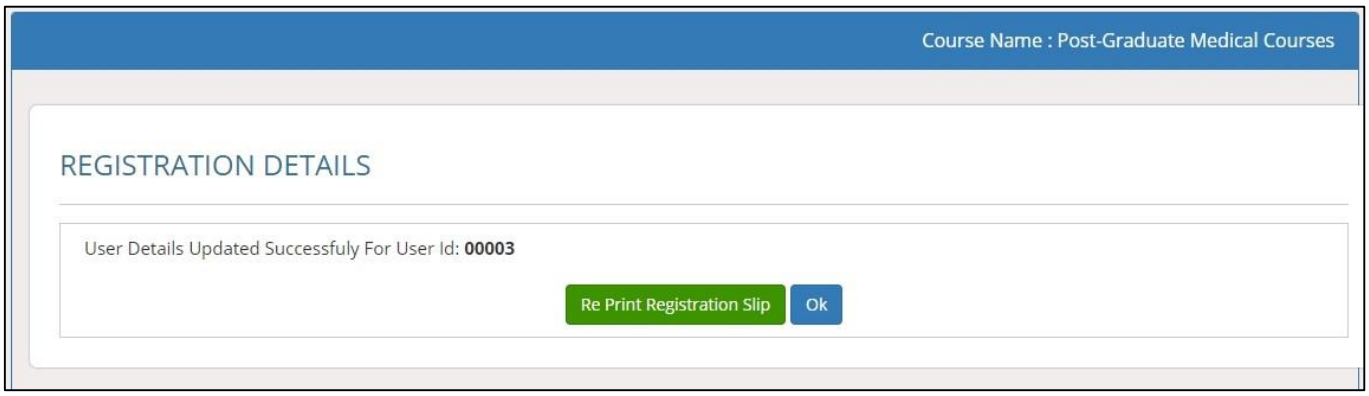
13. Click on **"Save Changes".** New window will appear on the computer screen. **"Save Changes".**

14. By doing so, "**Registration Details"** will be generated**.** If any corrections are required then click "**EDIT/CONFIRMAPPLICATION"** button. The "**Online Registration Form"** will appear with already filled details which can be edited by the candidate. After editing, the candidate has to verify the details entered and if every detail found correct, click "**Confirm Registration Details"** button. No changes to registration details will be allowed after this.

15. Candidate has to take **prior appointment** for the Document Verification and Submission of photocopies of Documents at Help Center. Candidate can select the Date and Help Center for Document Verification at the time of printing the Registration Slip. The candidate then has to submit "**Registration Details"** and all relevant original documents & self-attested photo-copies at appointed Help Center, compulsorily.







16. The candidate will be able to take print of the **Registration Details** after clicking "**Re-Print Registration Slip"**. OR The candidate will be able to take print of the **Registration Details**

after clicking "**Registration Details"** under "**REGISTRATION DETAILS"** button. The candidate can click the "**Print Your Details"** button for printing "**Registration Details"** page.

17. For the confirmation of registration at Help Center, all candidates have to take print of the "**Registration Details"** (two copies). Self-attested copies of all relevant documents (as per the list mentioned at the bottom of the Registration Details) should be attached with the Registration Details. Both candidate as well as parent/guardian of the candidate has to compulsorily sign the Registration Details at the space provided. In case of candidates of SC/SEBC/ST/EWS/PwD category, the candidates have to submit 02 copies of caste certificate, Non-creamy layer certificate and school leaving certificate / transfer certificate of each.

18. The officer at the Help Center will verify the Registration Details and self-attested photocopies of relevant documents with originals. The officer will retain Registration Slip and set of self-attested documents and issue the Registration Slip with signature and seal to the Candidate. **It is mandatory for all candidates to verify all Original Documents at Help Center and obtain Registration Slip, without which candidate shall not be eligible for further admission process.**

19. **FOR NRI CATEGORY CANDIDATE:** The candidate applying for NRI Quota, document verification and submission will be done only at Office of ACPUGMEC, GMERS Medical College, Gandhinagar. The instructions for NRI candidates are available in details on the website: **www.medadmgujarat.org.**
20. **FOR PwD (PERSONS WITH DISABILITY) CANDIDATE:** All candidates, who are applying for PwD quota, have to appear for examination for disability to Medical Board of ACPUGMEC. Only Disability Certificate issued from a Medical Board of ACPUGMEC will be considered. No other PwD certificate, issued by any other Authorities/Hospital will be entertained.

21. **CANDIDATE ACCOUNT DETAILS:**

For performing different activities in one's account different options are given

Home	To come back to Home Page
Logout	To Exit from your login account
Registration Details	To View Registration Detail
Edit Registration Details	To Edit Registration Detail
Print Registration Slip	To Print Registration Slip
Change Password	Candidate can reset the password for the security purpose
History	Candidate can view his previous login details and activities performed at any time.