

Directorate of Medical Education
Madhya Pradesh

No.1857/PG/4/DME/13

Date 14/06/2013

**Counseling for admission to P.G. Courses
(MD/MS/Diploma/MDS) for session 2013-14
in Government/Private Medical/Dental Colleges**

**Admission to MD/MS/DIPLOMA/MDS Courses in Government/Private
Medical/Dental Colleges will be done on the basis of NEET P.G. 2013/MDS
Entrance Exam. 2013 through Online Counseling.
Following is the time schedule for the Online counseling**

COUNSELING PROGRAMME
FOR OPEN / IN-SERVICE / DEMONSTRATORS
For Government Autonomous Medical Colleges (For MD/MS/Diploma)

Schedule of 1st Round of Counseling

S.No.	Subject	Date and Time	Days
1.	Registration and Choice filling	From 17/06/2013 to 21/06/2013 up to 12-00 Mid Night	5 days
2.	Locking of Choice	From 22/06/2013 to 23/06/2013 up to 12-00 Mid Night	2 days
3.	Processing of Seat Allotment	From 24/06/2013 to 25/06/2013	2 days
4.	Declaration of Seat Allotment	On 26th June, 2013	1 day
5.	Verification of Original Documents and Joining at the allotted Medical College	From 27/06/2013 to 29/06/2013 and 01/07/2013 to 03/07/2013 up to 5.00 P.M. (Excluding 30/6/2013 Sunday)	6 days

For Government Autonomous Medical Colleges(For MD/MS/Diploma)

Schedule of II nd Round of Counseling

S.No	Subject	Date and Time	Days
1.	Processing of Seat allotment for Vacant Seats remaining after 1st round of Counseling.	From 06/07/2013 to 07/07/2013	2 days
2.	Declaration of Seat Allotment	on 08/07/2013	1 day
3.	Verification of Original Documents and Joining at the allotted Medical College	From 09/07/2013 to 13/07/2013 up to 5.00 P.M.	5 days

For Government Autonomous Medical Colleges

Schedule of III rd Round of Counseling

S.No	Subject	Date and Time	Days
1.	Display of reverted seats from All India Quota/In-service/ Demonstrators and of seats remaining vacant after 2nd round of counseling of State Quota Seats	On 26/07/2013	1 day
2.	Choice Filling for only All India Quota Seats/In-Service/ Demonstrators reverted seats.	27/07/2013 to 28/07/2013 up to 12-00 Mid Night	2 days
3.	Declaration of Seat allotment	on 29/07/2013	1 day
4.	Verification of Original documents and joining at the allotted Medical/ College.	From 30/07/2013 to 31/07/2013 up to 5.00 P.M.	2 days

For Government Dental and Private Medical/Dental Colleges
Schedule of Ist Round of Counseling

S.No.	Subject	Date and Time	Days
1.	Registration and Choice filling	From 27/06/2013 to 02/07/2013 up to 12-00 Mid Night	6 days
2.	Locking of Choice	From 03/07/2013 to 04/07/2013 up to 12-00 Mid Night	2 days
3.	Processing of Seat Allotment	From 05/07/2013 to 06/07/2013	2 days
4.	Declaration of Seat Allotment	On 08/07/2013	1 day
5.	Verification of Original Documents and Joining at the allotted Medical/ Dental College	From 09/07/2013 to 18/07/2013 Up to 5.00 P.M (Excluding Sunday 14/07/2013)	9 days

For Government Dental and Private Medical/Dental Colleges
Schedule of IInd Round of Counseling

S.No	Subject	Date and Time	Days
1.	Processing of Seat allotment for Vacant Seats remaining after Ist round of Counseling.	From 27/07/2013 to 28/07/2013	2 days
2.	Declaration of Seat Allotment	on 29/07/2013	1 day
3.	Verification of Original Documents and Joining at the allotted Medical/Dental College	From 30/07/2013 to 31/07/2013 up to 5.00 P.M.	2 days

Instructions for Online counseling 2013
For Government Medical Colleges
(For MD/MS/P.G. Diploma Courses)

- 1- The process of online registration, choice filling of course & college will continue even on government holidays.
- 2- M.P. P.G. Medical 2013 counseling is to be held online in which the candidates who have qualified in their respective category as per NEET P.G. Exam. 2013 revised result will be eligible to participate.

A. **Online registration:**

- i It is compulsory for all the candidates who are declared as “qualified” in the NEET P.G. 2013 to get themselves registered online within specified time limit. Only registered candidates will be allowed to participate in the process of seat allotment. It is the sole responsibility of candidates to register themselves online. Candidate declared as “Qualified” in the NEET P.G. 2013 but not registered online he/she will not be eligible for the process of seat allotment in all the rounds of counseling. They will be considered as not willing to participate in the seat allotment process.

Procedure for online registration shall be as follows :-

- ii For online registration candidates can use their personal/others internet connection facility or candidates can also register themselves ONLINE from any of the AUTHORISED KIOSK of M.P. ONLINE. The List of authorized KIOSK of M.P. ONLINE is provided on the official website of M.P. Online.(www.mponline.gov.in)
- iii For Online counseling Candidates are required to pay a sum of ₹500/- as counseling fees and ₹. 30/- for portal fee at the time of registration. The candidates are also required to pay ₹100/- as portal fee at the time of choice locking.

- iv For the purpose of counseling fee payment candidates can pay in cash at AUTHORISED KIOSK of M.P. ONLINE and candidate can also use the following mode of payments :-
1. Internet banking.
 2. ATM cum DEBIT CARD.
 3. Credit Card.

Steps for online Registration Process

- 1) Candidates are required to log on the web page "www.mponline.gov.in". On this website "**Citizen Services**" option is displayed. Please click on the "**Citizen Services**" then click on Counseling tab than click on DME logo option Medical PG 2013 will be displayed. Click on this to open the registration and choice filling option etc.
- 2) The Medical P.G. 2013 home page will open, click on the registration link. A page will open, please enter your Testing I.D. in the specified column and click on the "**View Detail**" subsequently.
- 3) The "**Registration**" proforma will be opened, enter your complete and correct information in the specified columns.
- 4) Click on the "**Save Data**" option.
- 5) Click on "Proceed to" **payment for registration** ".After that make the payment of required portal fee of ₹30/- and counseling fee ₹500/- . Detailed information of the portal fee is given in (A-iii)
- 6) After making the payment of registration fees click on the "**on line print**" and obtain the online payment receipt
- 7) Temporary password will be sent through registered e-mail & mobile number as provided by the candidate in the "**Registration Proforma**".
- 8) From security point of view candidate should change their first password. To change their password click on the **change/forget password** link on DME homepage. The information regarding the change password will be

sent to the candidate through registered e-mail and mobile number. New password should be kept safe and confidential. The candidate himself/herself will be responsible for keeping the password safe. In case the password is lost or forgotten, the candidate should click on forget option & enter his/her Test I.D and Date of Birth. Candidate has to pay a sum of ₹100/- to get the new password.

v **Following information is mandatory before filling up the registration form:-**

1. Candidate should provide atleast two mobile numbers necessarily (one, of the candidate's & other optional number so as in case of emergency, the information could also be sent to the optional number).
2. Valid E-mail Id.
3. Date of completion of internship.
4. For Candidates willing to get admitted in Govt., Autonomous Medical College information regarding Domicile certificate or information regarding passing all the examinations of MBBS from Medical Colleges of MP recognized by MCI.
5. For candidates of reserved category willing to take admission in Govt., Autonomous Medical College information regarding dispatch/issue no. , issue date, designation and place of issuing authority of Domicile certificate and caste certificate.
6. Sex/Gender.
7. Candidate has to upload his/her photograph as per following specifications :

Specifications for Photograph –

- A photograph of minimum 35x45 mm with at least 75% coverage of face & head of the candidate.
- A caption indicating name of candidate and date of taking photograph should be there at the bottom of photo.
- Photograph should be taken in a white /very light colored background.
- The photograph needs to display full front view of the face. please look directly into the camera with a neutral expression.

- Please avoid photograph with reflection or shadow on the face with red eyes.
- The photograph needs to be printed on a high quality paper with at least 600 dpi resolutions.
- The colours must possess the natural appearance and skin tone.
- The photograph must not have kinks, scratches and stains.

B. Finalising order of preference of college and course by the candidate and payment of fee:

1 Important points

1) While filling up the online choices for subjects & colleges, Candidates should be careful and fill only those choices on the priority basis in which he/she is willing to take admission. Candidate should select only those subjects, and colleges in which he/she wants to do degree or diploma and he/she is eligible for that.

2) In-service candidates & demonstrators will be able to fill the choices only for subjects & Colleges that are prescribed for them (Under their Cadre & Course).

3) The Flow of Allotment - The allotment of the seats will be done on the basis of common merit list as follows:-

3.1 For the unreserved candidate out of all the choices filled up by the candidate, those choices of subjects and college that are of higher preference (option) according to the candidate's common merit if available will be allotted to the candidate.

3.2 For the reserved category candidates of SC/ST and OBC, the seat will be allotted according to the choice of higher option as follows:-

3.2(a) If the option given by the reserved category candidate is available in UR-category, then the candidate will be allotted seat from UR-category, provided the candidate has qualified in the UR-category also.

- 3.2(b) In case the seat opted by the reserved category candidate is not available in UR-category, then he/she will be allotted seat from his/her own reserved category, if available.
- 3.2(c) If the opted seat by the reserved category candidate is available in both the UR and reserved category then the seat will be allotted from the UR-category.
- 3.3 In case of Physically Handicapped candidates if the candidate opts for PH class then the seats reserved for PH-class of the respective category will only be available for PH-class candidates.

The seat of PH-class has been earmarked as per Hon'ble High Court of Jabalpur order in W.P.No 6833 of 2008 Order dated 06/11/2008.

2. Steps for Online choice / preference filling

2.1 Candidates will be able to choose course/subject/colleges according to their preferences and priorities. Candidate has to follow following steps:-

2.2

(One) For choosing the order of preference, open the web site

www.mponline.gov.in. Home page will be displayed.

(Two) Click on the “**citizen service**” tab on the page opened.

(Three) Thereafter click on the Tab of “**DME counseling**” then click on “**login for choice filling**”.

(Four) Then click on the “**view instructions**” named link and read the instructions carefully. After reading the instructions carefully enter your NEET P.G.2013 Testing I.D. and date of birth in the prescribed column and click the **submit** tab.

(Five) After this your password will be asked, please enter your password. Then click on the “**Log in for choice filling**” tab. Page displaying choice filling will open, then enter your password as directed. If you have not changed your password previously, then choose a new password with letter/word not less than 6. Enter the changed password and click the “**Log in for choice filling**” tab. If you have already changed your password previously then enter that changed password and click on “**Log in for choice filling**” tab. Once you have changed your

password a choice filling page will open up. **Do read all the instructions provided on the page carefully & then fill up your choices college wise & subject wise strictly according to your preferences & priorities.**

(Six) Once you have filled the choices click on the tab **“submit list of preferences”**. Once you click the tab “submit list of preferences” a page will open that will show the list of choices that have been filled by you. If you are satisfied click on the SAVE button. If you want to change your choice than click on the **“change your choice”**

(Seven) You can change your order of preference again. Then you click on the Save tab, list of saved choices will again be displayed on the screen.

2.3 If you want any change in the saved choices then before making payment click on **“log out from choice filling”** and refill your choices. The choices saved by you previously will be displayed in the same order.

2.4 After final selection of your order of preference to lock your choices click on **“proceed to payment to lock your choice” and make the payment. Without payment your choices will not be locked and allotment of seat will not be possible.** Candidate can change his order of preferences to his satisfaction as many times before locking. After locking the order of preference will not be changed.

2.5 The seat will be allotted according to the choice/option filled by the candidate. If the candidate commits any mistake in the selection of option, the seat will be allotted accordingly and its sole responsibility will be of the candidate. Therefore choose your option very carefully and then only lock your choice.

2.6 The seat will be allotted to the eligible candidates according to the merit as per their eligibility .

C. ONLINE ALLOTMENT

The Allotment of seat will be done as per the state unreserved/ common merit list and according to the preference filled by the candidate. The subject/college/course allotted will be printed on the allotment letter.

- (One) For obtaining allotment letter open the website www.mponline.gov.in . Click citizen services on the open page. On the open page click on the DME counseling, home page will open.
- (Two) On this page click on the Print allotment letter link. Candidate has to enter NEET Testing I.D. date of birth and type of Counseling for example in-service/demonstrator/open on this page. Enter your password and click on “Log in to view allotment letter” a page will open displaying candidate general information, the choices filled by him and allotted seat.
- (Three) If the candidate wants to view the choices filled by him he has to click on “view college/subject preference” alongwith this two options (**Satisfied/Accepted & Upgradation**) will be displayed to the candidate.
- (Four) If the candidate is satisfied with the allotted seat then click on **Satisfied/Accepted** option. After selecting this option, the candidate will not be able to participate in the further process of counseling. The candidate will have to compulsorily join the allotted subject & college within the stipulated time. Otherwise his/her allotment shall be treated as cancelled.

If the candidate has given option of satisfied/accepted then if such candidate fails to take admission within prescribed time limit his/her admission will be treated as cancelled automatically & such candidate shall not be eligible to participate in the next rounds of counseling. The above seat will be included in the next round of counseling considering it a vacant seat.

NOTE : All the candidates who are interested in All India reverted seats should go for up gradation option. If they opt for satisfied and accepted option in Ist & IInd round Counseling they will not be eligible to participate in IIIrd round of counseling.

(Five) If the candidate is not satisfied with the allotted seat in that case candidate may click on **Up gradation** option, generate the Allotment Letter and the candidate has to take admission on the allotted seat. Such candidate will be eligible for IInd round of counseling. On the basis of his/her merit the candidate will be allotted seat of higher preference, if available. **This allotted seat will then be open and made available for other eligible candidates, if the aforesaid candidate is upgraded in IInd round of counseling.**

Note: If the candidate is allotted a seat and opts for upgradation and if he/she fails to take admission in the allotted course/college, then he/she will not be eligible for second round of counseling, but he/she will be considered eligible in third round of counseling.

(Six) For obtaining the print of the allotment letter click on the “view allotment letter” the allotment letter will be displayed which is totally provisional. After entering the log in id /password candidate can obtain its print out.

(Seven) If no seat is allotted to the candidate he will get a receipt mentioning “No college allotted” After the allotment of the college/subject/course, candidates has to report in the allotted college on or before the last date and time mentioned on the allotment letter for getting admission. Candidate has to obtain admission slip duly signed by authorised officer and after signing by himself/herself, he/she has to submit one copy of this in the college.

D. Second round of Counseling

Second round of Counseling for Government Medical College

1. Second round of Counseling will be done for vacant seats of first round of counseling. **All eligible candidates who have opted for upgradation as well as those candidates who have not been allotted any seat in the first round of counseling, will be considered eligible in the second round of counseling.**
2. If higher choice is available then the same will be allotted to the candidate in IInd round of counseling and his previous allotment shall be automatically cancelled and this seat will be treated as vacant and made available for allotment to other eligible candidates.

He/she has to report to the new allotted college and take admission, otherwise allotment of the newly allotted seat will be cancelled. If he/she is not allotted a higher choice in the IInd round of counseling, admission in previous college will continue.

E. Third round of counseling

IIIrd round of Counseling for Government Medical college/

A. Candidate eligible for IIIrd round of counseling.

1. All the registered candidates who have opted for upgradation in the Ist & IInd round of counseling.
2. All the registered candidates who have not been allotted any seat in the Ist & IInd round of counseling.
3. All the registered candidates who have been allotted a seat in Ist & IInd round of counseling, but have not joined on M.P. quota seat.

Note :

All those candidates who have given option of satisfied/Accepted in the 1st or IInd round of counseling will not be considered eligible in the IIIrd round of counseling.

B. Choice filling and allotment of seats in the IIIrd round of counseling.

1. Seats available for IIIrd round of counseling will include All India reverted seats, Seats remaining vacant from In-service, Demonstrators and M.P. State Quota Seats.
2. The All India Quota reverted seats will be distributed as per reservation policy of the State.
3. The candidate can fill-up choices for above mentioned seats and he/she can also change the order of his/her preference along with his/her earlier choice.
4. The seat allotment will be done as per merit and preference given by the candidate.
5. At the time of generating allotment letter in the third round of counseling, no options will be displayed.
6. If admission on the allotted seat during third round of Counseling is not taken by the candidate within the stipulated time, then his/her allotment shall automatically be cancelled.
7. If eligible reserved category candidates are not available then vacant seats will be filled by other categories as follows :-
 - (a) Vacant seat of ST category will be made available to eligible SC category candidate
 - (b) Vacant seat of SC category will be made available to eligible ST category candidate .

- (c) If to the point of extension of reservation ST and SC eligible candidates are not available then vacant seats will be made available to eligible OBC category candidates.
- (d) If eligible candidates of above three categories are not available then vacant seats will be made available to eligible Unreserved category candidates.

F. ADMISSION PROCESS

- (1) At the time of admission during documents verification candidate of unreserved category will deposit Rs. 10,000/- in the form of demand draft in favor of Director Medical Education M.P. payable at Bhopal.
- (2) All the candidates of OBC category and those candidates of SC/ST category whose parents/guardian's income from all sources is above Rs. 3.00 lakh per year will deposit Rs. 2000/- in the form of demand draft in favor of Director Medical Education M.P. payable at Bhopal.
- (3) Those candidates of SC/ST category whose parents/guardian's income from all sources is below Rs. 3.00 lakh per year will not be required to deposit any security deposit.

The candidate should bring following original documents along with two sets of photocopies of all documents & three copies of photographs that were pasted by the candidate on the NEET P.G. 2013 Examination for verification for admission in allotted govt. autonomus medical college.

- 1. Mark sheet of NEET P.G. 2013 /Marksheet obtained through internet
- 2. Mark sheets of all examinations of M.B.B.S
- 3. Internship completion certificate
- 4. Permanent M.C.I. registration/ Temporary M.C.I. registration M.P. State or All India Registration.
- 5. Print out of allotment letter taken from M.P. Online website.
- 6. Notarized affidavit related to post graduation degree/diploma education (As per proforma-2 attached after the last page of these Online instructions)

7. Indian Citizenship certificate (Passport/Voter ID/Income tax Pan Card/Notary's Affidavit/Adhar card)
8. M.P. state domicile certificate or M.B.B.S.passing mark sheets of M.C.I. recognized medical college of M.P.
9. Permanent caste certificate issued by competent authorised officer of M.P..(for reserved category candidates only)
10. For **demonstrators** sponsorship certificate (as per Proforma-1 attached after the last page of these Online Instruction) and NOC issued by the Dean of autonomous medical college (for admission only in Govt. autonomous medical colleges).
11. No objection certificate & sponsorship certificate (as per Proforma-1 attached after the last page of these Online Instruction) for **in-service candidates** issued by competent authority (for admission only in Govt. autonomous medical colleges).
12. It is compulsory for all candidates of OBC category to bring income certificate of current financial year(not older than 3 months) issued by Tehsildar. It is mandatory for candidates of SC and ST category wishing to take advantage of clause F-3.
13. For physically handicapped/disabled, following certificates issued by the authorised officer.
 - 13.1 Disability certificate issued by District Medical Board
 - 13.2 Course eligibility certificate issued by superintendent,vocational rehabilitation Centre for physically handicapped, Ministry of Labour, Govt. of India, Napier town, Jabalpur of current year and not older than 3 months from the date of admission.
14. If the candidate is already admitted in a institute & his/her original documents are already submitted in the respective institution then the candidate is required to have a certificate regarding the same issued by the Dean/Head of the institution with seal and also mentioning the detailed list of the documents along with the dispatch no. & date of issue. Certificate should not be older than 2 (two) months. After the submission of the above mentioned certificate the candidate will be considered as

provisionally eligible for admission. At the time of admission all the original documents are to be submitted & verified.

NOTE

- a. The admission will be given after verification of the original document if found correct. In case any mistakes or **shortcomings** is found in the certificates submitted by the candidates the admission will not be given. The candidate will be required to get corrected the mistakes and shortcoming & complete the documents within the specified period. The candidate has to report with the necessary corrected original documents again within the specified time limit in the same round of counseling only and after re-verification if documents are found correct the admission will be given.
- b. If the candidate of reserve category/physically handicapped is unable to produce caste/physically handicapped certificate within the stipulated date for verification he/she will not get the benefit of reservation. For this sole responsibility will be of the candidate.
- c. If the candidate is found to be not eligible for reserve category (SC/ST/OBC) due to any reason then he/she will be considered as Unreserved category candidate in the next round of counseling.

**For counseling and admission important websites are
www.mponline.gov.in, www.medicaleducation.mp.gov.in**

Helpline

- (1) For any query or problems regarding online counseling, candidate may contact to mponline customer care no. 0755-4019401, 0755-4019402, 0755-4019403, 0755-4019404, 0755-4019405
- (2) Help Line number of Director Medical Education is 0755-2552385 will be available from 17/06/2013 to 30/07/2013 during working hours between 11:00 am to 5:00 pm on all working days.

Note : Any modifications made in the “*Instructions for Online Counseling 2013 For Government Medical Colleges (MD/MS/PG Diploma courses)*” will be notified in this website only.

**Director Medical Education
Madhya Pradesh**

Important Information

Directorate Medical Education has not received All India Merit List of NEET PG 2013 and M.P. State and All India Merit list of NEET MDS 2013 till date. Hence the Instructions for Online counseling 2013 for Private Medical Colleges and Government and Private Dental Colleges will be issued later separately.

Candidates are advised to register themselves for Private Medical Colleges and Government and Private Dental Colleges seats separately on the dates specified in the counseling programme.

**Director Medical Education
Madhya Pradesh**

प्रोफार्मा-1

सेवारत अभ्यर्थी/प्रदर्शकों द्वारा प्रस्तुत किये जाने वाला प्रमाण पत्र

1. यह प्रमाणित किया जाता है कि डॉ.को मध्यप्रदेश चिकित्सा/दंत चिकित्सा महाविद्यालयों में एम.डी./एम.एस./एम.डी.एस./स्नातकोत्तर डिप्लोमा प्रशिक्षण पाठ्यक्रम के लिये प्रायोजित किया जाता है।
2. डॉ.इसके(संगठन/विभाग का नाम) स्थायी/अस्थाई/नियमित/संविदा कर्मचारी हैं।
3. यह कि अभ्यर्थी को प्रशिक्षण की पूरी अवधि के दौरान चिकित्सा/दंत चिकित्सा महाविद्यालय द्वारा कोई छात्रवृत्ति नहीं दी जाएगी, इस प्रकार की जिम्मेदारी प्रायोजित संस्था/संबंधित संगठन/विभाग की होगी।

कार्यालय मुहर

हस्ताक्षर

प्राधिकृत अधिकारी

दिनांक

प्रोफार्मा-2

प्री.पी.जी. परीक्षा के माध्यम से प्रवेश हेतु पात्र अभ्यर्थियों

द्वारा भरा जाने वाला शपथ-पत्र का प्रोफार्मा

मैं, डॉ.आत्मज / आत्मजा.....
.....आयु..... निवासीसत्यनिष्ठा से घोषणा करता हूँ /
करती हूँ कि -

1. वर्तमान में मैं मध्यप्रदेश राज्य में पिछले तीन वर्षों में यथा 2010, 2011, 2012 में मध्यप्रदेश प्री.पी.जी. काउंसिलिंग या आल इंडिया काउंसिलिंग द्वारा चयन के पश्चात् अध्ययनरत नहीं हूँ।
2. पिछले तीन वर्षों के दौरान (2010, 2011, 2012) में मुझे म.प्र. राज्य में किसी भी विषय में म.प्र. स्टेट प्री.पी.जी. काउंसिलिंग या आल इंडिया काउंसिलिंग द्वारा कोई स्नातकोत्तर डिग्री / स्नातकोत्तर डिप्लोमा आवंटित नहीं किया गया है।
3. गत दो वर्षों के दौरान (यथा 2011, 2012) में मैंने कोई भी स्नातकोत्तर डिप्लोमा या गत तीन वर्षों के दौरान (2010, 2011, 2012) में कोई स्नातकोत्तर डिग्री प्राप्त नहीं की है।

दिनांक

हस्ताक्षर.....

नाम.....

पदनाम

पता

सत्यापन

मैं, डॉ.आत्मज / आत्मजा.....
... आयुनिवासी.....सत्यापित करता हूँ/करती हूँ कि
अनुक्रमांक 1 से 3 तक में दिये गये तथ्य मेरी व्यक्तिगत जानकारी तथा विश्वास के अनुसार पूर्णतः सत्य
हैं।

सत्यापनकर्ता व्यक्ति

दिनांक

हस्ताक्षर.....

नाम.....

पदनाम

पता