

DIRECTORATE OF MEDICAL EDUCATION

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Online Counseling for Admission in Government Autonomous Medical/Dental and Private Medical/Dental College through M.P.PMT.2013.

Instructions for Candidates

These instructions are for candidates declared qualified in M.P. P.M.T. 2013 Examination. Please read these instructions carefully. Counseling Programme for Government Autonomous, Medical/Dental Colleges & Private Medical/Dental Colleges is being given separately. It is compulsory for all the eligible candidates to register themselves for these counseling programmes separately as described in the counseling schedules. Candidates will be entitled for allotment of seats only in the counseling programmes in which he/she has done registration.

- 1.0 All candidates are advised to complete the process of online registration, choice filling and choice locking well within time and not to wait for the last date.
- 2.0 M.P. PMT 2013 Counseling is to be held online. Candidates who have secured 50% marks in Unreserved category & 40% marks in reserved category in M.P. PMT Examination 2013 conducted by VYAPAM will be eligible to participate.

3.0 Online Registration:

- 3.1** It is compulsory for all the interested candidates who are declared as eligible in the M.P. PMT 2013 examination conducted by VYAPAM (M.P.) to get themselves registered online within scheduled time limit. Only registered candidates will be allowed to participate in counseling/seat allotment. It is the sole responsibility of candidates to register themselves online. Candidate declared as eligible by VYAPAM (M.P.) in the concerned examination but not registered online will not be eligible for participation in the counseling/Seat allotment. They will be considered as not willing to participate in the counseling/Seat allotment.

Online Registration for Government Autonomous Medical/Dental Colleges, Private Medical Colleges and Private Dental Colleges is to be done separately.

- 3.2** For ONLINE registration candidates can use their personal/other internet connection facility or candidates can also register themselves 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)

3.3 For Online counseling candidates are required to pay Counseling Fee Rs.500/-,portal fees Rs.30/- at time of registration. Candidate will have to pay Rs.100/- at the time of choice locking separately. Candidates have to pay Registration fee and choice locking fee separately for
Government Autonomous Medical/Dental Colleges,
Private Medical Colleges
and
Private Dental colleges.

3.4 For the purpose of Registration fee and Choice Locking fee payment, candidates can pay in cash at AUTHORISED KIOSK of M.P. ONLINE.

Candidates can also use the following modes of Payments:-

1. Internet Banking.
2. ATM cum DEBIT CARD
3. Credit Card.

3.5 Steps for online Registration Process.

- I. Candidates are required to log on to the web site www.mponline.gov.in. On this is website "**Citizen Services**" option is displayed. Please click on the "**Citizen Services**" option, Click on the **Counseling Tab**, "**DME Counseling**" logo will be displayed, Please click on the "**D.M.E. Counseling**" logo.
- II. The "**Medical/Dental 2013**" counseling Home page will open, Click on the "**Registration**" link, a page will open, please enter your **Roll number** and your **Date of Birth** in the specific columns and click on the "**View Detail**".
- III. Subsequently the "**Registration Proforma**" will be opened, enter all the required information correctly.
- IV. After filling the "**Registration Proforma**" Click on the "**Save Data**" option.
- V. Click on "**Proceed to payment for registration**". Make the payment of required portal fee of 30/- and Counseling fee Rs500/-. Detailed information of the fee is given above in **para 3.4**.
- VI. After making the payment of registration fees click on the "**Online print**" and obtain the online payment receipt. Registration will be accepted only after the payment of registration fee.
- VII. Temporary password will be sent through registered e-mail & mobile number as provided by the candidate in the "**Registration Proforma**".
- VIII. 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 can get a **New Password** by clicking the "**Change/Forget Password**" and by filling his/her MP PMT 2013 **Roll No** and **birth date**. Candidate will have to pay Rs.100/ for the **New Password**.

3.6 Following information is mandatory before filling up the registration form for Government/Autonomous Medical/Dental Colleges:-

- a. Candidate should provide at least two mobile numbers (one, of the candidate's & other optional number so as in case of need, the information can also be sent to the optional number).
- b. Valid E-mail Id, if available.
- c. M.P. State Domicile certificate.
- d. For candidates of reserved category cast certificate bearing Dispatch No., Date of Issue, Place and Designation of the issuing authority.

4.0. After Online registration the process of original documents verification will be as follows:-

- 4.1 Candidates registered for Government Autonomous Medical/Dental Colleges are required to have their original documents verified within the specified time at one of the **HELP CENTRES**. It is compulsory for candidates to appear in person during the specified period, for verification of his/her documents at the **HELP CENTRE**.
- 4.2 **HELP CENTRES** are established at **government autonomous medical colleges at Bhopal/Indore/Gwalior/Jabalpur/Rewa/Sagar**. Candidate can get their documents verified at any one of these **HELP CENTRE**.
- 4.3 **For scrutiny of documents for Government Autonomous Medical/Dental colleges The candidate should bring the following original documents for verification**
 1. Original Mark sheet of M.P. PMT 2013/Mark sheet obtained through internet
 2. Mark sheets of qualifying examinations (12th) (10+2).
 3. For Date of Birth 10th mark sheet.
 4. M.P. state domicile certificate as per proforma 8 (According to MP PMT 2013 Examination conduction and admission rule book issued by VYAPAM).
The certificate should bear
Dispatch No.,
Date of issue,
Place of Issue,
Issuing Authority Designation & Signature
 5. Permanent caste certificate for reserved category candidates as per the desired proforma 4-A/4-B (According to MP PMT 2013 Examination conduction and admission rule book issued by VYAPAM)
The certificate should bear
Dispatch No.,
Date of issue,
Place of Issue,
Issuing Authority Designation & Signature

6. For Reserved Class (MP-Military Person, FF- Freedom Fighter, PH-Physically Handicapped) certificate Issued by competent authority. Proforma 3-A, Proforma 3-B, Proforma 3-C and Proforma -5, (According to MP PMT 2013 Examination conduction and admission rule book issued by VYAPAM) whichever is applicable.
7. Character certificate
8. In case of gap after class 12th, Notarized affidavit.
9. For reserved category candidates recent income certificate (for current year 2012-2013) as per desired proforma 10-B (According to MP PMT 2013 Examination conduction and admission rule book issued by VYAPAM).
10. If the candidate is admitted in any institute, certificate from the head of the institution regarding the deposited original certificates bearing list of the documents deposited along with the signature & seal of the Head of the Institute.
11. **For physically handicapped/disabled, following certificates issued by the authorised officer:**
 - (one) Disability certificate issued by District Medical Board.
 - And
 - (two) Course eligibility certificate of current year issued by Superintendent, Vocational Rehabilitation Centre for physically handicapped, Ministry of Labour, Government of India, Napier town, Jabalpur and **certificate should not be older than 3 months from the date of scrutiny.**

4.4 If the candidate is already admitted in an institute & his/her original documents are already deposited in the respective institution then the candidate is required to produce a certificate regarding the same issued by the Dean/Head of the institution with seal & Signature and also mentioning the detailed list of the documents deposited there along with the dispatch no. & date of issuing of certificate. Certificate should not be older than 2 months. After the submission of the above mentioned certificate the candidate will be considered as provisionally eligible for participating in the counseling procedure. At the time of admission all the original documents are to be submitted & verified after that only the final admission will be given. All the candidates are required to submit two sets of attested photocopies of all the verified documents along with two copies of the same photograph that was pasted by the candidate on the M.P. P.M.T.2013 Examination form.

4.5.1 If the documents are found correct, then the **HELP CENTRE** will issue eligibility certificate after verification of the original documents. In case any mistakes or **shortcomings** are found in the certificates produced by the candidate then **ELIGIBILITY** certificate will not be issued by the **HELP CENTRE** and the candidate will be required to get corrected the mistakes and shortcomings and complete the documents in all respects within the specified period. After this the candidate will have to report with the necessary corrected original documents again at the same HELP CENTRE and only after reverification the **ELIGIBILITY** certificate will be issued.

- 4.5.2 The help centre will declare the candidate not eligible in case of any mistake or shortcomings in the certificates.
- 4.6 If the candidate of reserve category (SC/ST/OBC)/and reserve class (PH-Physically handicapped/MP-Military Person/FF-freedom Fighter) is unable to produce desired relevant proper certificate within the stipulated date for verification then he/she will not get the benefit of reservation. For this the sole responsibility will be of the candidate.
- 4.7 **Following information is mandatory for filling up the registration proforma for Admission into Private Medical/Dental Colleges:-**
- Candidate should provide at least two mobile numbers (one, of the candidate's & other optional number so as in case of emergency, the information could also be sent to the optional number).
 - Valid E-mail Id if available.
 - For candidates of reserved category it is compulsory to fill relevant details of **Domicile Certificate** of M.P. State and the **Cast Certificate** bearing Dispatch No., Date of Issue, Place and Designation of the issuing authority.
- 4.7.1 **Scrutiny of documents for candidates who have registered themselves for Private Medical/Dental Colleges is required only at the time of admission (if allotted a seat) at the allotted college:-**
- Original Mark sheet of M.P. PMT 2013/Mark sheet obtained through internet
 - Mark sheets of qualifying examinations (12th) (10+2).
 - For Date of Birth 10th mark sheet.
 - For reserved category candidates, M.P. state domicile certificate as per proforma 8 (According to MP PMT 2013 Examination conduction and admission rule book issued by VYAPAM). The certificate should bear **Dispatch No., Date of issue, Place of Issue, Issuing Authority Designation & Signature**
 - Permanent caste certificate as per the desired proforma 4-A/4-B (According to MP PMT 2013 Examination conduction and admission rule book issued by VYAPAM) for reserved category candidates. The certificate should bear **Dispatch No., Date of issue, Place of Issue, Issuing Authority Designation & Signature**
 - Character certificate
 - In case of gap after class 12th, Notarized Affidavit.
 - For reserved category candidates recent income certificate (for current year 2012-2013) as per desired proforma 10-B (According to MP PMT 2013 Examination conduction and admission rule book issued by VYAPAM).
 - If the candidate is admitted in any institute, certificate from the head of the institution regarding the deposited original certificates bearing list of the documents deposited along with the signature & seal of the Head of the Institute.
 - For physically handicapped/disabled, following certificates issued by the authorised officer:**
 - Disability certificate issued by District Medical Board.

And

 - Course eligibility certificate of current year issued by Superintendent, Vocational Rehabilitation Centre for physically handicapped, Ministry of

Labour, Government of India, Napier town, Jabalpur and **certificate should not be older than 3 months from the date of scrutiny.**

4.8 Candidates reporting for scrutiny of documents for admission in the Government/Private Medical/Dental Colleges should bring with them all the necessary original documents and two sets of photocopies of all documents.

5.0 Important Instructions for finalizing order of choice filling of the Government Autonomous/ Private medical/dental college and course opted by the candidate and payment of fee there of:

5.1 Important points:

(one) While filling up the online choices for Course & colleges, Candidates should be careful and fill only those choices of course (MBBS/BDS) and colleges, on the priority basis in which he/she is willing to take admission. Allotment of course and college will be done on the basis of choice filled by the candidate. Only those colleges will be considered for allotment for which he/she has opted for. **There will be only one time choice filling. No change will be possible after the choice locking.**

(two) Allotment for the unreserved category candidate will be done for the college/course (MBBS/BDS) according to unreserved merit list. He/she will be allotted higher choice out of all the options given by the candidate, if available.

(three) The seat will be allotted to the candidates of SC/ST and OBC according to the choice of higher option.

(a) Options of medical/dental colleges that may be allot able on the basis of unreserved merit and

(b) Options of medical/dental colleges that may be allotable on the basis of his merit in respective reserved category

If (a) and (b) are similar then seat will be allotted according to (a)

5.2.0 Important Instructions for Choice filling and Choice Locking of the Government Autonomous/Private medical/dental colleges and course are as follows

Steps for Online choice / preference filling

5.2.1 Candidates will be able to choose course/colleges according to their preferences and priorities. Separate choice filling is required for Government Autonomous Medical/Dental Colleges, Private Medical Colleges and Private Dental colleges. For this process the candidate has to follow following steps:-

(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 M.P.P.M.T.2013 Roll no. 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, there after 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 characters. Enter the changed password and click the “**Login for choice filling**” tab. If you have already changed your password previously, then enter your changed password and click on “**Login for choice filling**” tab then choice filling page will open up. Read all the instructions provided on the page carefully & then fill up your choices of course wise and college wise strictly according to your preferences of choices.
- (Six) Once you have filled the choices click on the tab “**submit list of preferences**” a page will open that will show the list of choices that are filled by you. Two options will be displayed “**Save**” and “**Change your choice**”
- (Seven) If you are satisfied with the choices filled by you then click on the “**SAVE**” button. If you want to change your choices than click on the “**change your choice**” then you can change your preferences of choices. If you click on the “**SAVE**” option then your saved choices will be displayed again.
- 5.2.2 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.
- 5.2.3 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.** Before locking the choices, candidate can change his order of preferences to his satisfaction many times. **After locking the order of preference will not be changed.**
Please ensure to Lock your choices and also to make the required payment for choice locking, otherwise allotment of seat will not be done.
- 5.2.4 The seat will be allotted according to the choice/option filled by the candidate. If the candidate commits any mistake in the selection of choice filling, the seat will be allotted according to his/her choice filled, and its sole responsibility will be of the candidate. **Therefore choose your option very carefully and only then lock your choice.**
- 5.2.5 The seat will be allotted to the candidates according to their eligibility and merit for government autonomous medical/dental colleges and as per their eligibility and merit for private medical/dental colleges, separately.

6.0. Procedure for Procurement of Online allotment letter will be as follows:-

- 6.1 According to the preferences filled by the candidates & their eligibility the seat will be allotted according to the unreserved category merit list /reserved category merit list within the specified schedule, College/course will be allotted. Allotted course and college will be printed on the allotment letter.
- (One) For obtaining allotment letter open the website www.mponline.gov.in . Click "**Citizen services**" then counselling page will open. On the opened page click on the **DME counselling**, home page will open.
- (Two) On this page click on the Print allotment letter link, a page will open. On this page candidate has to enter his **Roll no./date of birth**. Enter your password and click on "**Log in to view allotment letter**" a page will open displaying candidate,s general information, the choices filled by him and seat allotted.
- (Three) If the candidate wishes to see the choices filled by him/her, he/she has to click the "**View College Preference**".
- (Four) 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 **login Id /password** candidate can obtain its print out. After allotment of the Course/ Institution candidate should take the admission in the allotted institution before the last date mentioned on the printed allotment letter. Candidate has to present himself/herself in the institution and obtain the **admission slip** signed by the authorized officer. He/she should deposit one copy of the admission slip in the institution after putting his/her signature.
- (Five) **It is compulsory for candidate to get admitted on the allotted seat; otherwise his/her allotment will be treated as cancelled.** If the candidate is willing for re-allotment after locking of the seat on which he/she is admitted in the college, he/she can give his option for reallotment through the college in which he/she is admitted. After taking reallotment option he/she will be eligible to participate in the next round of counseling.
- (Six) If no seat is allotted to the candidate he/she will get a receipt mentioning "**No college allotted**". Candidate should obtain it and keep is safely. Such candidates will be eligible to participate in the further round of counseling.
- 6.2 **If the candidate fails to take admission within prescribed time limit his/her admission will be treated as cancelled automatically and such candidates will not be eligible to participate in the further round of counselling. The above cancelled seat will be treated as vacant and will be included in the further round of re-allotment/counseling.**
- 6.3.0 **Procedure for reporting at the allotted Institute, documents Verification and payment of fees:-**
- 6.3.1 It is mandatory for the a candidate to report at the allotted institute with his/her all the original documents, two sets of photocopies of these documents and two same photographs that were pasted by the candidate on the M.P.P.M.T Examination 2013 form along with necessary fees.

At the time of admission after scrutiny of documents the candidate shall deposit the prescribed fees and obtain receipt for the same and they will deposit security deposit as follows:-

- (1) At the time of admission during documents verification candidate of unreserved category will deposit Rs. 10,000/- as security deposit in the form of demand draft in favour 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 total income from all sources is above Rs. 3.00 lakh per year will deposit Rs. 2000/- as security deposit in the form of demand draft in favour of Director Medical Education M.P. payable at Bhopal.
 - (3) Those candidates of SC/ST category whose parents/guardian's total income from all sources is below Rs. 3.00 lakh per year will not be required to deposit any security deposit.
- 7.1 The tuition fee/other fees taken by the private institutions are decided by Admission and Fee Regulatory Committee (AFRC) Madhya Pradesh. The information is available on the **website www.afrcmp.org**
- 7.2 In case of re allotment of seat in Government Autonomous Medical/Dental College, fee will be transferred to the allotted Government Autonomous Medical/Dental College**
- 7.3 In case of re-allotment of seat in the Private Medical/Dental college, 10% of the tuition fee deposited, will be deducted by the institute and rest of the amount will be refunded to the candidate. It will be necessary for the candidate to deposit the full amount of fee at the re-allotted institute
- 8.0 For counseling and admission important websites are
www.mponline.gov.in
www.medicaleducation.mp.gov.in
- 9.0 Helpline
- (1) For any query or problems regarding online counselling, 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 **22/07/2013** during working hours between 11:00 am to 5:00 pm on all Government working days.
- 10.0 Any change or modifications if necessary in the above instructions will be intimated on the above websites of DME & MP Online, as mentioned in para 8.**

Sd/-
Director Medical Education
Madhya Pradesh