

Frequently Asked Questions (FAQs)
West Bengal PG Medical and Dental State Quota and Private management
Quota Seats Online Counseling 2018

Q. No. 1: What is the process of online allotment?

ANS.:

- a) Main counselling one time Registration.
- b) Exercising of One time Choices and Locking of choices
- c) Process of Seat Allotment Round-1
- d) Publication result of Round-1
- e) Reporting at the allotted Medical/Dental College against Round-1
- f) Process of seats Allotment Round-2
- g) Publication result of Round-2
- h) Reporting at the allotted Medical/Dental College against Round-2
- i) Mop up counseling if vacancy of seats exists after and permitted by the competent authority

Q. No.2: When will online allotment process for this year start?

Ans.: Online allotment process will start as per counseling **Schedule for PG online Counseling for this year**. Please See Schedule available on www.wbmcc.nic.in website.

Q. No.3: Do I have to report to any counseling centre for registration or choice filling?

Ans.: No. Online registration and choice filling can be done from place of convenience (Including from home) using internet.

Q. No.4: Do I require any documents to get registered on-line?

Ans.: You will be required to fill up some of the information that you have given (filled up) on your application form, and submitted to National Board Examination (NBE), New Delhi and information available of admit cards of NEET PG or NEET MDS 2018 and the acknowledgement no and transaction ID, NOC number for in service candidates generated during pre counseling phase of WB PG Medical/Dental State Quota and Private Management Quota 2018.

IMPORTANT

Please keep information that you have furnished (filled up) on application form and admit card, confidential, and do not share it with anybody as this information will be required to register for online allotment process and to submit choice. If somebody else uses that information, he/she can misuse your online registration and prevent you from taking part in online allotment process.

Q. No.5: What information do I require for online registration?

Ans.: Please note that you will be asked to fill some of the information like Roll No, Name, date of Birth, Acknowledgement No, Transaction ID, Type of candidate, Stream (Medical/Dental), Date of Completion of Internship, NOC No (for in-service candidates), Address, email ID, Phone No etc.

Same must be entered exactly as you have entered while filling up forms for NEET PG/MDS 2018 and received during pre counseling phase of WB PG Medical/Dental State Quota and Private Management Quota 2018. Unless exact matching of the documents is done the registration process cannot be completed and candidate can neither generate his/her own Password nor can fill up choices in online counseling.

IMPORTANT

Please note that in registration window of online allotment process you have to fill in exactly same spelling numbers etc as you have filled in your application form.

Q. No.6: How do I get password for logging in?

Ans.: During the process of online registration you will generate your own password. Candidates are advised to **keep the password that they have created, confidential to them till the end of the counseling process.** They can change the password after creating. Password is very important for participating in online allotment process. **Sharing of password can result in its misuse by somebody else, leading to even exclusion of genuine candidate from online allotment process.**

The password contains at least one upper case English alphabet, at least one lower case English alphabet, at least one Numerical and at least one special character in computer keyboard. The size of the password must be within 8-13 characters. If you forget the password you can retrieve from Forgot password link by answering security question and its chosen answer while registration. NIC or WBMCC do not store password of the candidate for security reasons. Please do not share the password or security question or security answer with anybody. In case of malpractice due to sharing of password or security question or answer, neither WBMCC/WBUHS/NIC will be held responsible. Keeping password secured is the sole responsibility of the candidate who has created it.

Q. No.7: How much time will I be given to join the allotted course?

Ans.: Candidates allotted seats will be required to join the allotted college/course within stipulated time from the date of allotment as mentioned in the counseling schedule. However,

candidates are advised to join as early as possible and not to wait for last day and last hour of joining, due to different schedule of holiday/working hours in various Medical/Dental Colleges, also keeping in view that Medical/Dental colleges will have to furnish information about joining/non-joining online to West Bengal Medical Counseling Committee. In Colleges it takes usually 2 to 3 days time for completion of all admission formalities.

Q. No.8: What documents are required at the time of Counseling?

Ans.: Since it is online allotment (Online Counseling) process, no documents will be required for participating in online allotment process. However they are required to carry **Original Certificates/Documents** at time of Reporting for Admission. **Without Original Certificate/Documents candidates will not be allowed admission.**

Q. No.9: What documents are required at the time of joining in allotted Medical/Dental College?

Ans.: **Original documents along with one self attested photocopy** required at the time of joining in allotted Medical/Dental College are as mentioned below:

- Admit Card issued by NBE
- Result/Rank Card issued by NBE
- Mark Sheets of MBBS/BDS 1st, 2nd & 3rd Professional Examinations.
- MBBS/BDS Degree Certificate/Provisional Certificate (Provisional for those who passed in 2017 and are yet to receive final certificate).
- Internship Completion Certificate/Certificate from the Head of Institution or College that the candidate shall complete the Internship by **31st March, of 2018.**
- Permanent/provisional Registration Certificate issued by MCI or DCI/State Medical or Dental Counsel. Provision Registration Certificate is acceptable only in cases where candidate is undergoing internship and likely to complete the same on or before **31st March 2018 or just have completed internship in the year 2018.**
- High School/Higher Secondary Certificate/Birth Certificate as proof of date or birth.
- **EPIC/Aadhar/Passport** of Candidate or either of the parents showing West Bengal as address for proof of residence (must for open candidates). For in-service candidates or candidates allowed for management quota only, ID proof is essential for candidate but the clause of West Bengal address as proof of residence is relaxed.
- No Objection Certificate (NOC) for in-service candidates containing 8 digit NOC No.
- Acknowledgement receipt/ Proof of online payment/ Successfully verified receipt (any one) as generated from www.wbmcc.nic.in for management Quota seats.
- Successfully verified receipt as generated during verification for Open candidates applying for State Quota seats.

- Caste certificate for SC, ST and OBC including OBC A and OBC B (as applicable) and Non creamy layer certificate for OBC including OBC A or OBC B candidates.
- PH certificate (as applicable) to be issued by Medical board of IPGMER Kolkata in the format as given in the website www.wbmcc.nic.in
- For candidates in regular service and working in West Bengal other than Dept of Health and Family Welfare Govt. of West Bengal, are required to bring their office ID card of present employer along with No Objection Certificate from present employer.
- For all the original documents listed on prepage will be deposited in the admitting institute except for caste certificate, ID card and age proof document. All the photocopies also will be deposited in the college. The college will issue a certificate stating that “Original certificates/documents are deposited with the College” to the candidate (for those documents for which the originals are taken).
- The candidates admitted in the first round will only be allowed to surrender seat within the stipulated last day of surrender before second round of counseling as will be notified later. The candidate can surrender seat with bond penalty after the notified last date. The candidate will get back his/her original documents deposited in the college during admission and the mark sheet with certificate given by the WBUHS for passing the course only after completion of course and post course indemnity bond formalities are over for open candidates; or TR related formalities are over for in-service candidates (as the case may be).

Candidates shall not be allowed to take admission in allotted Medical/Dental College unless he/she produces the original documents.

Q. 10. What are the choice filling options for open candidates or in-service candidates or management candidates?

Ans.:

State Quota seats:-

All eligible candidates for State Quota seats are allowed to exercise choice for all seats in State Quota irrespective of caste (UR, SC, ST, OBC-A, OBC-B, OBC); Status (PH or Not PH) and Category (Open or In-service). Scope of filling up choices is for one time only during the process of counseling.

Further it is mentioned that the seat matrix containing the actual vacancy (as stood on 30.03.2018) in Round 1 according to caste, status and category will be published.

Candidates are allowed to fill choice in the seats including virtual seats that do not exist in the seat matrix of Round 1.

These choices will be considered in further round/s expecting:-

- A. Addition of new seats if any
- B. Return of vacant All India Quota seats
- C. Conversion of seats between caste, status and category.

D. Addition of seats due to non joining/surrender/non allotment in earlier round or any other cause

Candidates are directed to be alert and cautious in exercising of choice keeping in mind the following points in particular:-

- Candidates must exercise choices in order of his/her priority. Scope of filling up choices is for one time only throughout the process of counseling.
- Candidates should not fill such choice where he/she is not interested to take admission if allotted else the candidate will be out of the counseling process and liable for penal action.
- Candidates are directed to fill such choice where he/she is interested to take admission. S/he may also opt for seats which are not included in the actual seat matrix of Round 1 expecting new addition, return of AIQ seats, conversion of seats and addition of seats due to other cause in subsequent round/s.
- Candidates are directed to take note of the above criteria in filling of choices as exercising of fresh option will not be allowed in the subsequent round/s.
- In Round 1, allotment will be done according to the actual seat matrix of Round 1.
- Those who are allotted seats in Round 1 must take admission in the allotted institute else they will be out of counseling process.
- During admission in Round 1, the candidates have to exercise willingness to participate in subsequent round/s for choice up gradation. Else their choices will not be considered for up gradation in the subsequent round/s and they will retain the seat of Round 1. If any candidate is not willing to upgrade his choices, s/he will opt for "no" in the willingness for up gradation. In that case his/her admitted seat will be retained.
- The candidates who take admission after getting allotment in Round 1 and exercise willingness to participate in subsequent round/s, their higher choices **exercised in round 1** (both for real and virtual seats) as per his/her priority will be considered for up gradation in subsequent round/s.
- The candidates who were not allotted any seat in Round 1, their all choices (both for real and virtual seats) will be considered for fresh allotment in subsequent round/s.
- The candidates willing to fill choice in the State Quota seats of Private Medical/Dental Colleges must be sure about the fee structure of the institution because they have to take admission in that institution **after depositing requisite fee** if allotted else they will be out of the counseling process.

Example is cited for clarification:-

- An Unreserved (UR) candidate may exercise choice in Round 1 in seats of SC/ST/OBC and PH besides the UR seat according to his/her priority
- Similarly a reserved candidate may opt for choice in Round 1 in all caste reserve seats and also in unreserved seats and PH seats according to his /her priority.
- Open category candidates may give choice for in-service category seats and vice versa.
- **The candidates may give their choice both in real and in virtual seats. Real seats means the seat shown in the seat matrix of round 1 belonging to his/her category (open/in-service) and caste (UR and non UR). Virtual seats are the seats shown in the seat matrix (both open and in-service category) other than the real seats and the returned vacant seats from All India quota if any. Both open and in**

service category candidates may give choice for all seats shown irrespective of caste, category, PH status and the seats shown in seat matrix of **round 1**.

Management Quota seats:-

- All candidates eligible for State Quota seats may exercise choice for Private Management Quota seats in Round 1.
- The candidates willing to fill choice in the Management Quota seats of Private Medical/Dental Colleges must be sure about the fee structure of the institution because they have to take admission in that institution after **depositing requisite fee** if allotted else they will be out of the counseling process and liable for penal action.
- All candidates eligible for State Quota seats have to list the choices of State Quota and Management Quota seats (if wishes to opt for) in order of priority in a single choice list. Candidates eligible for Private Management Quota seats only, have to fill choices of Management Quota in order of priority.
- If any candidate is not willing to admit in “Private Management Quota” seat, he/she should not opt for such seat, otherwise, if s/he does not admit after allotment, his candidature will be forfeited and other penal measure will be initiated.

In service candidates can give choice as per the TR Rule 2015 (with its subsequent amendment in 2018) for Medical candidates and TR Rule 2013 for Dental candidates.

Q. No.11: Is it necessary to fill up the choices and lock the choices to get seat allotted? Or I will be allotted seat automatically from available seats?

Ans.: After online registration (registration is compulsory to take part in online allotment process), you have to fill in choice of subjects and Institutions/colleges in order of preference. Once choice is filled in, it can be modified before locking it. During the choice locking period it is necessary to lock the choices to get a print of your submitted choices. If candidate does not lock the choice submitted by him/her, submitted choices by him/her will be automatically locked on notified date at notified time, however you will be allowed to take a print of your choices after that but you will not be permitted to modify your choices.

If you don't register and fill in any choice, you will not be allotted any seat. If you register and do not fill in any choice, you will not be allotted any seat.

IMPORTANT:

Don't wait till the last minute to lock your choices and to take a printout. **Please go through your submitted choices before locking** as once you lock the choices the same cannot be modified or changed even if you have made a mistake. Mistake in filling choices may result in allotment of a seat which you never wanted.

Q. No.12: Is it necessary to join allotted Medical/Dental College to get chance to participate in next round (2nd round)?

Ans.: Yes, in case a seat is allotted during the Round-1st, candidate is required to join allotted institution/college and complete the admission formalities then only candidate can exercise option to participate in next round (2nd Round).

Please note that in case you do not give option to participate in Round-2 at the time of joining of seat allotted during Round -1, you will not be considered eligible for participating in Round-2 (i.e. for up-gradation of your choice).

Q. No.13: What is second round of online allotment process?

Ans.: Second round of online allotment process is Choice up gradation of already submitted choices in Round 1.

Who are eligible for 2nd Round of allotment?

Candidates eligible for seat allotment in 2nd round would be from one of the following groups:

Group-I: Registered candidates who did not get any seat allotted in the 1st round.

Group-II: Registered candidates, whose 1st round of allotted Seat Cancelled during the document verification on reporting for admission, **who have secured seat under reserved quota**, due to change of Category from reserved to Unreserved or PH status from Yes to No, but are still eligible in the next round of seat allotment, with changed Category, subject to fulfillment of eligibility conditions.

Group-III: Candidates who have reported/joined at allotted institute during the joining period of round-1 of allotment and submitted willingness for participating in second round up-gradation as **Yes**.

Who are not eligible for 2nd Round of allotment?

- **Not reported** at Allotted Institute after seat allotment in 1st round
- **Reported & Withdrawn (Resigned)** from counseling at Allotted Institute.
- Became **non-eligible** due to change of category.
- Candidates who have **not opted** for up-gradation.

Q. No.14: If sufficient number of qualified PH candidates is not available then, what will happen to those un-allotted PG seats, reserved for PH candidates?

Ans.: The un-allotted PG seats earmarked for UR-PH, SC-PH, ST-PH and OBC- PH will be reverted/converted to respective categories like SC-PH to SC and so on, during the second round of allotment process **after processing choices to PH category candidates in second round.**

Q. No.15: If I give consent for up-gradation of my choice during round-2 and if my choice is upgraded, is it necessary to join at college allotted during second Round? Or in case I change my decision of upgrading choice, can I continue to study in college allotted through First round of allotment?

Ans.: In case candidate is allotted seat during the Round-of allotment process (choice is upgraded), the seat allotted during the first round will be automatically cancelled immediately (and allotted to somebody else eligible as per merit) and candidate will have to join the college/seat allotted during second round. If candidate does not join the college/seat allotted during the second round, with in stipulated time, as per schedule, from the date of allotment,

the candidate will forfeit his/her allotted seat and will lose the only seat for which he/she is eligible.

Seat can also be up-graded in the same college by change of category (i.e. ST/SC/OBC-A/B to UR or PH to non-PH seat) in such a case the candidate has to take fresh admission on the up-graded seat.

Q. No.16: In case I have Birth Certificate/Caste Certificate/other certificate(s) in Regional language, will it be acceptable at the time of reporting/joining?

Ans.: Certificates issued by the competent authority should be in English or Hindi language. Candidates are advised to carry Certified Copy of English version of the original certificate, in case certificate issued is in other than English language along with original certificate.

Q. No.17: If there is discrepancy in spelling of name in documents and application form, what do I do?

Ans.: If there is discrepancy in spelling in documents candidate must carry proof that the documents belongs to same person, in form of an affidavit/undertaking.

Q. No. 18: What about condition of Stipend/fee structure/course duration/bond amount/rendering of service in rural/tribal area/other conditionalities.

Ans.: They may be separate in separate institutions and separate clauses are there for open/in-service candidates or management candidates. In-service candidates will be guided by TR Rules 2015 (with its subsequent amendment in 2018) for Medical and TR Rule 2013 for Dental cases. Candidates are advised to contact the colleges for further information. Details of the college information are hosted in the website www.wbmcc.nic.in.

Q. No. 19: Difficulty in login, what may be the problem(s)?

Ans.: Please read User manual for the candidates. Follow the instructions about use of browser (**Mozilla Fire Fox, Internet Explorer-6 or above, Google Chrome**), use of same spellings, same format of date (Use digits for day, month and year with - in between) as in application form submitted to **National Board Examination (NBE)**, New Delhi. The internet connection should be uninterrupted. If internet connection interruption takes place, the IP address which is being monitored will change and session expired message will be displayed. Please try to login from other computer from which other candidate(s) has logged in successfully, if possible.

Q. No. 20: I have difficulty in Creating Password, what may be the problem(s)?

Ans.: Creation of password should be as per password policy. Please follow the password policy. Please use the internet browser as suggested in user manual, as it is difficult to login from some of the other browsers. While creating password avoid using Caps Lock key, instead of Caps Lock use shift key.

Q. No. 21: When I try to login for choice filling/submission, It say wrong roll number/password, what may be problem(s)?

Ans.: This can happen if Roll Number/Testing ID typed is incorrect or password typed is incorrect. Password is case sensitive, therefore use password which was created by user exactly same as typed while creating. In case password is forgotten, try to generate new password by using security question and its answer.

Q. No. 22: What are the guidelines for choice filling before round one of online allotment process and Round-2 Allotment Process?

Ans.: The Candidates are advised to fill in choice carefully for seats in (Highest preference to lowest preference).

Q. No. 23: I have not locked my choices before the time specified in counseling schedule on last date of choice locking, what will happen to my choices?

Ans.: The choices submitted and saved by you will be locked by the system at the time of last date/date of choice locking as mentioned in Counseling Schedule, automatically.

Q. No.24: How can I get print out of my choices which system has locked?

Ans.: After the specified time of last date/date of choice locking (or after choice locking) print out can be taken from WBMCC website after login by the Candidate, link is available on the left hand side of the page as “Print Lock Choice”.

Q. No. 25: If I opt to participate in second round of counseling whether my allotted seat (of first round) will be cancelled?

Ans.: In case you are not allotted any seat in the second round you will retain earlier allotted seat (if you have already completed admission formalities and not resigned from the allotted seat). However, on allotment of a seat in Round 2, the earlier allotted seat will automatically be cancelled and allotted to another candidate.

Q. No. 26: Can I know which of the seats are recognized or permitted by the MCI?

Ans.: You may refer the MCI website, www.mciindia.org or Ministry of Health & Family Welfare website www.mohfw.nic.in for this.