

AIIMS B.SC (H) NURSING-2019 Online Seat Allocation

FAQ (Frequently Asked Questions)

1. What is the process of the Online Seat Allocation for 1st Round?

The online Seat Allocation will be done in following steps for 1st Round:

1. New Registration for first time user
2. Exercising choices (AIIMS) and Locking the choices (AIIMS) and their order for Mock Round.
3. Announcement of MOCK results
4. Reordering of choices/adding/deleting choices (AIIMS) and Locking the choices (AIIMS) and their order for the 1st Round
5. Announcement of Seat Allocation of the 1st Round.
6. Acceptance or Refusal of the allocated Seat by the Candidate.
7. Completion of the formalities that are mentioned in the results of Seat Allocation for the 1st Round.

2. How do I access the Online B.Sc (H) Nursing counselling/Seat Allocation portal?

Please visit www.aiimsexams.org and enter through the Academic/ B.Sc (H) Nursing tab. The **link for Online Seat Allocation portal** will be available on the MyPage after logging in using Registration ID, RUC and password that you have been using for filling application form and other processes related to **AIIMS B.Sc (H) Nursing Entrance Examination-2019**. The link for Online Seat Allocation will be activated only for those who are eligible for the Online Seat Allocation (**Result Notification no. 101/2019 dated 03.07.2019**)

The first-time users will have to Register themselves and set a separate New Password for logging in and making choices. You must maintain both passwords separately to access link in MyPage and Choice matrix of the Online Seat Allocation portal.

3. How do I Register and Set a new password for Online Seat Allocation?

For the first-time user, click on the link '**Register and Set a new password**' on the B.Sc (H) Nursing Online Seat Allocation portal. Follow the instructions to set new password. Note that *this password is separate from the password* required to access **MyPage**. You must maintain both the passwords.

4. I have forgotten my passwords/ how do I retrieve them?

There are two passwords that you are required to maintain. The first password is required to Login to access MyPage and link for Online Seat Allocation portal and it can be retrieved by clicking **Forgot your login details** button. The second password is required to access the Online Seat Allocation portal and it can be retrieved by clicking on the **Forgot Registration ID and Password** button. The password will be sent only to your registered e-mail and registered mobile phone.

5. How do I make choices (AIIMS)?

The choices can only be made after you have registered and logged in using the new password for the Online Seat Allocation portal. On logging in, confirm your name and Registration ID. Click on **Make Choice** button to proceed to exercise choices and their order. To add a choice, choose the AIIMS from the drop-down menus and Click **Add choice**. To remove a choice, click on **Delete** button against that Choice (AIIMS).

6. Do I have to make choices (AIIMS) in one go?

No, you can make choices (AIIMS), edit or reorder them as many times you wish UNLESS you have already submitted and locked the choices (AIIMS) OR the last date and time for that Round is over. **You must save the choices (AIIMS) in case you wish to further add/delete/reorder them at a later time point** (before the last date and time for that Round)

7. How do I order and reorder the choices (AIIMS)?

The default order of your choices (AIIMS) will be the order in which you add choice (AIIMS). To reorder your choices, use up and down arrows OR Drag and Drop the choice (AIIMS) to appropriate position in the list.

8. How do I save choices of AIIMS?

Click on the **Save** button to save the choices of AIIMS and their order.

9. How do I Submit and Lock the choices (AIIMS)?

You have to click on the **Submit and Lock Choices** tab and tick the checkbox **I accept the declaration** and click on the submit and Lock choices (AIIMS). Note that you will be prompted twice to reconsider and after you have submitted and locked your choices (AIIMS), you cannot change it for that Round. Choices and their order once submitted and Locked cannot be changed thereafter for that round.

10. What happens if I have saved the choices (AIIMS) but could not submit and lock the choices (AIIMS)?

The last saved choices (AIIMS) and their order will be considered as submitted and locked choices (AIIMS) and their order at the last date and time for that Round even if the candidate did not submit and lock the choices (AIIMS) and their order.

11. Can I add/delete/reorder the choices (AIIMS)?

The choices (AIIMS) can be edited (add/delete/reorder) ONLY if you have NOT submitted and locked your choice and before the last date and time for that Round.

12. Can I change the choices (AIIMS) and their order after I have submitted and locked my choices for that Round?

No, once you have submitted and locked your choices (AIIMS), they cannot be changed even if it is before the last date and time of submission for that Round.

13. Can I change the choices (AIIMS) for next Round?

Yes, you can change the choices (AIIMS) during the next Round

14. Can I view the choice that I have submitted and locked?

Yes, click **View choices** button after logging in the Online B.Sc (H) Nursing counselling/Seat allocation portal. You are advised to take printout of the same.

15. What is meant by Active Acceptance or Active Decline/Refusal of the allocated seat in the 1st Round?

If you have been allocated a seat in 1st Round of Online Seat Allocation then you are mandatorily required to login within date and time specified in the [Important dates link](#) and select one of the following options:

Option 1. ACCEPT allotted seat and DO NOT WISH TO PARTICIPATE in further rounds of Seat Allocation

Option 2. ACCEPT allotted seat and WANT TO PARTICIPATE in 2nd ROUND of Seat Allocation

Option 3. DECLINE/REFUSE allotted seat and DO NOT WISH TO PARTICIPATE in 2nd ROUND of Seat Allocation

Option 4. DECLINE/REFUSE allotted seat and WANT TO PARTICIPATE in 2nd ROUND of Seat Allocation

Failure to login and selecting an option within date and time specified in the **Important Date link** will lead to forfeiture of the allotted seat and render you ineligible for 2nd round.

16. If I choose option 2 as mentioned in FAQ no 15 and in the 2nd Round I get another AIIMS as per order my choice, Can I refuse to change?

No, if you have chosen Option 2 and if you are allocated another AIIMS as per your order of choice, then you cannot refuse. The Seat Allocated at AIIMS in the earlier round will be forfeited and you will be allocated Seat in another AIIMS as per order of your choice.

17. What happens if I am allocated seat and I do not login and select any of options mentioned in FAQ no 15.

It is mandatory to login after results of online seat allocation and if you do not login and actively select any of the options mentioned in the answers to the FAQ no. 15, then your candidature will be nullified and you will not be eligible for 2nd Round Seat Allocation. It is advisable to make these choices as soon as possible within the dates mentioned in the **Important Date link**.

18. I am a foreign national candidate, do I have to register and follow the process for online counselling and seat allocation.

If you are a foreign national then you are NOT required to participate in the Online Counselling/Seat Allocation process.

19. If I have further queries, what should I do?

If have queries that are not addressed in the FAQs, then you are requested to send your query by email to aiims.bsccmscounselling@gmail.com using your registered email id. Kindly mention your Registration ID for quick response to your query.

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