

Frequently Asked Questions
West Bengal State Quota Postgraduate Medical/Dental Seats
2016
Online Allotment process (Online Counseling)

Q. No.1. When will online allotment process for the year 2016 start?

Ans. Online allotment process will start on 7th April 2016 for which the detail counseling schedule has been made available in the website www.wbuhs.ac.in or www.wbuhsexams.in or www.wbmcc.nic.in For further clarification candidates are requested to refer to that schedule.

Q. No. 2: What is the process of online allotment?

- a. Main Counseling Fee payment, Registration, Choice Filling
- b. Exercising of Choices and Locking
- c. Process of Seat Allotment –Round 1
- d. Round 1 Result Publish
- e. Reporting at the allotted Medical/Dental colleges against 1st Round
- f. Process of Seat allotment -Round 2
- g. Round 2 Result Publish
- h. Reporting at the allotted Medical/Dental colleges against Round 2
- i. **Residual vacancy if any can be filled up as per direction in the writ petition(civil)-76/2015 dated 18.01.2016**

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 online?

Ans: You will be required to fill up some of the information that you have given on your application form that you filled and submitted for WBPGMAT/WBPGDAT Examination 2016. You will also require transaction number/id of offline/ online counseling fee submission and if you are a service candidate you will require the sponsorship number issued by Swastha Bhavan.

Service candidates belonging to WBMES/WBHS/WBPH&AS/WBDS/WBDES who have completed 3 years of service or more will be able to fill choices. Further Service candidates who are in possession of any PG diploma will be able to fill choices in PG degrees only.

IMPORTANT

Please keep information that you have furnished on application form confidential, and not share with anybody as to register for online allotment process and for submission of choice you need that information. If somebody else uses that information, he/she can misuse your online registration and prevent you from taking part in online allotment process. Keep print out of application form ready for reference with you. Please note that on registration window of online allotment process, you have to fill in exactly same spelling, as you have filled in your application form for WBPGMAT/WBPGDAT 2016.

Q. No. 5: How do I get password for logging in?

Ans: During the process of online registration you will get the scope to create own password. Candidates are advised to keep the password that they have created, confidential to them. 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.

Q. No. 6: 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 the stipulated days from the date of allotment as per the counseling schedule given in the website as stated above. However, candidates are advised to join as early as possible and not to wait for last day of joining, due to different schedule of holiday / working hours in various Medical/Dental Colleges, also keeping in view that Medical/Dental/Dental colleges will have to furnish information about joining / non-joining online to West Bengal Medical/Dental Counseling Committee.

Q. No 7: 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, original documents as mentioned in prospectus of WBPGMAT/WBPGDAT 2016 will be required at the time of reporting / joining in allotted Medical/Dental College.

The candidate when reporting at the allotted Medical/Dental College should **bring the following documents in original** along with an attested photocopy of the documents :-

- (i) Admit Card issued for WBPGMAT/WBPGDAT 2016
 - (ii) Rank card of WBPGMAT/WBPGDAT 2016 stating combined and status rank.
 - (iii) Mark Sheets of MBBS 1st, 2nd & 3rd Prof Examinations (or, BDS 1st to 4th Prof)
 - (iv) MBBS/BDS Degree Certificate.
 - (v) Internship Completion Certificate/Certificate from the Head of Institution or College that the candidate will be completing the Internship by **31st March, 2016**.
 - (vi) Permanent/Provisional Registration Certificate issued by MCI/ DCI/ State Medical/ Dental council.
 - (vii) High School Certificate or Admit card/Birth Certificate in proof of date or birth.
- (viii) The Candidate should also bring the following certificate, if applicable:**

(a) SC/ST/ Certificate issued by the competent authority and Sub caste should be clearly mentioned in the certificate.

(b) OBC certificate issued by the **competent authority**. The OBC candidates should not belong to Creamy Layer. The OBC certificate must be in the prescribed format.

(c) Orthopedic Physical Disability Certificate issued from a duly constituted and authorized Medical/Dental Board of SSKM (IPGMER) Hospital, Kolkata. **No other PH certificate, issued by any other Authorities/Hospital will be entertained.**

(d) For Service category candidates authorized sponsorship certificate issued by Swastha Bhavan, Block GN-29, Salt Lake, Kolkata mentioning the sponsorship number, category of Service, duration of service and whether in possession of PG diploma.

Note:

Provisional certificate of MBBS/BDS Degree is permissible for those candidates who had passed the MBBS/BDS course in the year 2015 only. Candidates without

original certificates/documents shall not be allowed to take admission in allotted Medical/Dental College.

During registration process, for the open category candidates for caste other than UR; state issuing caste certificate will be asked for. For West Bengal they will be treated as reserved category but for other state such reserve category candidates will be treated as reserve category only for Central Institute (AIIPH) and for other institutes they will be treated as general category.

Only for the seats added after April 2013, the OBC quota will be applied as per rule of Govt. of West Bengal.

Their allotment letter, admission or cancellation or resignation letter will contain caste as SC treated as UR /ST treated as UR/OBC treated as UR and so on.

There will be three other Reserved Categories apart from SC, ST and PC they are OBC, OBC-A and OBC-B. OBC-A and OBC-B are only applicable for OBC certificates issued in West Bengal.

For OBC candidates in West Bengal or other state if they belong to creamy layer, then they will be treated as UR. The letter of allotment or admission etc will mention OBC treated as UR as belongs to creamy layer.

For in-service candidates question of West Bengal or other state will not be asked. For OBC candidate if belongs to creamy layer then will be treated as UR and written in allotment or admission letter as OBC treated as UR as belongs to creamy layer.

Q. No. 8: Whether any original document will be required to deposit in the admitting institutes?

Ans: Original MBBS/BDS certificate, original Medical/Dental council registration certificate (permanent/provisional) and final professional MBBS/BDS mark sheet will be required to be submitted to the admitting institutes for taking admission. The candidates will get the submission receipt. Their documents will be kept in the admitting institutes till their completion of the course. The said documents will be handed over to the candidates only after producing the receipt at the end of the PG course or if they take release from the admitting institutes to get admitted in any other institution in the subsequent rounds of counseling.

Q. No. 9: What are the instructions regarding OBC, SC, ST and P H certificates?

Ans: Candidates are requested to read prospectus of WBPGMAT/WBPGDAT 2016 and instructions regarding Caste and Physical Handicap (PH) Certificate carefully. In case the candidate fail to produce proper Caste (and PH, if applicable) certificate at allotted Medical/Dental College then he will not be permitted to join the allotted Medical/Dental College and **his category will be changed, if otherwise eligible.**

Q. No. 10: Is there any restriction for filling up number of choices of subject (course) and Institution (College) in choice filling form?

Ans: No. Candidate can fill all the choices made available to them as per candidate type, category, qualifying marks etc.

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 leftover seats?

Ans: After online registration (registration is compulsory to take part in online allotment process), you have to fill in choice of college and subject. Once choice is filled in, it can be modified before locking it. During the choice locking period it is necessary to lock the choice. If candidate does not lock the choice submitted by him/her, it will be automatically locked after last date and time of choice locking.

If you don't register and fill in choice, you will not be allotted any seat from left over seats.

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

Ans: **Yes**, candidates are required to join allotted institution/college and complete the online verification and admission formalities then only candidate can exercise option to participate in next round/s.

Q. No. 13: If some new Postgraduate seats are created / started (increase in PG seats) after start of online counseling, will they be included and when?

Ans: Newly created seats that could not be included in first round due to return of vacant AIQ seats, non-reporting / late reporting/ reporting after start of first round of online allotment process will be included only in 2nd round on receiving information from participating Medical/Dental Colleges.

Q. No. 14: What is second round of online allotment process?

Ans: Second round of online allotment process is based on fresh choice submission by eligible candidates who are registered earlier before Round 1. There is no fresh registration of candidates.

Q. No. 15: Who is eligible for 2nd Round of allotment?

Ans. Candidates eligible for seat allotment in 2nd round would be:-

Group-I: Registered candidates who did not get any seat allotment in 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 they would still be eligible in the next round of seat allotment, with changed criteria.

Group-III: Candidates who have reported at allotted institute after 1st round of allotment And submitted willingness for up gradation as **Yes**.

Q. No. 16: Who is not eligible for 2nd Round of allotment?

- **Not reported** at Allotted Institute after seat allotment in 1st round
- **Reported & Withdrawn** from counseling at Allotted Institute.
- Became **non-eligible** due to change of eligibility criteria
- Candidates who have **not opted for up gradation** during online reporting Round 1.

2nd round of Counseling:

Fresh set of seats gets added to the system, if any, which is due to latest approvals of MCI or return of AIQ seats. Further, the conversion of seats is being carried out during the second round of seat allotment and accordingly, the candidates are required to be shown all choices which are against vacant, newly added seats and also anticipated

seat vacancies likely get vacated during up-gradation and also during the conversion of seats as per the following algorithm: **SC-PH -> SC; ST-PH -> ST; OBC -A/B -PH to respective OBC -A/B; UR-PH->UR; ST <-> SC then to -> UR; OBC A <->OBC B then to ->UR. If required, OPEN<->SERVICE**

The earlier choices of candidates during Round 1 will be initialized and fresh choice submission is done during Round 2.

All eligible candidates who desire to take part in Round 2 of online allotment will have to submit fresh choice during choice submission period and lock the choices during period of locking. Locked choices of the candidates would be processed and result will be published.

Q. No. 17: If I submit fresh choice during second round and if my choice is upgraded, is it necessary to join at college allotted during second round? Or in case I change my decision, can I continue study in college allotted through first round of allotment?

Ans: In case candidate is allotted seat during the second round of allotment process, the seat allotted during the first round will be automatically cancelled immediately (and allotted to somebody else) 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, within the stipulated days from the date of allotment candidate will forfeit his/her allotted seat and will not be considered for subsequent rounds of seat allotment (if any).

Q. No 18: If I give option to participate in second round at the time of joining college from first round allotment, but later change my decision and want to continue study at already allotted Medical/Dental /Dental College, what is the procedure to avoid change (cancellation) of already allotted college/seat?

Ans: If such candidate does not submit choice during the choice submission period before the second round of counseling, candidate will retain the already allotted seat.

Q. No. 19: If I forget my password that I have created during the process of registration, how to retrieve it.

Ans: **Forgot Password**

To retrieve the forgotten password, system facilitates the following process:

The candidate is required to enter the information that he/she filled at the time of registration and then security question & answer thereon to be entered as given during New Candidate registration process. The above data submitted by candidate will be validated with the registered candidates' database. If the above entries match, then only the candidate would be permitted to enter new password to proceed further. Therefore, candidates are advised to remember the password and also retain their application form print out ready till completion of admission process.

Q. No. 20: Difficulty in login, what may be the problem(s)?

Ans: Please read User manual for the candidates. Follow the instructions about use of browser (Internet Explorer-6 or above), use of same spellings, same format of date (Use

digits for day, month and year with – in between) as in application form submitted to WBPGMAT/WBPGDAT 2016. 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. In case of any inconvenience call help center/control room of WBUHS for assistance during the working hours 11 AM to 5 PM on the days of registration and choice filling. The contact details of the assistance will be available from the website www.wbmcc.nic.in

Q. No. 21: 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 of 8-13 characters with at least one capital letter, at least one small letter of English alphabet, at least one special characters in key board of computer like #, \$, %, ^, * and at least one numeric. 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 for typing Upper case use shift key.

Q. No. 22: When I try to login for choice filling/ submission, It say wrong roll number/ password/transaction no/sponsorship no (for in service candidates only), what may be problem(s)?

Ans: This can happen if roll number/confirmation ID/draft no/sponsorship no typed is incorrect or password typed is incorrect. For assistance call help center/control room of WBUHS for assistance during the working hours 11 AM to 5 PM on the days of registration and choice filling. The contact details of the assistance will be available from the website www.wbuhs.ac.in or www.wbuhsexams.in or www.wbmcc.nic.in. 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 retrieve password by using security question and its answer.

Q. No. 23: I have not taken printout of my locked choices within the choice locking period. How can I get print out of my choices which computer has locked?

Ans: After the choice locking period, candidates can log in and see their locked choices and take print out but the choices cannot be modified or altered.

Q. No. 24: In case I have Birth Certificate / Caste Certificate/ other certificate(s) in regional language, will it be acceptable at the time of reporting?

Ans: Candidates are advised to carry Certified Copy of English/Bengali/Hindi version of the original certificate, in case certificate issued is in other than English/Bengali/Hindi language along with original certificate.

Q. No. 25: If there is discrepancy in spelling of name in documents and application form, what do I do?

Ans: If there is discrepancy in spelling of name in documents candidate must carry proof that the documents belong to same person, in the form of an affidavit before First Class Magistrate.

Q. No. 26: What about condition of course and admission fees/Stipend / Bond/

other conditionalities?

Ans: Course and admission fees/ Stipend / other conditionalities etc. may vary from Institute to Institute. Some seats may be approved but not yet recognized by MCI/DCI or non- stipendiary. The allotment made through online allotment process will be firm and final as per Hon'ble Supreme Court's guidelines. Therefore, the candidates should well examine these points before opting a seat at a Medical/Dental college. The West Bengal Medical/Dental Counseling Committee shall neither be responsible nor shall entertain any case on above grounds, if any. Students should visit the website of www.wbhealth.gov.in, www.wbuhs.ac.in for necessary information. In case they require any additional information, they can contact the colleges / institutions over telephone. Phone numbers of the participating Medical/Dental/dental colleges are made available in the counseling website www.wbmcc.nic.in.

Q. No. 27: FRESH CHOICE SUBMISSION BY ELIGIBLE CANDIDATES IN 2ND ROUND

In case any seat out of your choices, submitted for second round, is allotted to you, the earlier allotted seat will automatically be cancelled and allotted to another candidate. In case you are not allotted any seat in the second round you will retain earlier allotted seat. In case candidate does not fill up any fresh choices for the second round, he/she will not be allotted any seat and will retain his/her earlier allotted seat.

Candidates are advised to fill in only higher choices or any other choice, better than the earlier allotted seat for second round from the vacancies shown. Please do not submit choice for the seat which is already allotted to you.

The seats that may become available are of the following types:**1. Actual vacancies, i.e. the seats which are vacant due to:**

- a. Non-reporting (non-admission) by the allotted candidates
- b. Due to resignation / cancellation
- c. The seats added during second round (these seats were not included in first round, as they were approved/ conveyed/transferred from AIQ after first round)

2. Virtual vacancies: (Subject to availability):

a. Those seats which are held by the candidates who have submitted willingness for participation in second round. In case these candidates submit fresh choices and are allotted any seat, then the seat vacated by them will be available for allotment to other candidates.

b. Those seats which are vacant due non-availability of candidates of respective categories, will be converted for other categories as per policy already declared earlier, during second round. Candidates are advised to submit their fresh choices after going through the vacancy list as mentioned above.

If candidate fail to lock choices at closing time, the choices saved last by the candidate will be locked automatically. The candidates are advised to keep clicking 'save and continue' option while filling up choices.

Please remember that once choices are locked, they cannot be changed. West Bengal Medical/Dental Counseling Committee and WBUHS appeals to all candidates to exercise choice carefully and fill up choice(s) which they genuinely want to join and complete PG course. They should not fill up choices, which they do not wish to join and 'waste/block' the seat, which otherwise would have been allotted to other candidates who wish to join the course and complete the PG course.