

INSTRUCTIONS FOR CANDIDATES APPEARING FOR OFFLINE COUNSELLING

Information for Dental Candidates

1. All eligible & qualified (including KEA conducted exam) candidates participating in the counselling should deposit all the original documents with KEA if they have not done already on 23rd May before 12:00 noon (Refer schedule for verification of documents).
2. The PG (Dental) candidates who are eligible in AIPGDEE-2016 exam will be allowed first for counselling as per the schedule. The candidates eligible as per KEA conducted exam list will be allowed for counselling after completion of AIPGDEE-2016 eligible students if any.

Information for Medical Candidates:

1. All eligible & qualified candidates participating in the counselling should deposit all the original documents with KEA if they have not done already on 24th May between 10:30 am to 5:30 pm (Refer schedule for verification of documents).
2. All the medical candidates registered, at KEA for PGET 2016 and verified & submitted documents can participate in offline counselling.
 - a. All those who have exercised Choice 1 in Round 1 or 2.
 - b. All those who have exercised Choice 2 in Round 1.
 - c. Those who have exercised Choice -3 in the Round 1 or 2.
 - d. All those who were allotted and surrendered seats in Round 1 or 2.
 - e. All those who have exercised Choice 4 in Round 1 or 2.
 - f. All those who have not been allotted seats so far.
3. All those candidates participating in the counselling should deposit all the original documents with KEA if they have not done earlier (refer schedule). Those candidates appearing without the original documents for **any reason** will not be allowed to participate in the counselling.
4. Candidate who have taken admission order reported or not reported can participate by surrendering the seat without any penalty (refer schedule). Once surrendered they cannot claim the earlier allotted seat.
5. Only the candidates are allowed in Counselling Hall. Parents, Children or Guardians should not enter the counselling Hall.
6. At the time of seat selection, the selected seat will be allotted seat only on producing the DD's for the required amount. Cheques will not be accepted.
7. The candidates who selects seat in this round if they surrender or cancel the seats in this round, forfeiture clause will apply.

All the candidates are requested to co-operate with the Officers for smooth conduct of counselling.

Seat allotment procedure

The seats remaining unallotted after completion of the 2nd Round of counselling are already decategorised. However all the reserved categories seats that remain unfilled due to exercising of Choice 3 / Choice 4 by candidates will remain in the same category. The Consequential vacancies which may arise during this Offline allotment of seats will also remain in the same category and will be offered to the same reserved category candidates.(as per KEA rules)

Steps of seat selection

1. First the Inservice candidates will be called for counselling as per department (Slab system).
2. The remaining unfilled seats will be converted to general merit & offered to inservice candidates as per only NBE rank.
3. The remaining unfilled seats after this will be offered to non in-service candidates as General merit as per NBE rank.
4. Candidates categorywise seats as per NBE rank for category seats
5. The unfilled seats of category will be converted to general merit
6. All candidates allowed for seat selection of seats as per NBE rank.

IMPORTANT:

Further, if the reserved category candidates are allotted with a **General Merit** or respective reserved category seat during the allotment, then if a reserved category seat becomes vacant. Such seats are treated as '**CONSEQUENTIAL VACANCIES**'.

These consequential reserved category vacancies that arise during the allotment will remain under the same categories and will be offered only to the candidates belonging to the same reserved categories. All GM consequential vacancies which arise in this counselling will be considered for allotment in the same allotment itself as General Merit.

Stages of offline seat selection

1. Registration
2. Seat Selection
3. Spot Payment of fees
4. Collection of Admission Order.

Time Table for Surrender of Already Allotted Seats

Date	Timings	Particulars
23 May 2016	Upto 10:00AM	Surrender of Dental Seats
24 May - 2016	Upto 5:00pm	Surrender of Medical Seats

Time Table PG Dental Seat Selection - offline

Date	Timings	Particulars	Ranks
23 May 2016 Monday	10.00 am to 1.00 pm	Dental	1 to Last Rank (AIPGDEE-2016)
	9.00 am to 12.00 noon	Dental	501 to Last Rank (KEA – Merit list). Document Verification & Submission.
	12.00 noon to 5.00 pm	Dental	501 to Last Rank (KEA – Merit list) counselling.

Time Table PG Medical Seat Selection - offline

Date	Timings	Particulars	Ranks
24 May 2016 Tuesday	10:30 am to 5:30 pm	Document submission	NBE1Rank to last rank
25 May 2016 Wednesday	9.00 am to 11.00 am	Medical In-service	HFW, AT, BC, ESI
	11.00 am to 02.00 pm	Medical	NBE 1 to 1000
	3.00 pm to 6.00 pm	Medical	NBE 1001 to Last Rank