

**Office of the Chairman,
NEET PG Medical & Dental Admission/Counseling Board-2017 and
Principal & Controller, SMS Medical College & Attached Hospitals, Jaipur
Phone: 0141-2518380**

Websites
www.medicaleducation.rajasthan.gov.in
www.rajprepg2017.org

**Instruction Booklet
for
State Medical & Dental PG seats (M.D./M.S./M.D.S./Diploma) Allotments 2017**

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Refer the websites regularly for updated and relevant information.

Part A

The result of NEET PG 2017 alongwith score & other required relevant data is available with NEET PG Medical & Dental Admission/Counseling Board-2017 for Rajasthan.

Refer to the Government of Rajasthan Notification dated 20-03-2017, The Chairman, PG Medical and Dental Admission/Counseling Board - 2017, The Principal and Controller, S.M.S. Medical College and Attached Hospitals, Jaipur would conduct the single common counseling for admission in PG Medical/Dental (M.D./ M.S./ M.D.S./ Diploma) courses in State of Rajasthan.

For 50% of the State Quota seats (i.e. 25% of the total seats) of Government colleges (excluding Diploma seats) as well as 50% of the total seats of Private Colleges, the NEET qualified candidates who possess the degree of MBBS from the colleges situated in the State of Rajasthan and all medical officers/medical teachers serving under Government of Rajasthan are eligible to participate and for remaining 50% of the State Quota seats (i.e. 25% of the total seats) of Government colleges, the NEET qualified candidates who possess the degree of MBBS from the University of Rajasthan / Rajasthan University of Health Sciences (Govt. University) are eligible to participate, and for the remaining 50% of the total seats (All India seats) of Private Colleges, all NEET Qualified candidates who possess the degree of MBBS from anywhere are eligible to participate.

For 50% of the PG Diploma seats of State quota (25% of the total seats) such in-service candidates who have served actually in remote / difficult (rural) areas of State of Rajasthan for a period of atleast 3 years shall be eligible.

All eligible candidates who wish to participate in the counseling process must register themselves through the above mentioned websites. A candidate who fails to register shall not be eligible to participate in the counseling.

During the process, the eligibility criteria, relevant documents, etc. of the candidates shall be verified. After verification, Medical/Dental College and subject shall be allotted to the candidate according to the merit, the choice(s) filled by the candidate and availability of the seats as per the norms and in accordance with the rules and the directions laid down by M.C.I./D.C.I./Hon'ble Supreme Court of India/Hon'ble Rajasthan High Court/ Government of Rajasthan/RUHS.

Important dates / Schedule

S. No.	Event	Date(s)
1.	Deposition of the registration fee through on-line mode / e-Mitra kiosk, On-line registration form filling by the candidates	26.03.2017 to 31.03.2017 by 5.00 pm
2.	Verification of Disability percentage of all Physically Handicapped candidates of all categories (by Medical Board, 9.00 am - 2.00 pm sharp at Lecture Theatre No. 1 of SMS Medical College, Jaipur)	03.04.2017
3.	Display of combined merit list after adding weightage marks to in-service candidates	05.04.2017
4.	On-line choice filling by the eligible candidates (Automatic choice locking on 08.04.2017 at 5.00 pm)	06.04.2017 to 08.04.2017 by 5.00 pm
5.	Declaration of the result	14.04.2017
6.	Generation of on-line allotment letter, reporting and document verification at the allotted college alongwith printout of allotment letter, all original documents, deposition of prescribed admission fee, required bonds and completion of formalities	15.04.2017 to 22.04.2017 by 5.00 pm
7.	Commencement of academic session	01.05.2017

Dates for second round of counseling will be notified after first round of allotment. Candidates are advised to follow above referred websites regularly.

Eligibility

Applicable to all categories

The candidate should have

- obtained MBBS/ BDS qualification recognized by MCI/DCI
- completed satisfactorily one year's compulsory rotating internship after passing the final MBBS/BDS examination. No condonation of compulsory rotating internship shall be accepted.
- obtained registration from MCI/ DCI /Rajasthan/ other state Medical/Dental Council (provisional or permanent). The candidates registered with other than Rajasthan medical/dental council are required to submit RMC/RDC certificate within one month after joining, at the allotted college.
- secured minimum of marks at 50th percentile (40th percentile in case of natural born SC, ST, OBC non-creamy layer, SBC non creamy layer and 45th percentile in case of locomotor disabled for unreserved candidates) in the NEET PG 2017.

In-service category

- Weightage of 10% in the obtained NEET PG 2017 score shall be given to all eligible in-service candidates as per directions of Govt. of Rajasthan.
- Other criteria / conditions shall be as per the Government of Rajasthan norms i.e. service conditions, age etc.

Reservation

The norms of reservation of the State Government of Rajasthan will be applicable only for bonafide candidates of the State of Rajasthan. They will have to produce a valid certificate as per State Govt. rules. SC / ST / OBC NCL / SBC NCL candidates of state other than Rajasthan state shall be considered as unreserved category candidates.

Seat matrix

The seat matrix will be announced on 31.03.2017.

PH criteria

Under PH category, only persons with locomotors disability of lower limbs between 50% to 70% shall be allowed the benefit for allotment. Provided that in case any seat under PH quota remains unfilled on account of unavailability of candidates with locomotors disability between 50% to 70% then any such unfilled seat under PH quota shall be filled up by persons with locomotors disability of lower limbs between 40% to 50%.

Registration procedure

Before proceeding, read the instructions booklet, notification etc. very carefully.

You should be very careful in filling-up the on-line registration form. If any lapse is detected during the scrutiny, your candidature may be rejected even if you come through the final stage of admission process or even at a later stage.

IMPORTANT: HAND WRITTEN / TYPED / PHOTOSTAT COPIES / PRINTED REGISTRATION FORM/ SCREEN PRINTOUT WILL NOT BE ENTERTAINED.

You should make sure of your eligibility etc. and that the declaration made by you regarding your eligibility is correct in all respects. You will be liable to any legal action and / or punishment as may be deemed fit by the Admission Board in case it is found that you have furnished in-correct information or made false declaration regarding your eligibility at any stage or suppressed any information.

The jurisdiction for legal cases arising out of PG Medical & Dental Admissions/Allotments 2017 shall be limited to the Rajasthan High Court only.

The decision of the Admission Board in all aspects and all respects pertaining to the application and its acceptance or rejection as the case may be, conduct of counseling and at all consequent stages culminating in the admission or otherwise of any candidate shall be final in all respects and binding on all concerned.

The admission board reserves its right to alter and modify time schedule and conditions laid down in the notification, instruction booklet for conducting the various stages up to the admission, duly intimating details thereof on the website, as warranted by any unforeseen circumstances arising during the course of this process, or as deemed necessary by the admission board at any stage.

Ensure that you follow the steps as given in Part B of this booklet.

“Note your password for further steps. Keep it safe.”

The PG Medical & Dental Counseling Board 2017 will not be responsible for any consequences arising out of forgotten password / misuse of your password. It is your responsibility to maintain confidentiality of your password. Sharing of your password can result in its misuse by somebody else, leading to even exclusion of a genuine candidate from the on-line allotment process.

Choice filling

The guidelines and requirements for choice filling will be available with publication of seat matrix.

Any candidate opting the subject not recognized by the MCI/DCI, New Delhi will not be allowed to claim for any change on this ground, except during subsequent allotment depending upon his/her merit and as per preference only.

If a candidate does not submit his/her choice till the specified date and time, he/she will lose chance of participation in the on-line allotment process. The choices are required to be filled **very carefully** as the choices filled shall be final for on-line allotments.

Allotments

The allotment of the subject and college shall be made strictly on the basis of merit cum preference as per 100 point roster and in accordance with the rules laid down by MCI/DCI/Hon'ble Supreme Court of India / Hon'ble High Court, Rajasthan / Government of Rajasthan and RUHS.

Inter-se merit (Medical / Dental)

Candidates securing equal score in the NEET PG 2017 will be allotted seat in the following order of preference:

- (a) The candidate of higher age (older candidate).
- (b) One who has passed final MBBS in lesser number of attempts.
- (c) One who has secured more marks (aggregate) in final year MBBS/BDS.

Reporting at the allotted college

The selected candidates will have to report and join at the allotted college as notified in the allotment letter. If a candidate fails to report at the allotted college within the stipulated time, his/her candidature for subsequent allotments will be deemed cancelled and he/she will not be eligible for any further allotment.

At time of reporting, the candidate must present **all the documents in original** and the accepted resignation from the institution in case he/she is pursuing studies at present or from the college allotted through any other counseling including All India PG counseling. Failure to do so will result in disqualification for admission.

List of documents to be deposited at the time of reporting

1. Allotment Letter
2. NEET PG 2017 score sheet / card
3. Duly completed valid print copy of Registration Form of State Medical & Dental PG Seats Allotments 2017, filled on-line.
4. Registration fee receipt issued by eMitra containing the Token number / Transaction ID
5. Accepted resignation from the institution in case you are pursuing studies at present or from the college allotted through any other counseling including All India PG counseling
6. Mark sheet(s) and degree / provisional certificate of UG examination
7. Date of Birth Certificate: 10th class certificate or any other equivalent certificate showing the date of birth / Mark sheet of secondary examination (10th class)
8. Photo ID (driving licence / PAN card / Voter ID / Govt. or PSU card / Aadhaar card / Passport)
9. Six (6) Passport size photo same as affixed on registration form
10. Domicile certificate
11. Internship completion certificate
12. Attempt certificate of UG examination
13. Surety Bond (as per the applicable proforma)
14. Valid Caste certificate issued by competent authority (if applicable)
15. Disability certificate issued by competent authority (if applicable)
16. N.O.C. from present employer (if applicable)
17. Any other relevant certificate(s) / document(s)

Conditions relating to bond etc. (applicable for Govt. colleges)

At the time of reporting, the selected candidates will have to submit a surety bond of Rs. 5.00 lacs (Rupees five lacs) in favour of Principal of the allotted college.

At the time of final joining, a separate Bank Guarantee for Rs. 1.5 lacs and Bond for Rs. 3.5 lacs is to be submitted (surety bond of Rs. 5 lacs submitted earlier will be returned).

The students so selected under both the All India and State Quota for the PG courses (for the academic session 2017-18) in medical fraternity will have to fill a bond amounting to Rs. 25 lacs (Rupees twenty five lacs) for a Degree course and Rs. 5 lacs (Rupees five lacs) for a Diploma course, for commitment to serve the State Government of Rajasthan for a period of Five (5) years (in the applicable bond format).

Conditions relating to bond etc. (applicable for private colleges)

At the time of reporting, the selected candidates will have to submit a bond / bank guarantee as applicable. For details, refer website of respective private colleges / contact college office.

Conditions relating to fee payment (applicable for private colleges)

At the time of reporting, the selected candidates will have to submit the desired one year fees of the respective private college through DD / RTGS mode of payment and the remaining fee through bank guarantee would be deposited by the candidate at the time of the second counseling otherwise his / her admission will automatically stand cancelled.

Part B

Registration steps

Important: If you do not complete registration process and registration form filling within time, you will lose the chance of participation in the allotment process.

The processing of Registration Form is based on the information filled by the candidate. Any error committed intentionally or otherwise may result in cancellation of your candidature.

Keep the following ready before you start registration process:

1. Scanned copy of your recent passport size coloured photo in the prescribed format (jpg or jpeg, size preferably upto maximum 40 KB)
2. Scanned copy of your signature in the prescribed format (jpg or jpeg, size preferably upto maximum 40 KB)

Be very careful while scanning your signature. You should first put your signature in an area of about 2" x 1" on blank paper with a ball point pen. Scan this paper. Cut/ select only signature area (2" x 1") and save it as jpg or jpeg (do not upload your signature in A4 size format / full paper).

3. Scanned copy of registration fee receipt (jpg or jpeg, size preferably upto maximum 150 KB)
4. Scanned copy of MBBS/BDS final year mark sheet or provisional degree certificate or degree in format (jpg or jpeg, size preferably upto maximum 150 KB)
5. Scanned copy of your SC/ST/OBC NCL/SBC NCL certificate valid for State (if applicable) in the applicable proforma and in format (jpg or jpeg, size preferably upto maximum 150 KB)
6. Scanned copy of PH category certificate (if applicable) in the applicable proforma (available at the website) and in format (jpg or jpeg, size preferably upto maximum 150 KB)

Do not make any mistake in uploading the above.

Registration Part-1

1. Select Payment Mode for Registration
Online (Debit card/Credit card/Internet banking)
or
e-Mitra Kiosk
2. If you select on-line mode of payment, you will be directed to Registration Part 1 screen.

Follow step nos. from 4 to 18.
3. If you select e-Mitra kiosk mode then Go to any e-Mitra kiosk. Select the service name as --

e-Mitra sso>Services>Avail Service> Utility Services search> **Raj Pre PG Exam 2017**

at any e-Mitra kiosk where you will be directed to Registration Part 1 screen.

Follow step nos. from 4 to 18.
4. Select Stream: Medical / Dental
5. Enter your Test ID of NEET PG 2017.
6. Write your Name.
(Do not write Dr. / Mr. / Miss / Mrs. etc. before your name)
7. Write your Father's Name.
8. Write your Mother's Name.
9. Select Date of Birth.
10. Click on: VALIDATE
11. On successful validation, Select Domicile State: Rajasthan / Other

12. Select any one category as applicable to you: General / SC / ST / OBC CL (creamy layer) / OBC NCL (non creamy layer) / SBC CL (creamy layer) / SBC NCL (non creamy layer).

Enter additional information, if required.

No change of category will be permitted once submitted/confirmed in the on-line registration form.

13. Select Physically Handicapped: Yes / No

If Yes: Select Disability Percentage: 50% to 70% / 40% to 50% / None of the two

14. Write your email ID.

15. Press **SUBMIT** button.

Again check / confirm / verify the information filled by you before pressing the **SUBMIT** button.

Click **EDIT** button if any correction is required. Correct the same and then click on **SUBMIT** button.

16. On successful submission, you will be required to make the registration fee payment. Click on "**Proceed to pay fee**"

Deposit non-refundable registration fee of Rs. 3000/- (Rs. 1500/- for SC, ST category of Rajasthan State) and applicable service charges.

17. On successful payment, a new state counseling Registration ID, password and fee payment transaction ID shall appear on your screen. **Note down the same.** Keep it safe for use at subsequent stages.

(While using e-Mitra kiosk, on failure of payment request at the e-Mitra kiosk, a failure message will appear on screen. In such a case, you are required to try again to make payment. Remember, you will be required to try payment **ONLY** at the same e-Mitra kiosk.)

18. **Print receipt, registration Part-1 containing fee payment transaction ID details etc.**

Now you have to login directly with this Registration ID and password for completion of Part-2 of the registration process at the website **www.rajprepg2017.org** using the option **Registration Part-2.**

Registration Part-2

1. Click on **Registration Part 2** option.
2. Select Stream: Medical / Dental
3. Enter your New Registration ID and Password.
4. Click on **Login** option.
5. Your Registration ID, Stream (Medical / Dental) and Name etc. will appear on screen.

Basic details

1. Select salutation: Mr. / Miss / Mrs. / Ms.
2. Your Name and Date of birth will appear on screen.
3. Select gender: Male/Female
4. Your Father's name and Mother's name will appear on screen.
5. Present Communication Address:
Write the full address along with city.
Select Country - India / Other.

If you select India
Select State, District and write pin code
where the communication to you could be made.

If you select Other
Write Country
where the communication to you could be made.
6. Permanent Address:
If permanent address is same as present communication address, tick on the box provided. Otherwise, complete the details as required.
7. Write residence phone no. along with STD code
8. Write your cell number / mobile number (without zero '0' or +91) compulsorily i.e. only 10 digit number.
9. Write your alternate cell number / mobile number.
10. Your email ID and domicile state will appear on screen.

11. Select nationality: Indian / other
If you select Other
Write name of the Country
12. Press **Save and Next** to proceed.

Qualification Details

MBBS / BDS examination

1. Select Country from where you passed MBBS / BDS: India / Other than India

If you select 'Other than India' then mention the name of the country, university, college, college city.

If you select 'India' then select the State: Rajasthan / Other than Rajasthan

If you select 'Rajasthan' then select the University and College from where you passed MBBS / BDS

If you select 'Other than Rajasthan' then select the State and write name of University and College and select college District from where you passed MBBS / BDS
2. Select number of attempt(s) in final MBBS
3. Enter Marks obtained (final year MBBS Part 1)
Enter Total maximum marks (final year MBBS Part 1)
4. Enter Marks obtained (final year MBBS Part 2)
Enter Total maximum marks (final year MBBS Part 2)
(leave blank if you did not have Part 2)
5. In case of dental stream:
Enter Number of attempts in final BDS
Enter Marks obtained in final year BDS
Enter Total maximum marks (final year BDS)

Service Criteria

1. Select service category: In-service / Non Service
2. If you select In-service category then select whether you are working with Rajasthan State Govt. - Yes / No.

If you select Yes then write designation, name of employer, present posting place and district.
3. Press **Save and Next** to proceed.

Upload Documents

Choose file and upload file - the applicable documents (photograph, signature) file - one by one and check change in the status. Your photograph and signature will appear on screen and a message will appear on screen about successful uploading of documents, when uploaded.

After uploading all the requisite documents, press **Save and Next** button.

Declaration

Click on I accept: It is a must.

I declare that the above entries in the Registration Form have been filled up by me personally and the entries made are correct to the best of my knowledge and belief. I agree that if any statement / information is proved to be false then the Board shall have the right to take legal action against me for submitting false information and my candidature to the Course shall automatically stand cancelled.

I have gone through all the rules, information, instructions of the notification and I promise to abide by them.

I fulfill the prescribed eligibility criteria relating to educational qualification etc. for the course(s) I am applying for.

Press **I accept** to proceed.

The information filled by you will appear on screen. Check and confirm / verify the information filled by you before pressing the **Final Submit** button.

Note: Once you **Final Submit** your registration form, your registration form will become non-editable.

Click **Back** button if any correction is required. Correct the same and then click on 'Submit' button.

Important: This screen is not your Registration form. Do not print this screen. Your Registration form (that you have filled on-line) will be generated only after clicking on **Final Submit** button.

Print copy of the registration form

Print two copies of the registration form (filled on-line) on A4 size paper and keep the same along with all the requisite documents compulsorily with you (as mentioned in this instructions booklet **(under Reporting at the allotted college)**).

Paste your unattested recent passport size coloured photograph, at the space provided on the printout of registration form. This photograph must be same as uploaded by you while filling the on-line registration form.

Sign on the printout of the registration form. It is a must. Write Place and Date.

Keep with you the completed registration form for submission when required.

You are not required to send the print copy of your registration form filled on-line.

You will be required to submit one print copy of the registration form (duly completed in all respects) only at the time of reporting at the allotted college.

Helpline

In case you face any difficulty in registration, filling the on-line form and choice filling form etc., you may contact the Helpline (7733889594, 12.00 noon to 6.00 pm) or send an email at prepg2017@gmail.com

DISCLAIMER (For Result of NEET PG 2017)

1. The list is purely provisional subject to variations due to verification of facts and figures.
2. No candidate can have any legal rights/claim based on this information
3. This list is inclusive of all category of candidates (in service and non-service)
4. The final list would only be published after verification of documents regarding eligibility
5. This list is provided by the NEET PG 2017 without verification as such is published.