

**RE-ALLOTMENT-PGM: 2007**

**“INSTRUCTIONS AND GUIDELINES”**

The first round allotment to Post Graduate (Degree/Diploma) Courses-2007, was conducted on 15.04.2007 through a Centralized Allotment process [CAP], held at Thiruvananthapuram. Allotment was done to the seats as given in the Prospectus, amended as per G.O. (Rt) No. 92807/H &FWD, dated: Tvpm., 17.03.2007. Options were also collected from those candidates [based on the seats available as on 15.04.2007] who appeared for the CAP on 15.04.2007 and the same has been published in the Website of the CEE.

As per Clauses VII, XI (b) [viii] and XII of the Prospectus, vacancies may arise in various PG Medical Courses and these will have to be filled before **26.05.2007** through a Re-allotment, after inviting fresh options from eligible candidates. *The details of seats available [college-wise as well as course-wise] will be notified by the Commissioner after receiving the same from the Director of Medical Education.*

**It is informed that the registration of options for the additional seats and allotment to all seats including those vacant seats due to non-joining of candidates after the first allotment will be done through an “On-line Process”** with the technical support from the National Informatics Centre (NIC). Accordingly, the registration /submission of options will be done on-line and the options can be registered only through the Url, '**<http://cee.kerala.gov.in/pgmedicaloption>**' The details regarding allotment also will be published in this Url. The Commissioner for Entrance Examinations (CEE) will announce the schedule of the allotment process in due course.

## ON-LINE PROCESS OF ALLOTMENT

### **RULES AND REGULATIONS GOVERNING ALLOTMENTS THROUGH SUBMISSION OF OPTIONS**

#### **1. Candidate to register options:**

**1.1.** Candidates included in the P G Medical Rank lists 2007, published based on the marks secured in the Entrance examination conducted on 17.02.2007, are eligible to register their options only to the new "Course-College" combinations, to be notified by the CEE.

**1.2.** Candidates who do not want to be considered for these "Course-College" combinations need not register options and the options already furnished by them on 15.04.2007 will be live. Such candidates will have the chance to modify their existing option list by rearranging /deleting (selected/all) options (*if required*).

**1.3. Options are invited only for the new "Course-College" combinations.** Those candidates, who did not attend the Centralized Allotment Process conducted on 15.04.2007, but included in the rank list mentioned as above, will also be eligible to register their options. But their options will be strictly restricted to the new "**Course-College" combinations**, as notified.

**1.4.** Options submitted to the CEE by Fax, Post, Hand delivery etc., will not be processed or considered on any account for allotment of seats.

#### **2. Time schedule for registering options**

**2.1.** The CEE will notify a schedule for the "On-line submission of options and re-allotment". The registering of options can be done only during the period specified in the notification to be issued by the CEE. Wide publicity will be given through electronic and print media regarding the schedule and related matters. The facility will be withdrawn once the time period is over and the candidate will not have access to this facility after this time period. A candidate, not registering his/her options as per the time schedule announced, will not be considered for allotments against the new seats published, irrespective of his/her rank. No extension of time will be granted under any circumstances for registering options under any of the streams.

**2.2. Facility for Registering Options:** Candidates can register their options from any computer having internet facility.

### **3. PROCEDURE FOR REGISTERING OPTIONS.**

Any candidate, who wishes to register his /her options, should have the 'Roll Number', 'Application number' and '\* **Key number**' readily available with him/her. The Roll Number and Application number are given in the Admit Card, already issued to the candidates. The process of registering of options will be done in steps.

**(i) Connect to the Internet and access the web-site.** The candidate can access the url, '<http://cee.kerala.gov.in/pgmedicaloption>' from any computer having internet facility. The platform can be Window-based or Linux- based and any browser will be sufficient.

#### **(ii) Log on to the candidate's Home page**

If the candidate is accessing the website for the first time, he/she will be asked to enter the following:

**a. Roll Number** (The Roll number of the candidate is the five-digit Number allotted to the candidate for appearing for the Entrance Examination for Admission to P G Medical Courses, 2007). (In the home page there is a box to type your 'Roll number'. After typing your Roll number, click the "submit" button and the login page will be displayed).

**b. Application Number:** *This is the seven-digit number printed in the Admit Card issued by the office of the CEE to the candidate.*

**c. Key Number:** *Key number should not be disclosed to others who may misuse this, for which the CEE will not be responsible. [All these numbers are candidate specific and hence are only available to the candidate].*

**d. Password:** When the candidate accesses the login page for the first time, he/she have to set a "**Password**". In the new password box, the candidate has to type a password. In the confirm password box, the candidate have to re-type the password for confirmation. **If a candidate does not set a password, he/she will not be able to register options.**

**(Any letter/number/symbol or combination of these may be used for fixing the password.** Maximum number of characters permitted is 15. [Examples: (a) ANDREWS (b) SanTHydELhi (c)milan123 (d)XYZ89E4U (e)we5782surya235 etc]. Any password entered will have to be remembered by the candidate and it is required for any further access to the site. Remembering the Pass word is **the** responsibility of the candidate. **The Password set by the candidate should not be shared with others who may misuse them. This may result in tampering of the options made by the candidate.** The CEE will not be responsible for any such eventuality.

[There is also a provision to change your password (if required) by clicking on the 'change password link']

*Note: If a candidate forgets his/her password, the candidate will be denied access to his/her page in future when he/she tries to access his/her page. In such cases, the candidate will have to contact the Office of the Commissioner for Entrance Examinations in person for resetting the password.*

### **(iii) Registering of options:**

#### **Important points to be remembered while registering options**

The candidate can view their options if they have already submitted their higher order options during **PGM-CAP: 2007**. All invalid/ineligible options (if any) submitted by the candidates on 15.04.2007 will not be considered for allotment.

The details of seats (college-wise as well as category-wise) will be available. Those candidates having the existing options, can add the options for 'new Course-College combinations', along with the existing options, if they desire. ( They are free to delete options from the existing list/rearrange the existing options) *Those who were not present for the CAP-PGM-2007, can give options only to the 'new Course-College combinations', if they are otherwise eligible.*

**(iv) Saving the Options registered:** After furnishing the options the candidates have to update the changes by clicking the update button in the screen.

**(v) Viewing and Printing of the List of Options based on the options registered:** Candidates can view their options in the Option work sheet and the same can be printed by clicking on the 'option worksheet printing'. It is mandatory that the

candidate who logs in to view /change his/her options must get a printout of his/her options, last saved before logging out.

**(vi) Logging off from the Home page:** Once the candidate has finished the option entry, he/she has to take the print out. He/she should not forget to log off from his/her home page. **The process of 'Registration of Options' is complete when the candidate logs off. This action is compulsory for preventing the misuse of his/her page by strangers.**

**4. Processing of options and re-allotment:** After the period earmarked for registering options, they will be processed and the allotment list will be published in the Url, 'http://cee.kerala.gov.in/pgmedicaloption' on the date notified by the CEE. The allotment list will show the college to which the candidate is allotted and the fee (*if any*) to be remitted for the course allotted.

**Note:** *A candidate who has lost the Admit Card may get a 'Duplicate Admit Card' from the Office of the CEE before the closing of the time slot fixed for registering options by submitting a request addressed to the CEE along with a Demand Draft for **Rs. 100/-**, drawn from a Nationalised bank, in favour of the Commissioner for Entrance Examinations, payable at Thiruvananthapuram.*

16.05.2007  
Thruvananthapuram

Sd/-  
**Commissioner for Entrance Examinations**