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[www.rajugmedical2020.com](http://www.rajugmedical2020.com) | [www.education.rajasthan.gov.in/medicaleducation](http://www.education.rajasthan.gov.in/medicaleducation)

**NEET UG (MEDICAL / DENTAL) ADMISSION / COUNSELING 2020 (MBBS, BDS)**

## **INSTRUCTIONS FOR CHOICE FILLING**

**Refer the seat matrix, notification(s), Instruction Booklet, Fee Structure, Instructions for choice filling etc. before you start.**

Important: If you do not fill and save your choice(s) till last date and time for choice filling, you will lose the chance of participation in the on-line allotment round.

The NEET UG Medical & Dental Counseling Board 2020 (Rajasthan state) 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**

Important: The choice(s) filled by you are final for on-line round of allotment. Therefore, fill your choices carefully.

**Step-1: Income group verification  
(Only for candidates who selected family income less than INR 2.5 lacs while filling application form)**

You had filled annual income less than INR 2.5 lacs and paid only INR 1200 during filling of application form. Do you have a valid document for this purpose?

Select: Yes/ No

- A. If Yes, upload the income proof document (Browse your file and upload document).

**Note:** Upload only JPG file of not more than 200 KB file size.

Click on "Upload and Next"

- B. In case you have filled wrong entry during application form filling, correct the same by selecting "No" option.

Pay the difference amount of "application fee" (INR 800), if applicable.

## **Step-2: Course selection**

Select the course applied for: **MBBS / BDS / MBBS and BDS both**

Select Choice filling option:

**Govt., Govt. Society colleges, RUHS CMS**

**Private colleges**

**Govt., Govt. Society colleges, RUHS CMS and Private colleges, Both**

Click on "Save details"

Preview of the selection will appear on screen alongwith the requisite registration fee to be paid as per forfeiture clause (Refer Information booklet, page no.16).

Check, edit if required using "Back" button and click on "Save details".

Click on Check box after reading carefully:

I have read all instructions for choice filling, confirmed my eligibility for the selected "choice filling option" and I am ready to pay the fee.
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I understand that - No change in "Choice filling option" will be permitted after payment of registration fee under forfeiture clause.
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Click on "Go Back and Change" to change. Click on "**Proceed to Pay**" to pay the requisite fee through payment gateway provided.

**Do not press "Back" or "Refresh" while processing the payment.**

**Note: There is no payment step for “Dental Only” candidates.**

After successful payment “Payment Details” will appear on your screen.

Click on **“Go to Choice Filling”**

### **Step-3: View fee details**

Click on **“Click here to view Fee Details of colleges”** and check the fee of college. You may also save the fee details file, review carefully before filling the choice.

**Fee detail file is also available at Home page of the website.**

Check on disclaimer:

I have downloaded the fee structure file having seat type wise fee details of all the colleges (Govt. colleges as well as private colleges) and have gone through the same, carefully. I am accordingly filling my choices, after referring the fee structure.

### **Step-4: Choice filling**

Select the “Course” and “College” combination in order of your preference.

(You must choose minimum 1 choice/option. You may choose as many choices / options as you wish. There is no restriction for filling maximum number of choices. If you do not fill any choice, you will not be considered for on-line allotment).

Now, click on 'Add Choice' button.

Check all the entries. If Ok, click 'Save' button.

It is essential to save your choices by pressing the 'Save' button. If you do not press save button your choices will not be saved resulting in your exclusion from further processing.

You may click 'delete' button, if you wish to delete a particular choice.

You may click 'reset' button, if you wish to fill the choices afresh.

Click 'logout' button. A message will appear at the time of logout: Are you sure, you have saved your choices by pressing the 'Save' button?

### **Modify your filled choices**

You may also change your order of preference by deleting choice(s) and then adding the fresh choices. You can use this option as many times as you wish before autolocking.

You can also interchange two choices directly by giving first choice no. (source) and second choice no. (destination) e.g. choice no. 2 to choice no. 5.

Click 'Save' button after each interchange.

Click 'logout' button.

Check on the following Declaration: **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.

Check on 'I Agree'. A message will appear on screen:

The choices filled by you have been successfully saved and submitted. You will be able to print the choices filled by you after auto-locking of choices (after last date and time).

You may click 'Edit' button, if you wish to edit the choices filled by you.

### **Locking of choices**

Choices will be locked automatically on last date and time for choice filling, once locked can't be unlocked and cannot be modified. Therefore, you are advised to fill your choices very carefully.

### **Print filled choices**

After 6 hours of the auto-locking on last date and time for choice filling, you can print the choices filled by you by using the option 'Print filled choices'.