

ONLINE COUNSELLING AND ADMISSION DATE SCHEDULE

Online details of Counselling	1 st Round	2 nd Round	3 rd Round	Mop Up Round Counseling
Online Registration (for Participating of Counselling with token amount of Payment of Rs. 100.00), Exercising Choice Filling, Indicative Seat & Locking Choice.	29.10.2021 to 03.11.2021 (Registration will be opened from 29th October, 2021 10.00 am to 08.00 pm of 3rd Nov, 2021	Registration will be done Only in First round and Only registered student can participate in 2nd & 3rd Round counselling: 11.11.2021-14.11.2021	Registration will be done Only in First round and Only registered student can participate in 2nd & 3rd Round counselling: 18.11.2021-20.11.2021	Will be Notified later
Process of Seat Allotment including 1 st Round Locking & Publish Allotment Result	05-11-2021	15-11-2021	21-11-2021	
Online Payment of Course Fees Rs. 15000.00 (Through online Net Banking / Debit/Credit Card)	05-11-2021 to 09-11-21 [Up to 5 p.m.]	15-11-2021 to 17-11-21 [Up to 7 p.m.]	21-11-2021 to 23-11-21 [Up to 7 p.m.]	
Candidates Personal reporting at Allotted Institute for Admission				
Online reporting by the college after Admission taken by candidates				
Classes will start for the session (2021-22)	01-12-2021			

ONLINE COUNSELING WILL BE CLOSED IMMEDIATELY AFTER ALL SEATS HAVE BEEN FILLED UP

IMPORTANT INSTRUCTIONS AT A GLANCE

1. Information Bulletin containing eligibility conditions, list of participating institutions with no. of sanctioned seats, code no. of Institutes and reservation policy can be seen/downloaded from website
2. Before filling the online Application Form the candidates are required to read the Information Bulletin carefully. For any query, please contact the helpline telephone numbers/helpdesk email for the applicants
3. The Admission to Courses for the session 2021-23 will be made on the basis of inter-se merit of percentage of the Qualifying Examination through online counseling by State Medical Faculty of West Bengal
4. It will be the responsibility of the candidate to ensure eligibility for admission before applying for the course. If on verification at a later stage, it is found that a candidate does not fulfill the eligibility conditions, his/her candidature will be cancelled and the fee deposited by him/her shall be forfeited.
5. On-line Form Fill-up and Counseling fee is Rs. 600/- (Rs. 500/- for Online Form fill-up plus Rs. 100/- Counseling fee) for all candidates Registration cum Counseling fee is non-refundable, even if the fee is deposited more than once.
6. **On-line registration-cum-Counseling fee shall be deposited by the candidate through [Payment gateway accessible only through online application portal www.smfwb.examflix.in](http://www.smfwb.examflix.in)**
Fee can also be deposited in the Bank through Credit/Debit cards and Net Banking along with the charges as applicable by the concerned banks. Bank charges as applicable is, payable by the candidates.
7. All the candidates must verify their personal information during online registration.
8. **Locking and Saving of submitted choices is Compulsory and Advisable. However, candidates who do not lock the choices, their last saved and filled choice would be considered final.**
9. **Registered candidates who do not fill choices or fail to save the same cannot be considered for admission and seat allotment.**
10. Candidates must take print-out of their online Application Form and their final locked choices.
11. The outcome of different rounds will be displayed on the website as per admission schedule. No individual allotment letter will be sent to the candidates, by Post. Except through online mode and SMS.

12. All the candidates who are allotted seats as per their locked choice are required to pay the Course Fees of Rs.15,000/- through Online Net Banking /Debit/ Credit Card via Payment Gateway wallet only within the stipulated time schedule declared to Seal their berth / allotment and will thereafter report to notified verification Centre on stipulated dates for Document Verification, failing which their seat allotment shall stand cancelled. After verification, allotment letter should be signed by the verification authority.
13. Candidates will produce all the relevant certificates in original including registration-cum-counseling fee receipt for verification along with provisional allotment letter, a signed print out of their online application form, their locked choices generated from the website at the time of reporting.
14. He/She shall then proceed to the Allotted Institute for completing the Admission formalities along with all the documents **on 1ST December, 2021**.
15. The allotment of seats is liable to be cancelled, if the personal data viz. Category, Sub-category, percentage of marks in qualifying examination, gender etc. submitted by the candidates at the time of registration is found to be wrong at the time of document verification of the original certificates at Allotted Institutes.
16. If a candidate is admitted on the basis of the information submitted by him/ her, which is found to be incorrect or false at any stage then his/ her admission shall be cancelled and all fees and other dues paid by him/ her shall be forfeited. The Faculty may take further action, as deemed fit, against the candidate in accordance with law.
17. In case of ambiguity about any rule, the interpretation of the same by the President / Secretary, State Medical Faculty of West Bengal shall be final.
18. All legal disputes relating to admission to the Course will be subject to Courts having jurisdiction at Kolkata only.
19. The number of institutes / colleges / sanctioned seats may increase or decrease based upon the approval and affiliation from the SMFWB. It is reiterated that sanctioned Seats may increase or decrease on the approval of the competent authorities based on inspection report.
20. Candidates are advised to consult the details and updated list of institutes along with their Course/ Fee structures on the website www.smfwb.examflix.in before filling their choices.
21. All the updated information/notices/changes/modifications will be displayed on the website. The candidates are required to visit website regularly to get information.
22. The dates are tentative subject to change for unforeseen circumstances.

A. Online Choice Filling & Locking

- a) For Round-I, Round-II and Round -III online choice filling & locking by the candidate can be done as per key dates mentioned in the admission schedule
- b) If the fee is paid by a candidate through internet banking/credit card/debit card, then the choice filling option will be activated immediately or otherwise the candidate has to wait for next day to get the option activated.
- c) Candidates are advised to go through the Seat Matrix for the updated list of Institutes in order of preference in which they are interested in seeking admission.
- d) Candidates can fill in as much number of choices in order of preference as they wish to.
Candidates are allowed to change or re-order their choices, delete earlier choices and add new choices any number of times until they lock their final choices.
- e) All the candidates must lock their final choices as per key dates mentioned in the admission schedule.
- f) Candidates will not be able to unlock their choices once they are locked.
- g) If candidate fail to explicitly lock their choices by the last date, their last saved choices will be automatically locked and allotment will be done on this basis.
- h) Candidate must take a print out of their locked choices. This print out has to be signed and submitted at the time of reporting for Document Verification.
- i) Registered candidates who do not fill choices or fail to save the same cannot be considered for admission and seat allotment.

B. Indicative seat Availability (Mock Choice Filling for Counseling)

Based on the number of registered candidates who have submitted their choices before the key dates mentioned in the admission schedule, the system will be able to provide an idea of the seats that candidates may be offered in Round-I for Govt/ Govt Aided/ Private Institutes The indicative seat availability will be displayed on the website mentioned in the prospectus along with admission schedule. Candidates are advised to visit the websites **Error! Hyperlink reference not valid.** for this purpose regularly. The final allotment of seat, in the allotment rounds may be different than the indicative seat availability.

C. Online Seat Allotment

First Round

- a. Seats will be allotted in the order of merit and preference/ choices as per seats available for each phase.
- b. The Seat allotment result will be available on the website under each Candidates Login ID . Candidates may get a print out of the allotment details from the above websites.

- c. Candidates who are allotted seats will have immediately pay the course fees online and report for Document verification thereafter

Second Round Counseling

- a. Seat will be allotted against vacant seats available after the first round of allotment and reporting.
- b. Allotted candidates will not be allowed to alter or resubmit their choices.
- c. Eligible candidates for allotment against vacant seats fall into one of the following two groups:
Group-I: Candidates who did not get first round of seat allotment and opted for all the choices of preference higher than the currently allotted seat (auto upgradation) to be considered in the subsequent round(s).
Group-II: Existing /Newly Registered candidates who were not allotted any seats in the first round of seat allotment.
- d. Candidates who, at any stage, cancel their provisional admission will not be considered for the subsequent round(s) of counseling. Also, if candidates fail to satisfy the minimum educational qualifications prescribed, their allotment of the seat shall automatically stand cancelled and such candidates will not be considered for the subsequent round(s) of counseling.

Candidates opting for auto upgradation shall automatically forego his/ her claim on the seat previously allotted

Similar procedure will be used in the subsequent round(s) of the seat allotment.

F Reporting to notified Verification Centre / online verification Mode

- a. The outcome of the different rounds of seat allotment will be displayed on the websites <http://www.smfwb.examflix.in> (as per admission schedule). Individual allotment letters will not be sent to the candidates by the Faculty.
- b. All the candidates who get an allotment should take print out of this provisional seat allotment and will pay fees and report to the notified Online DV Mode and then to the College/Institute as per specified reporting dates for taking admission, failing which their seat allotment shall stand cancelled. Also, they will not be considered for further rounds of seat allotment.
- c. Candidates will produce all the relevant certificates in original including registration and counseling fee receipt for verification along with provisional allotment letter, a signed print out of their online application form, their locked choices generated from the website at the time of reporting.

- d. Candidates opting for auto upgradation shall automatically forego his/her claim on the seat previously allotted. However, he/she will have to make the online payment even after opting for “Auto Upgrade” option. Auto upgrade facility can be availed only once.

Note : Auto upgrade means that you wish to wait for a higher preference choice in next round, if available upon vacation/refusal by some other candidate. Probability of same is 2-3% only approximately. **Similar procedure will be used in the subsequent round(s) of the seat allotment.**

- e. The allotment of their seats is liable to be cancelled, if the personal data viz. Category, Sub- category, percentage of marks in qualifying examination, gender etc. submitted by the candidates at the time of registration is found to be wrong at time of verification of the original certificates. But, if the candidate is found to be eligible after the correction in personal data, the candidate may be considered for subsequent rounds of counseling, if any, against the vacancies only.
- f. If a candidate is admitted on the basis of the information submitted by him/ her, which is found to be incorrect or false at any stage then his/ her admission shall be cancelled and all fees and other dues paid by him/ her shall be forfeited. The Faculty/ College/ Institute may take further action, as deemed fit, against the candidate in accordance with law.
- g) The allotment of the seats to candidates who do not report within the stipulated period to the allotted college will be cancelled and these candidates will not be considered in the seats allotment in the subsequent rounds.

List of documents required at the time of reporting for Online/Offline Verification :

The candidates, at the time of reporting must keep the following Original Certificates/ Documents/ Testimonials along with two sets of duly attested photocopies of these with them. Any candidate, who fails to produce any of the required Certificate/Document /Testimonial at the time of reporting to the institution, will forfeit his/her claim to admission.

- (i) High School Certificate / Madhyamik Examination Admit Card
- (ii) 10+2/Intermediate/Senior Secondary School Examination Certificate & Detailed Marks Card.
- (iii) Character Certificate
- (iv) Medical Certificate
- (v) Caste Certificate
- (vi) Authorization Certificate (if the candidates failed to appear in the verification centre)
- (vii) Two Recent Passport size Photograph (Color)
- (viii) Physically Handicapped Certificates from the recognized Medical Board.
- (ix) Rank Card.
