



## USER MANUAL FOR CHOICE FILLING AND CHOICE LOCKING PROCESS OF MP STATE COMBINED NEET-UG COUNSELLING (MBBS/BDS Course) (2024-25)

**(This user manual is created only for the Demonstration purpose)**

- ❖ Kindly visit on link [dme.mponline.gov.in](http://dme.mponline.gov.in) and click on **"Under Graduate Counselling"** for Choice Filling and Choice Locking Process of UG (MBBS/BDS Course) Counselling (2024-25).
- ❖ Access your candidate corner by using your NEET UG 2024 Roll Number, Password and then enter Captcha and click on **"SUBMIT"**, as shown in red circle in below image.

Home | Departmental Website Help Line No:0755 6720204 | G2g Login: Attendance | Verification | Admission | Admin | Kiosk

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und Registration for MP State Combined DME NEET UG Counselling 2024 has been live on portal. In case of any query or appeal regarding the counselling process email at [mpuggcounselling\[at\]gmail\[](mailto:mpuggcounselling[at]gmail[)

### MP STATE Combined U.G. Counselling-2024

Latest Instruction

Counselling Schedule

Seat Chart

Don't Have a Password? Create Profile

Candidate Corner

RD11111117

.....

HPd5m HPd5m

Submit

Forgot Password.?

Previous Year Notification

## Process of Choice Filling and Choice Locking for First Round

- ❖ **Step 1:- Click on choice filling option, as shown in red circle in below image.**

User Name : RD1111117 | Home | Logout

### Candidate's Status Tracker (First Round)

Candidate Profile

Candidate Registration

Choice Filling and Locking

View Allotment letter

Reporting at Institute

Document Verification

Fee Deposit

Admitted at Institute

Willingness to Upgrade

— Stage Completed — Stage Not Completed — Rejected

**IMPORTANT LINKS**

Candidate Details			
NEET(UG-2024) Roll No.:	RD1111117	All India NEET UG-2024 Percentile:	46.1304755
All India NEET UG-2024 Rank:	1252410	All India NEET UG-2024 Score:	200
Candidate's Name:	TEST CANDIDATE	Date of Birth(DD/MM/YYYY):	11/11/2006
Father's Name:	TEST FATHER	Mother's Name:	TEST MOTHER
Gender:	FEMALE		
Correspondence Address:	TEST ADDRESS		
Candidate's Category/Class (Filled by Candidate):	EWS/GS	MP Domicile	Yes

**Contact Details**

- ❖ **Step 2:- Kindly Choose option for where you want to fill your choices then Click on "Proceed for Next" button, as shown in red circle in below image.**

testuser | Sign Out

User Name : RD1111117 | Home | Logout

### MP STATE Combined U.G. Counselling-2024 : Choice Filling

**Choice Filling Option**

College Option

Govt College

Govt and Private College Both

**Proceed for Next**

**Note:- Before filling choices Read the "Instruction For College Preference Selection", as shown in red circle in below image.**

The screenshot shows the user interface for the MP STATE Combined U.G. Counselling-2024. At the top, there are logos for the Government of Madhya Pradesh and MPOonline Limited. The user is logged in as RD1111117. The main heading is 'MP STATE Combined U.G. Counselling-2024'. Below this, there is a section for 'INSTRUCTION FOR COLLEGE PREFERENCE SELECTION'. The 'Applicant Details' section shows: NEET(UG-2024) Roll No. RD1111117, Candidate's Name TEST CANDIDATE, and Category EWS\_GS\_F. The 'CHOICE FILLING' section is active, showing a 'Sorting By' dropdown and a 'City' dropdown. A modal dialog box titled 'Instruction for College Preference Selection.' is open, containing instructions on how to select colleges and change their order. The dialog box is highlighted with a red circle. Below the dialog, a table lists colleges with checkboxes for selection. The first three rows are visible:

No	Code	College Name	Course	Select/Remove
1	133	ATAL BIHARI VAJPAYEE GOVERNMENT MEDICAL COLLEGE VIDISHA GOVT	MBBS	<input type="checkbox"/>
2	136	BIRSA MUNDA GOVERNMENT MEDICAL COLLEGE SHAHDOL GOVT	MBBS	<input type="checkbox"/>
3	106	BUNDELKHAND MEDICAL COLLEGE SAGAR GOVT	MBBS	<input type="checkbox"/>

- ❖ **Step 3:- Kindly select the checkboxes in front of the given college list according to your choice of preference.**
- **The order of your preference will be displayed in the **Selected Preference Box**.**
  - **You can also change the order of the preferences given in the "Selected Preferences Box" by using Move up/ move down arrow buttons as follows.**
    - (a) Select the College in Selected Preference Box.**
    - (b) Use move up/ move down arrow button to bring it to the required position.**
  - **After that click on "Review Selected Preferences" button, as shown in red circle in below image.**


The screenshot shows the 'Selected Preference Box' section of the portal. It contains a list of selected colleges with checkboxes for selection. The first three rows are visible:


No	Code	College Name	Course	Select/Remove
1	133	ATAL BIHARI VAJPAYEE GOVERNMENT MEDICAL COLLEGE VIDISHA GOVT	MBBS	<input checked="" type="checkbox"/>
2	136	BIRSA MUNDA GOVERNMENT MEDICAL COLLEGE SHAHDOL GOVT	MBBS	<input type="checkbox"/>
3	106	BUNDELKHAND MEDICAL COLLEGE SAGAR GOVT	MBBS	<input checked="" type="checkbox"/>


Below the table, there are 'Move Up' and 'Move Down' buttons. At the bottom right, there is a 'Review Selected Preferences' button highlighted with a red circle.

- ❖ **Step 4:- After click on "Review Selected Preferences" option, Your selected/arrange preference/choices will be shown.**
- A) By selecting option "Change College Preferences" you can go back and change your preference or select new colleges.**
- B) By selecting option "Proceed to Next Step" you can save your preference and proceed to lock your choice filling options, as shown in red circle in below image.**

Home | Departmental Website testuser | Sign Out

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User Name : RD11111117 | Home | Logout

## MP STATE Combined U.G. Counselling-2024

### Proceed to save selected preferences

- (1) {MBBS} ATAL BIHARI VAJPAYEE GOVERNMENT MEDICAL COLLEGE VIDISHA;
- (2) {MBBS} GAJRARAJA MEDICAL COLLEGE GWALIOR;
- (3) {MBBS} CHHINDWARA INSTITUTE OF MEDICAL SCIENCES CHHINDWARA;
- (4) {MBBS} BUNDELKHAND MEDICAL COLLEGE SAGAR;
- (5) {MBBS} GOVERNMENT MEDICAL COLLEGE RATLAM;
- (6) {MBBS} GOVERNMENT MEDICAL COLLEGE DATIA;
- (7) {MBBS} NANDKUMAR SINGH CHOUHAN GOVERNMENT MEDICAL COLLEGE KHANDWA;
- (8) {MBBS} NETAJI SUBHASH CHANDRA BOSE MEDICAL COLLEGE JABALPUR;
- (9) {MBBS} SHRIMANT RAJMATA VIJAYARAJE SCINDIA MEDICAL COLLEGE SHIVPURI;
- (10) {BDS} GOVERNMENT AUTONOMOUS COLLEGE OF DENTISTRY INDORE;
- (11) {MBBS} SHYAM SHAH MEDICAL COLLEGE REWA;

[Change College Preferences](#) | [Proceed to Next Step](#)




- ❖ **Step 5:- Your Selected College Preferences will be shown on this screen now you will have to pay the 100 Rs/- portal fee to lock the choices for allotment, click "Proceed to Lock Choices" button, as shown in red circle in below image.**


**Note:-**


1. If you want to change your preference at this stage then Click on "Home" button, as shown in green circle in below image and come from start to re arrange your choices.

**Warning: - If you do not lock your choices, your choices will not be considered for allotment.**



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User Name : RD111111 Home | Logout

### MP STATE Combined U.G. Counselling-2024

**Candidate Details**

NEET(UG-2024) Roll No.:	RD1111117	All India NEET UG-2024 Percentile:	46.1304755	 Candidate Signature
All India NEET UG-2024 Rank:	1252410	All India NEET UG-2024 Score:	200	
Candidate's Name:	TEST CANDIDATE	Date of Birth(DD/MM/YYYY):	11/11/2006	
Father's Name:	TEST FATHER	Mother's Name:	TEST MOTHER	
Gender:	FEMALE			
Correspondence Address:	TEST ADDRESS			
Candidate's Category/Class (Filled by Candidate):	EWS/GS	MP Domicile	Yes	

Eligible Category/Class: EWS\_GS\_F

**Your Selected College Preferences**


S.No.	Roll No.	Inst. Type	Institute Name	Course
1	RD1111117	GOVT	ATAL BIHARI VAJPAYEE GOVERNMENT MEDICAL COLLEGE VIDISHA	MBBS
2	RD1111117	GOVT	GAJRARAJA MEDICAL COLLEGE GWALIOR	MBBS
3	RD1111117	GOVT	CHHINDWARA INSTITUTE OF MEDICAL SCIENCES CHHINDWARA	MBBS
4	RD1111117	GOVT	BUNDELKHAND MEDICAL COLLEGE SAGAR	MBBS
5	RD1111117	GOVT	GOVERNMENT MEDICAL COLLEGE RATLAM	MBBS
6	RD1111117	GOVT	GOVERNMENT MEDICAL COLLEGE DATIA	MBBS
7	RD1111117	GOVT	NANDKUMAR SINGH CHOUHAN GOVERNMENT MEDICAL COLLEGE KHANDWA	MBBS
8	RD1111117	GOVT	NETAJI SUBHASH CHANDRA BOSE MEDICAL COLLEGE JABALPUR	MBBS
9	RD1111117	GOVT	SHRIMANT RAJMATA VIJAYARAJE SCINDIA MEDICAL COLLEGE SHIVPURI	MBBS
10	RD1111117	GOVT	GOVERNMENT AUTONOMOUS COLLEGE OF DENTISTRY INDORE	BDS
11	RD1111117	GOVT	SHYAM SHAH MEDICAL COLLEGE REWA	MBBS

**Choice Locking Declaration**

If you do not lock your choices, your choices will not be considered for allotment.\*

Proceed to lock choices

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Powered by: 

- ❖ **Step 6:-kindly choose the online payment gateway and pay the 100 Rs. choice locking fee Rs.**

### Net Banking Facility

MPOnline Payment Option

अगर आपके खाते से राशि कट जाए तथा रसीद प्राप्त नहीं हो तो कृपया **भुगतान पुनः सत्यापन की लिंक** पर जाकर (Reference No) का उपयोग कर पेमेंट का स्टेटस जांच लें, यदि आवेदन की रसीद अभी भी प्राप्त ना हो तो यह ट्रांजेक्शन फेल माना जावेगा और वह राशि आपको वापस कर दी जावेगी। अतः उक्त आवेदन का पुनः भुगतान करें। अधिक जानकारी एवं समस्या निवारण हेतु Customer Care Executive से संपर्क करें।

<div style="background-color: #007bff; color: white; padding: 5px; margin-bottom: 5px;">  Net Banking         </div> <div style="padding: 5px; margin-bottom: 5px;">  Debit / Credit Card         </div> <div style="padding: 5px;">  UPI         </div>	<h3 style="margin: 0;">Net Banking</h3> <hr/> <p>Only for SBI A/C Holders No transaction-processing fees</p> <hr/> <p>PayGov India(All Major Banks) NDML for Govt. of India </p> <p style="font-size: x-small;">Rs 5 + service charges as transaction-processing fees for amount upto Rs 500, Rs 10 + service charges as transaction-processing fees for any amount from Rs 501 and above</p> <hr/> <p>NetBanking for All Banks (HDFC CCAvenue PG)</p> <p style="font-size: x-small;">Rs 10 + service charges as Processing fees for Net Banking of All Banks</p>
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### Debit/Credit Card Facility

MPOnline Payment Option

अगर आपके खाते से राशि कट जाए तथा रसीद प्राप्त नहीं हो तो कृपया **भुगतान पुनः सत्यापन की लिंक** पर जाकर (Reference No) का उपयोग कर पेमेंट का स्टेटस जांच लें, यदि आवेदन की रसीद अभी भी प्राप्त ना हो तो यह ट्रांजेक्शन फेल माना जावेगा और वह राशि आपको वापस कर दी जावेगी। अतः उक्त आवेदन का पुनः भुगतान करें। अधिक जानकारी एवं समस्या निवारण हेतु Customer Care Executive से संपर्क करें।

<div style="padding: 5px; margin-bottom: 5px;">  Net Banking         </div> <div style="background-color: #007bff; color: white; padding: 5px; margin-bottom: 5px;">  Debit / Credit Card         </div> <div style="padding: 5px;">  UPI         </div>	<h3 style="margin: 0;">Debit / Credit Card</h3> <hr/> <p>HDFC CCAvenue Payment Gateway </p> <p>Only Credit Card - 0.75% Processing Fee</p> <hr/> <p>PayGov India(All Major Banks) NDML for Govt. of India </p> <p>Debit Card - 0.75% for any amount less than Rs 2000 and 1% for amount greater than Rs 2000</p> <p>Credit Card - 1% per transaction for any amount </p>
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### UPI Payment Facility

MPOnline Payment Option


अगर आपके खाते से राशि कट जाए तथा रसीद प्राप्त नहीं हो तो कृपया **भुगतान पुनः सत्यापन की लिंक** पर जाकर (Reference No) का उपयोग कर पेमेंट का स्टेटस जांच लें, यदि आवेदन की रसीद अभी भी प्राप्त ना हो तो यह ट्रांजेक्शन फेल माना जावेगा और वह राशि आपको वापस कर दी जावेगी। अतः उक्त आवेदन का पुनः भुगतान करें। अधिक जानकारी एवं समस्या निवारण हेतु Customer Care Executive से संपर्क करें।

<div style="padding: 5px; margin-bottom: 5px;">  Net Banking         </div> <div style="padding: 5px; margin-bottom: 5px;">  Debit / Credit Card         </div> <div style="background-color: #007bff; color: white; padding: 5px;">  UPI         </div>	<h3 style="margin: 0;">Pay through UPI</h3> <hr/> <p>PayGov India NDML for Govt. of India </p> <p>Nil for all transaction amounts</p> <hr/> <p>HDFC CCAvenue Payment Gateway</p> <p>Nil for all transaction amounts</p>
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- ❖ **Step 6:- After successful Choice locking you will get SMS also in your registered mobile no. Online Counselling Choice Filling receipt will be generated. You may take a print out of the same for future reference, as shown in red circle in below image.**



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User Name : RD1111117 | Home | Logout

### Online Counselling Choice filling Receipt for MP STATE Combined U.G. Counselling-2024 First Round

Print Date:16 August 2024 4:45 PM

**Candidate Details**

NEET(UG-2024) Roll No.:	RD1111117	All India NEET UG-2024 Percentile:	46.1304755
All India NEET UG-2024 Rank:	1252410	All India NEET UG-2024 Score:	200
Candidate's Name:	TEST CANDIDATE	Date of Birth(DD/MM/YYYY):	11/11/2006
Father's Name:	TEST FATHER	Mother's Name:	TEST MOTHER
Gender:	FEMALE		
Correspondence Address:	TEST ADDRESS		
Candidate's Category/Class (Filled by Candidate):	EWS/GS	MP Domicile	Yes
Eligible Category/Class:	EWS_GS_F	Choice Locking Date	16/08/2024 04:44:59 PM



**Payment Details**

Transaction Id :	24081659600909222511	Payment Date :	16/08/2024 16:44:59
Portal Charge (Rs.):	100	Total Fee (Rs.):	100

Choice Locking Details QR :



**Selected Preference**

S.No.	Roll No.	Inst. Type	Inst Code	Institute Name	Course
1	RD1111117	GOVT	133	ATAL BIHARI VAJPAYEE GOVERNMENT MEDICAL COLLEGE VIDISHA	MBBS
2	RD1111117	GOVT	102	GAJRARAJA MEDICAL COLLEGE GWALIOR	MBBS
3	RD1111117	GOVT	137	CHHINDWARA INSTITUTE OF MEDICAL SCIENCES CHHINDWARA	MBBS
4	RD1111117	GOVT	106	BUNDELKHAND MEDICAL COLLEGE SAGAR	MBBS
5	RD1111117	GOVT	134	GOVERNMENT MEDICAL COLLEGE RATLAM	MBBS
6	RD1111117	GOVT	132	GOVERNMENT MEDICAL COLLEGE DATIA	MBBS
7	RD1111117	GOVT	135	NANDKUMAR SINGH CHOUHAN GOVERNMENT MEDICAL COLLEGE KHANDWA	MBBS
8	RD1111117	GOVT	104	NETAJI SUBHASH CHANDRA BOSE MEDICAL COLLEGE JABALPUR	MBBS
9	RD1111117	GOVT	138	SHRIMANT RAJMATA VIJAYARAJE SCINDIA MEDICAL COLLEGE SHIVPURI	MBBS
10	RD1111117	GOVT	107	GOVERNMENT AUTONOMOUS COLLEGE OF DENTISTRY INDORE	BDS
11	RD1111117	GOVT	105	SHYAM SHAH MEDICAL COLLEGE REWA	MBBS

Print Date:16 August 2024 4:45 PM


Authorized Kiosk Detail:- :K0799990054  
Krishnanand jha,802312

Print
Continue


KAVERI


**NOTE 1:** -After successfully Choice locking, candidate will be able to download Choice locking receipt and the "Choice Filing & Locking" tracker will turn green.

**NOTE 2:** -You can edit your Locked Choices through the option available in your candidate Login till the schedule of choice filling and locking, as shown in red circle in below image. If you exercise the edit option so ensure that edited choices by you have been locked successfully. If you fail to lock your edit choices, so your previously locked choices will be considered for allotment.



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## MP STATE Combined U.G. Counselling-2024

User Name : RD11111117 | Home | Logout

### Candidate's Status Tracker (First Round)

Candidate Profile

Candidate Registration

Choice Filling and Locking

View Allotment letter

Reporting at Institute

Document Verification

Fee Deposit

Admitted at Institute


Willingness to Upgrade

■ Stage Completed   
 ■ Stage Not Completed   
 ■ Rejected

#### IMPORTANT LINKS

- [EDIT PROFILE](#)
- [REGISTRATION FORM](#)
- [EDIT REGISTRATION FORM](#)
- [CHOICE FILLING](#)
- [EDIT CHOICE FILLING](#)
- [RECEIPT REPRINT](#)
- [DOWNLOAD ALLOTMENT LETTER](#)

#### Candidate Details

NEET(UG-2024) Roll No.:	RD11111117	All India NEET UG-2024 Percentile:	46.1304755	 <div style="border: 1px solid black; padding: 2px; font-size: x-small;">Candidate Signature</div>
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Candidate's Name:	TEST CANDIDATE	Date of Birth(DD/MM/YYYY):	11/11/2006	
Father's Name:	TEST FATHER	Mother's Name:	TEST MOTHER	
Gender:	FEMALE			
Correspondence Address:	TEST ADDRESS			
Candidate's Category/Class (Filled by Candidate):	EWS/GS	MP Domicile	Yes	

#### Contact Details



**Thank You...**