

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 2018-19 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 fulfil the eligibility conditions, his/her candidature will be cancelled and the fee deposited by him/her shall be forfeited.
5. On-line registration-cum-counseling fee is Rs.100/- (Registration fee + Counseling fee) for all candidates. Registration cum Counseling fee is non-refundable, even if the fee is deposited more than once. It is a One-Time exercise only.
6. **On-line registration-cum-Counseling fee shall be deposited by the candidate through Payment gateway accessible only through online application portal www.smfwbee.in and can be deposited in the Bank through Credit/Debit cards and Net Banking on the charges already fixed by the concerned banks. Bank charges as applicable extra, payable by the candidates.**
7. **ALL THE CANDIDATES MUST REGISTER AND PAY COUNSELLING FEES IN ORDER TO PARTICIPATE IN ONLINE COUNSELLING.**
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 ACCEPT AND pay the Course Fees of Rs.15,000/- through Online Net Banking /Debit/ Credit Card via Payment Gateway t only within the stipulated time schedule declared to Seal their berth / allotment and will LATER report to Allotted Verification Centres on stipulated dates for Document Verification, failing which their seat allotment shall stand cancelled. After verification, allotment letter shall stand approved 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 shall then proceed to the Allotted Institute for completing the Admission formalities alongwith all the documents by 1st September, 2018.
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 Chairman/Vice-Chairman/Secretary, State Medical Faculty 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 decreased on the approval of the competent authorities based on inspection report.
20. **Candidates are advised to consult the details and updated list of institutes alongwith their Course/ Fee structures on the website www.smfwbee.in before filling their choices.**
21. All the updated latest information/notices/changes/modifications will be displayed on the website. The candidates are required to visit website regularly to get latest information.
22. The dates are tentative subject to change for unfrocking circumstances.

A. Online Choice Filling & Locking

- I For Round-I, Round-II , Round -III and Round – IV online choice filling & locking by the candidate can be done as per key dates mentioned in the admission schedule
- I If the fee is paid by a candidate through internet banking/credit card/debit card, then the choice filling open will be activated immediately or otherwise the candidate has to wait for next day to get the option activated.
- I 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.
- I 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.
- I All the candidates must lock their final choices as per key dates mentioned in the admission schedule.
- I Candidates will not be able to unlock their choices once they are locked.
- I 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.
- I 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. (Mock Choice Filling for Counseling)

Candidates can Login and undergo Mock Choice Filling Exercise from 10th to 20th July for getting accustomed to the system before their online registration exercise commences for 1st round of counselling Candidates are advised to visit the website for this purpose. The final allotment of seat, in the allotment rounds may be different than the indicative seat availability.

C. Online Seat Allotment

First Round

- I Seats will be allotted in the order of merit and preference/ choices as per seats available for each phase.
- I 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.

- I Candidates who are allotted seats will have Immediately pay the course fees online and report for Document verification there after as indicated on provisional allotment letter

Second Round Counseling

- I Seat will be allotted against vacant seats available after the first round of allotment and reporting.

- I Allotted candidates will not be allowed to alter or resubmit their choices.

- I 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 to be reconsidered in the subsequent round(s).

Group-II: /Newly Registered candidates who were not allotted any seats in the first round of seat allotment.

- I Candidates who, reject their provisional allotment 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. **HENCE IT IS IMPORTANT TO FILL CHOICES CAREFULLY.**

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

F Reporting at Allotted College/Institute

- I The outcome of the different rounds of seat allotment will be displayed on the websites <http://www.smfwbee.in> (as per admission schedule). Individual allotment letters will not be sent to the candidates by the faculty. Provisional allotment letters have to be downloaded from the website under your individual login.
- I All the candidates who get an allotment should take print out of this provisional seat allotment and will report to the allotted DV Centre 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.
- I Candidates will produce all the relevant certificates in original including registration and counseling fee receipt for verification alongwith provisional allotment letter, a signed print out of their online application form, their locked choices generated from the website at the time of reporting.
- I At the time of reporting if documents are found correct on verification and the fee is paid (as mentioned in the prospectus) by the candidate, then a provisional admission letter generated online will be issued to the candidate by the concerned college. The candidate shall check all the entries in this provisional admission letter and should sign it and preserve it for further reference.

- I 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 at allotted Institutes, 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.
- I 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.
- I 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 to be brought at the time of reporting in the institute:

The candidates, at the time of reporting must bring the following Original Certificates/ Documents/ Testimonials alongwith 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 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) Authorisation Certificate (if the candidates failed to appear in the verification centre)
- (vii) Two Recent Passport size Photograph (Color)
- (viii) Physically Handicapped Certificates from the recognised Medical Board.
- (ix) Rank Card.