UNDER GRADUATE MEDICAL ADMISSION COUNSELLING (UGMAC)-2022
for MBBS / BDS / B.V.Sc. & A.H. in Govt. Medical / Dental / Bihar Veterinaty Colleges and Private Medical / Dental Colleges of Bihar

Adv. No.- BCECEB(UGMAC)-2022/10 Dated : *01.12.2022*

Website : bceceboard.bihar.gov.in

Notice for MOP-UP Round Counselling

Fresh Online Registration and submission of Application form are invited from such qualified, eligible & interested NEET(UG)-2022 candidates for appearing in the MOP-UP Round Offline Counselling of Under Graduate Medical Admission Counselling (UGMAC)-2022, who are not admitted in any Medical / Dental Colleges of India, on the vacant seats of Government/ Private Medical / Dental Colleges of Bihar / Bihar Veterinary College after admission on the basis of UGMAC-2022 Online 2nd round counselling held from 29.11.2022 to 01.12.2022.

2. Mop-up Counselling will be conducted Offline at BCECE Board, IAS Bhawan, Near Patna Airport, Patna-800014.

3. **Eligibility criteria and instructions and other details are available in the prospectus of UGMAC-2022 which can be downloaded from the Board's website bceceboard.bihar.gov.in.**

4. Those candidate who are admitted in any Govt./ Pvt. Medical / Dental College of India are not eligible for MOP-UP round counselling.

5. Those candidates who have already duly submitted the online application form earlier for UGMAC-2022 and are not admitted in any Govt. / Pvt. Medical / Dental Colleges of India and are interested to take admission in Medical / Dental Colleges and Bihar Veterinary College on the basis of MOP-UP round counselling of UGMAC-2022 are also required to do fresh Registration and duly submit the application form with requisite fee.

6. Seat Matrix of vacancies after completion of 2nd round Counselling will be is available on Board's website from 03.12.2022. If any further vacancies arises, the Seat matrix of updated vacancies shall be uploaded on the Board's website before start of Mop-up Counselling.

7. **Procedure for Online Submission of Application Form, procurement of Prospectus and Counselling Fee :** The Prospectus for appearing in UGMAC-2022 can be downloaded Online from the BCECE Board's website : bceceboard.bihar.gov.in by clicking on the link **"UGMAC-2022"** under Prospectus Section. For filling online application form click on **"Online Application Portal of UGMAC-2022"** and then click on "**Apply Online for MOP-UP Counselling"** button and follow the instructions appeared ;

I. **Step-One - Registration:** For registering, the candidates are required to fill the information asked in Step-One of the application form, appearing on the computer screen. Candidate must enter their NEET-UG 2022 Roll No. and then click on verify button and then enter their Date of Birth with other details as shown on the screen. If data gets verified, proceed for further process. Candidate while registering, must see that he/ she is giving his/her own email ID and Mobile no. because an OTP will be sent to their entered email ID and mobile no. for email ID and mobile no. verification. After successful verification of email ID and mobile no. and successful registration, the registered mobile no. and email ID can not be changed in the whole process of UGMAC-2022 Counselling in any circumstances. After successful Registration, candidate will receive a message of successful registration on their registered mobile no. and email. After that, candidate will have to login to their account by entering their email ID and Password and will process the further activities to duly submit their online application form. The candidate must keep the password entered in Application Form confidential, otherwise BCECE Board will not be responsible for any changes in their data or any other complication etc. The email ID provided by the candidate during registration will be his "**user name**".

II. **Step-two - (Personal Information) :** After successful registration and activating the account, the candidate should again "Sign in" to his account and thereafter complete the required entries regarding personal information on the computer screen. Then click on "Save & Continue" button.

III. **Step-Three - (Upload Photo and Signature) :** After entering the personal information, the candidate should upload his / her passport size photograph as uploaded in NEET-UG 2022 online application form and full signature in Hindi and English (Not in capital letter) after duly scanning the same. After uploading photo and signature click on "Save & Continue" button.

IV. **Step-Four - (Educational Information):** After uploading the scanned photo and signature the candidate should enter his / her educational information on the computer screen and click on "Save & Continue" button.

V. **Step - Five - (Preview your application) :** After entering educational information the candidate must verify all the information given by him / her while verifying given information in step-2, step-3 and step-4. If any information is found wrong, then the candidate should click "Back to Edit" button and make required corrections. Thereafter the candidate should click "Save & Continue" button so that entered information should be updated. If preview of

application form is found to be correct, then the candidate give his / her Declaration and click the "Proceed to Payment" button so that he / she should pay Counselling Fee and Security Deposit as per Step-Six.

VI. **Step-Six (Payment of Counselling Fee):** After previewing the Application Form for submitting the same, candidate should click "Proceed to Payment" button and complete the payment procedure for counselling fee according to instruction appeared on the computer screen. Counselling fee is not refundable.

Candidate has to pay Rs. 1200/-(One Thousand Two Hundred Only) for UNRESERVED/BC/EBC/ EWS candidates and Rs. 600/-(Six Hundred) only for SC/ST/DQ candidates as non refundable registration / counselling fee through online mode only e.g. by Credit card/Debit Card/ Net Banking / UPI.

a. **Online Payment :** If the candidate wants to pay Counselling Fee through Online mode e.g. Credit Card / Debit Card / Net banking/ UPI, he / she should select online option from payment mode appearing on the computer screen and "**Make the Payment**" should be made through Credit Card / Debit Card / Net banking/ UPI. The candidate has to pay processing charge additional to Counselling Fee for payment through online mode.

VII. **Step - Seven (Downloading of Part- A & Part-B):** After payment of Counselling/Registration Fee upto scheduled date and time, the candidate must download Hard Copy (Part-A & and Part-B) of online submitted Application Form and keep the same safely in his possession because it contains all informations provided by the candidate and the UGMAC-ID made available by the Board for further use during counselling.

Note: a. Hard copy of PART-A & PART-B need not to be send to Board's office, but instead this is to be made available at the time of counselling.

b. After completing the above procedure and after the date of editing and submitting the online application form, there is no provision for any change or modification in the same.

c. The candidate must note that after submission of online application form, neither it can be withdrawn nor any request for refund of paid counselling fee will be entertained.

d. Board will not be responsible for any interruption in Internet / Banking system. Therefore the candidates must not wait for last date and complete all procedure before due date.

e. If any candidate does the payment of Counselling Fee, but due to any technical issue the payment does not reflect and the amount got deducted from their bank account and even if due to any technical error sms or mail on their Registered Mobile and email id goes as ''Application form submitted successfully'' then in this case candidates are advised not to wait for payment updation instead do re-payment of counselling Fee/ Security Deposit else neither your application form nor candidature will be accepted. Their failure transaction amount will be automatically returned back to their account within 7-8 banking working days.

f. Final Merit list will be prepared after scrutinising the candidate's submitted data from the data provided by National Testing Agency / Health Deptt., Govt. of Bihar and also under the rule & regulations of Hon'ble court, MCC and BCECEB.

g. The Rank Card / Merit List will be published on the Board's Website on scheduled date as notified through concerned advertisement.

h. **Candidates are advised to confirm the Fee structure / any other additional Fee for the Pvt. Colleges before filling up online Application Form. As Pvt. Colleges have high Fee structure, therefore candidates must confirm the Fee structure before Registration and Submission of Application Form from either the website of BCECE Board or concerned colleges. BCECE Board takes no responsibility of the fee structure of the colleges and will not entertain any complain regarding Fee structure.**

i. After online submission of application, if the applicant finds any entries/ photo / signature uploading error has / have been made, then he/ she will have opportunity to edit / rectify the same on the fixed date as notified in concerned advertisement.

j. The above mentioned editing / rectification / correction opportunity will be available for only those candidates, who have successfully filled their online application form and make the payment successfully within due date.

k. For making rectification / correction / editing in online submitted application, the candidate is required to enter the registered email ID & Password and click on "Sign In" button for getting his account to login where the editing process will be carried out.

l. NRI Candidates must note that as per notification of DGHS, New Delhi Ref. U-11011/05/2022-MEC Dated 06.10.2022, candidate who wants to claim benefit for NRI quota should select "NRI" at the time of online registration of UGMAC-2022 and should submit the following documents with the required affidavit enclosed with the above notification as Annexure-1 at the time of document verification, otherwise they will not be eligible for NRI quota.

* Documents claiming that the sponsorer is an NRI (Passport, Visa of the sponsorer).

* Relationship of NRI with the candidate as per the court orders of The Hon'ble Supreme Court of India in case W.P.(c) No. 689/2017-Consortium of Deemed Universities in Karnataka (CODEUNIK) and Ans. Vs Union of India & Ors. Dated 22-08-2017.

* Duly notarized Affidavit from the sponsorer that he/she will sponsor the entire course fee of the candidate and the relationship of the sponsorer with the candidate is in accordance with the above mentioned court order.

* Embassy Certificate of the Sponsorer (Certificate from the Consulate).

* NEET Score Card of the candidate.

(Please provide all the certificates in English. If any certificate is in regional language, copy of it's English translation should be enclosed)

8. DQ candidates must note that they have to submit DQ certificate issued by only authorised Centres / Institutes on prescribed proforma as per para-3.6.3 (Annexure-5, 6, 7) of the prospectus of UGMAC-2022 at the time of counselling / document

verification. For this, after filling and downloading the hard copy of online application form, candidates must consult any concerned authorised Medical College / Centre / Institute with the downloaded online application form for disability test for obtaining disability certificate.

Certificate issued from any other Institutes / Centres except above will not be entertained, for which the candidate will himself be responsible.

9. All the certificates included in the list given below, if applicable, must be submitted in original by every candidate at the time of his/ her counselling / allotment on the scheduled date ;
   (i)   Original Admit Card of NEET(UG)-2022
   (ii)   Original Score Card of NEET(UG)-2022
   (iii) Passing Certificate / Mark sheet / Admit Card of Matric / equivalent exam.
   (iv)   Passing Certificate / Mark sheet / Admit Card of Intermediate/ 10+2 / equivalent exam.
   (v)   Residential Certificate.
   (vi)   Caste Certificate.
   (vii) All the Certificate / documents in original as per the requirements of admissions in Private Medical / Dental Colleges.
   (viii) Six copies of the passport size photographs, which was pasted on the Admit Card of NEET(UG)-2022.
   (ix)   Downloaded print of Online filled Application Form (Part A & Part B) of UGMAC-2022.
   (x)   Aadhar Card.
   (xi)   Any other documents required (if any) such as DQ (PH)/ EWS Certificate etc.

10. **Fresh Registration and submission dates for MOP-UP round of UGMAC-2022 :**
    (i)   Online Registration and filling up of Application Form starting date .... : **03.12.2022**
    (ii)   Online Registration closing date .... : **08.12.2022 (10:00 p.m)**
    (iii) Uploading of Roll No. wise list of candidates who are admitted through UGMAC-2022 1st & 2nd Round Counselling .... : **03.12.2022**
    (iv)   Uploading of Seat Matrix .... : **03.12.2022**
    (v)   Last date of payment through Net Banking / Debit Card / Credit Card/ UPI with final submission of the online Application Form of Registered candidate .... : **08.12.2022 (11:59 p.m)**
    (vi)   Online Editing of Application Form .... : **09.12.2022 (11.59 P.M.)**
    (vii) Publication of Merit list/ Rank Card of UGMAC-2022 (MOP-UP Round Counselling) .... : **13.12.2022**
    (viii) Date of uploading of updated Seat Matrix .... : **14.12.2022**
    (ix)   Proposed date of Offline Counselling (MOP-UP Round) .... : **From 15.12.2022**
    (x)   Last date for submission of rest amount of fee & admission .... : **18.12.2022**

11. For all the processes related to submission of online application form, candidates are advised to click on the link "**Online Application Portal of UGMAC-2022**" on the Home page of Board's website : bceceboard.bihar.gov.in .

12. All original documents of the candidates will be retained after seat allotment. After seat allotment, student have to take admission on the same day during MOP-UP Counselling process by depositing requisite fee amount.

13. **Each candidate desirous of opting seats in any Private Medical Colleges, has to come with all required original documents and a Bank Draft of Rs.1200000/- (twelve lakh) and desirous of opting seats in any Private Dental Colleges, has to deposit a bank draft of Rs.50,000/- (Fifty thousand) only in favour of Controller of Examination, BCECE Board payable at Patna. If the candidate is allotted a seat, he will be treated as admitted and he has to complete all other formalities by depositing the difference amount of fees within prescribed period. The deposited part fee of Rs. 1200000/- (for Medical) / Rs.50,000/- (for Dental) will be transferred to the concerned Institution.** The candidates have to show the bank draft at the time of giving his/ her attendance at attendance counter and have to submit the required bank draft and original certificates at the entrance gate of counselling hall otherwise he / she will not be allowed to participate in counselling.

14. BCECE Board / Controller of examination reserves the right to amend / rectify any of the conditions of prospectus of UGMAC-2022 before the MOP-UP Round counselling of UGMAC-2022.

Controller of Examination

Memo no. 2316/2022   **Dated : 01.12.2022**

Copy to : M/s Merit Trac Services Pvt. Ltd., Manipal Towers, 14 HAL, Airport Road, Banglore-560008 for information & necessary action.

Sd/-
Officer on Special Duty
BCECE Board, Patna

Memo no. 2316/2022   **Dated : 01.12.2022**

Copy to : Controller of Examination, Health Deptt., Bihar, Patna / All concerned Colleges for information & necessary action.

Officer on Special Duty