Annexure D

TECHNICAL INSTRUCTIONS TO CANDIDATE

State Level PG Medical Counselling 2026-27

Candidate Registration, Application for Seat Choice Filling

PURPOSE AND IMPORTANT NOTICE:

This document provides instructions to candidates for registration, choice filling and application submission for PG Medical Counselling.

Before starting the application, candidates must carefully read the official notification and the Eligibility Criteria issued by the Directorate of Medical Education (DME). Apply only after understanding the applicable rules and requirements.

These instructions are based on the rules and procedures currently notified by the DME. They may be revised whenever the DME changes or updates its rules, regulations or counselling procedures. Candidates must refer to the latest official notification and portal instructions before taking any action.

This guide explains how to register and submit your PG Medical Counselling application. Follow the instructions displayed on the official portal. Keep your NEET PG application number, roll number, date of birth, active mobile number and email address ready.

Before you begin

- Use the official counselling portal and a reliable internet connection.
- Enter your details exactly as recorded in your NEET PG 2026 records.
- Use your own active mobile number and email address. Keep access to both while registering.

Read every on-screen instruction carefully. Do not share your password or verification OTP with anyone.

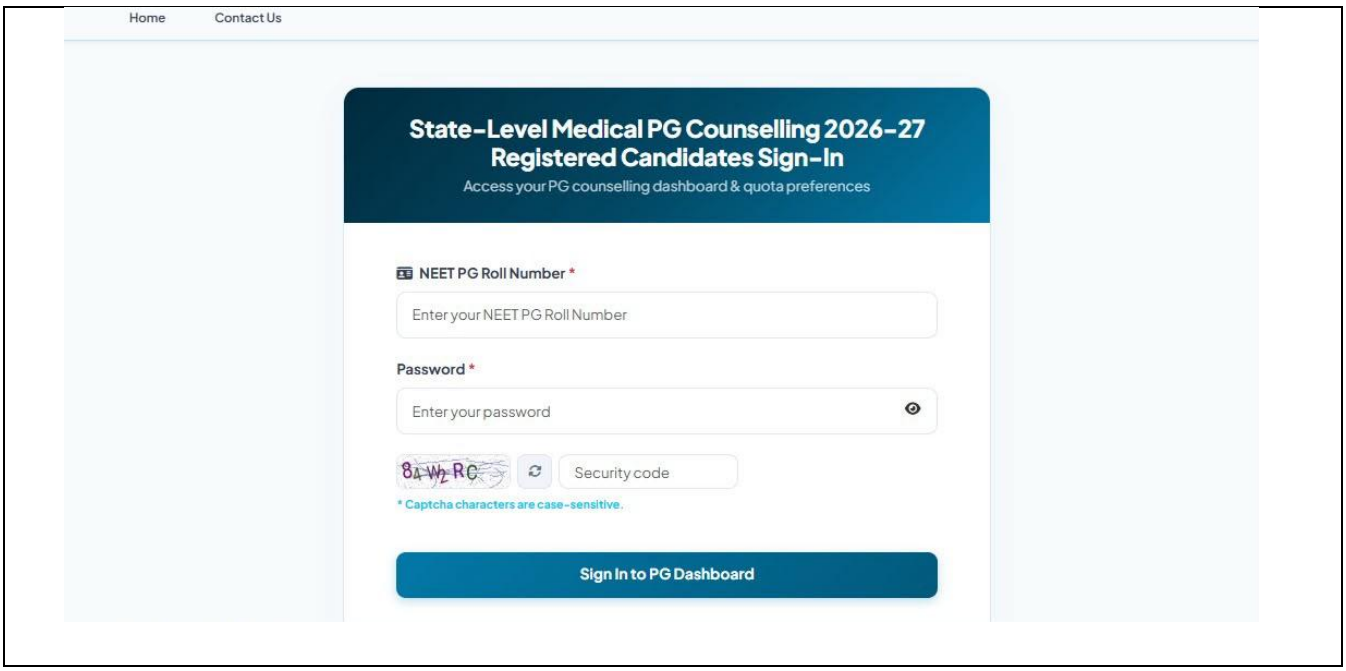
Upload Document Specification

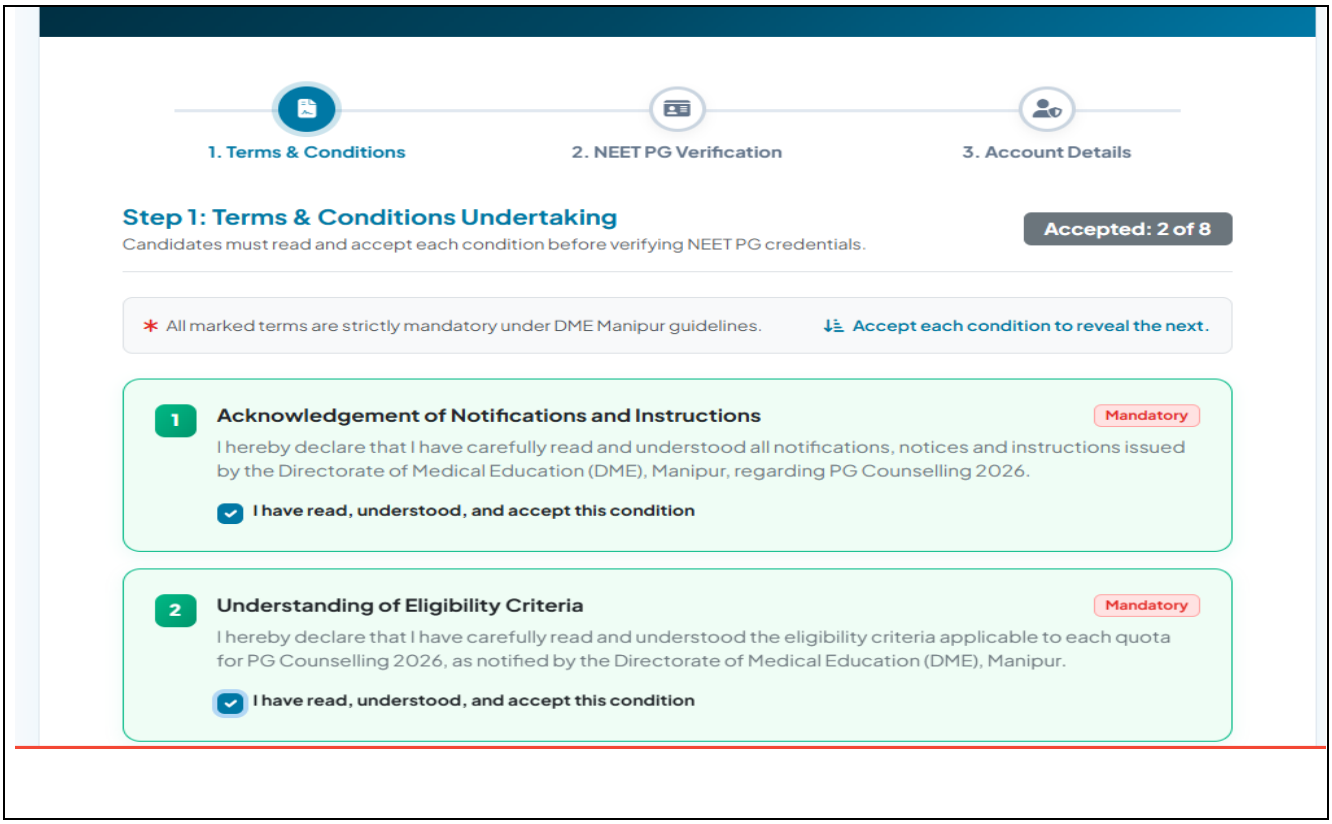
Sl.no	Name of Document/File	Type /Size	Remarks
1	**Candidate passport photo**	JPG, JPEG, PNG 20-200 KB	Portrait orientation (Height > Width), standard 3.5 cm × 4.5 cm, between 150×200 px and 800×1000 px. Full A4 scans not allowed.
2	**Medical Council Registration Certificate (Original/Provisional)**	PDF <=2 MB	Required
3	**Sponsorship Certificate**	PDF <=2 MB	If Applicable
4	**Internship Completion Certificate**	PDF <=2 MB	If Applicable
5	**PRC/Domicile certificate of the state**	PDF <=2 MB	If Applicable
6	**CASTE certificate of the claimed category**	PDF <=2 MB	If Applicable
7	**Online PwBD Certificate**	PDF <=2 MB	If Applicable

Part A — Candidate Registration

A. Accept the Terms and Conditions

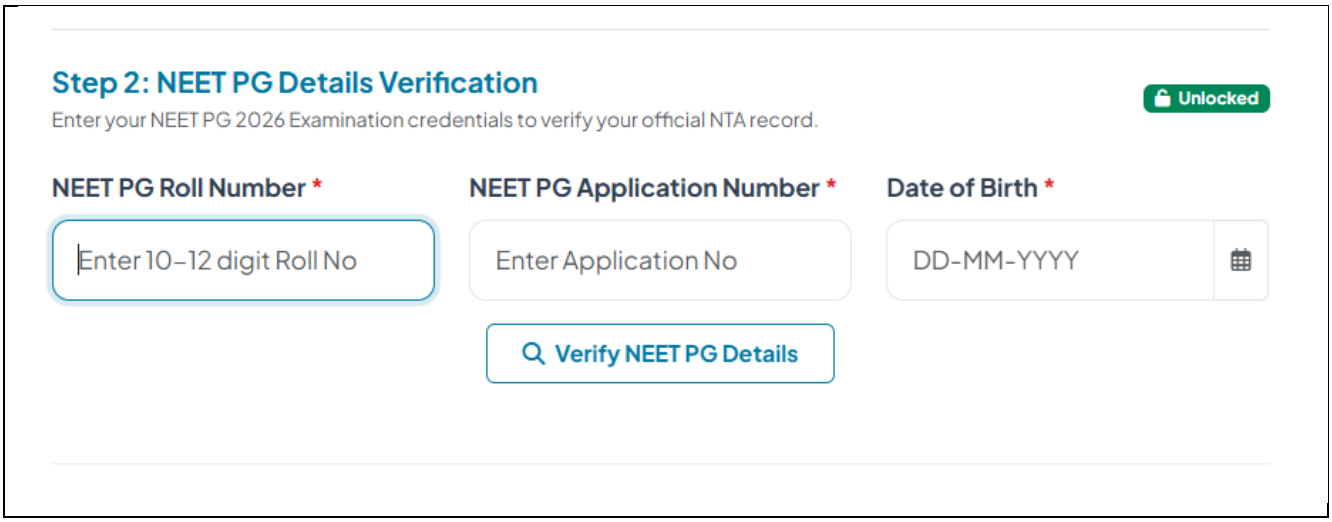
1. Open the counselling portal https://manipurmc.mn.gov.in/ and select the option to begin candidate registration.
2. Read the Terms and Conditions carefully. Scroll through the text if required.
3. Select the acceptance checkbox and click the button to continue. You must accept the Terms and Conditions to proceed.





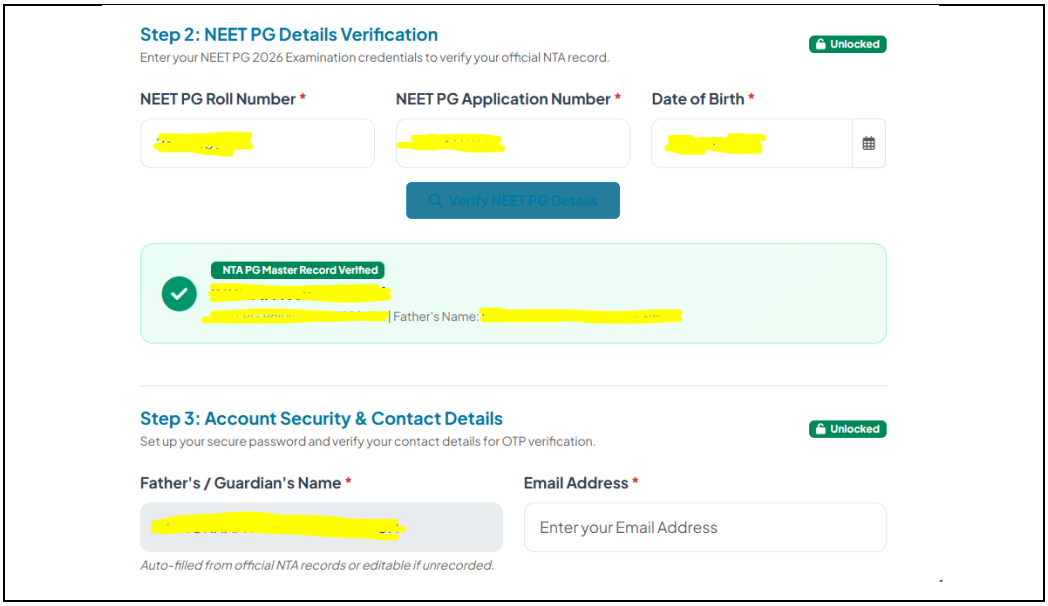
B. Verify your NEET PG 2026 details

1. Enter your PG application number, NEET PG roll number and date of birth in the fields provided.
2. Check each entry carefully, then submit the details for verification against the NEET PG 2026 data.
3. If verification fails, recheck the details against your scorecard/application records and try again. Follow any error message shown by the portal.



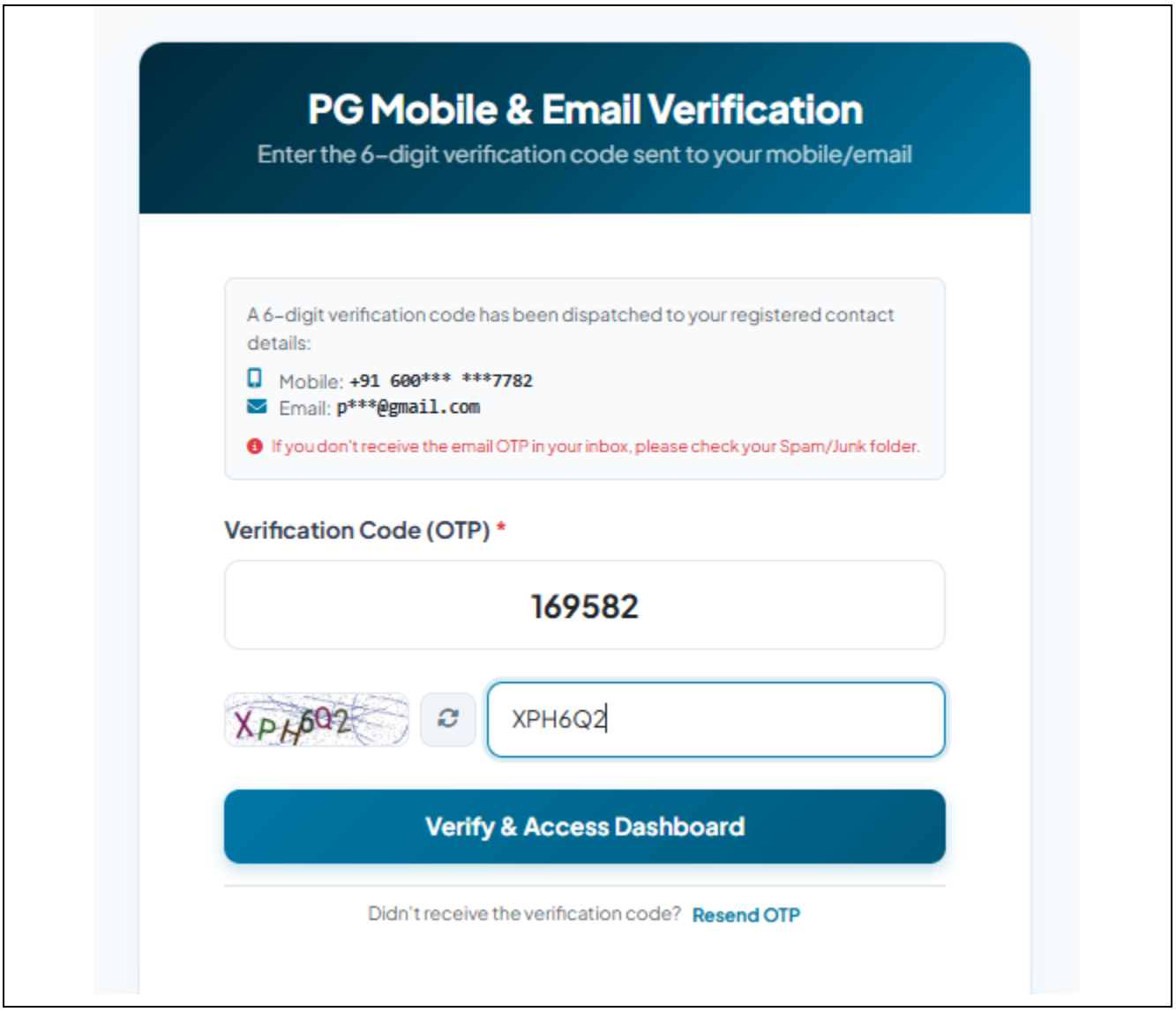
C. Enter contact details and create a password

1. After successful verification, enter your own active mobile number and email address.
2. Create a strong password that meets the portal's displayed password requirements. Use a password that you do not use for another account.
3. Review the contact details and password entries, then complete registration.



D. Verify your mobile number and email address

1. The portal will send a one-time password (OTP) or verification link to the mobile number and/or email address you provided.
2. Retrieve the OTP or open the verification link and complete the verification steps shown on the portal.
3. If the message does not arrive, check the number/email entered and the spam or junk folder, then use the portal's resend option

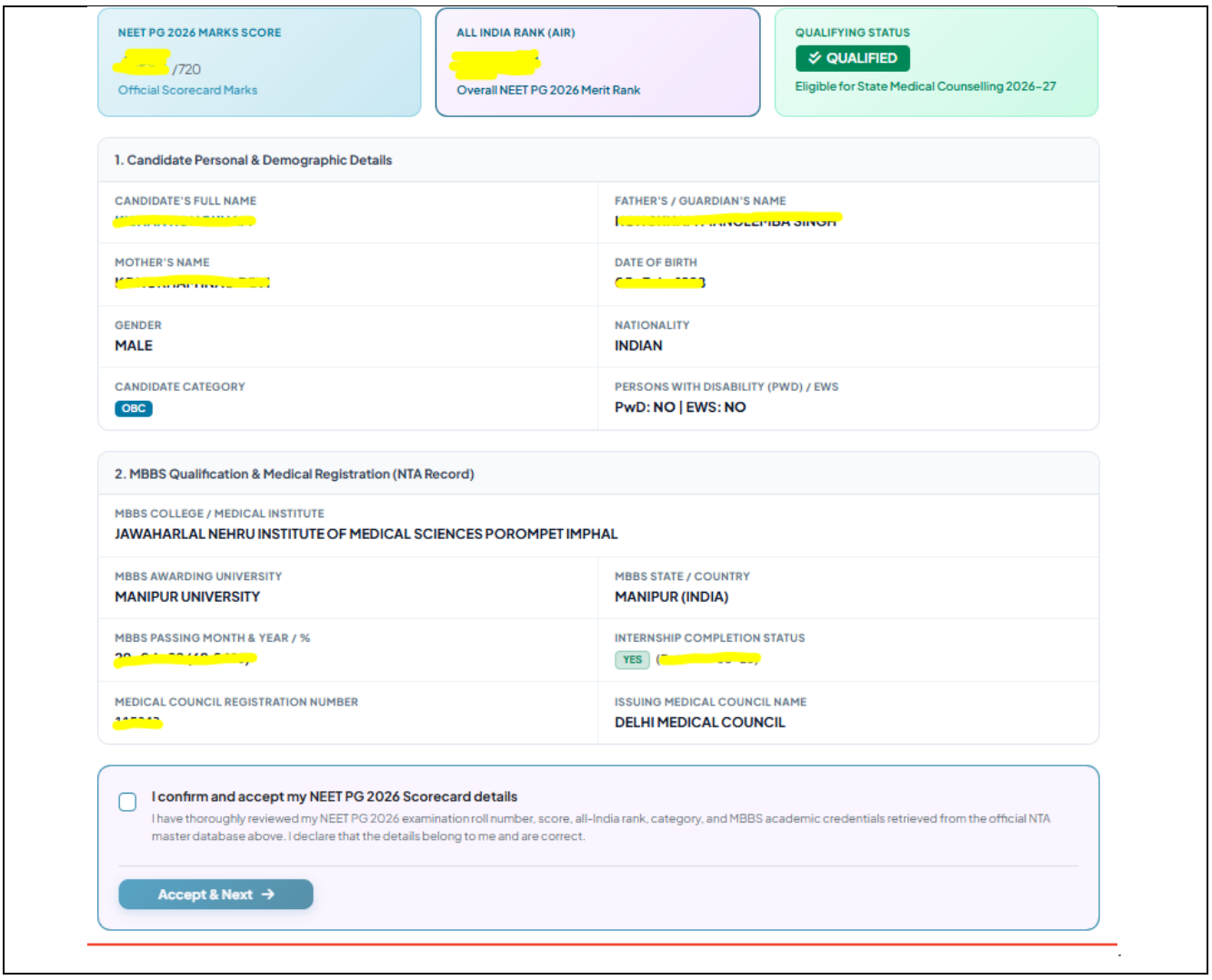


Part B — Complete the Application Form

After registration and contact verification, proceed to the Application Form. Complete each section and save your entries before moving to the next page.

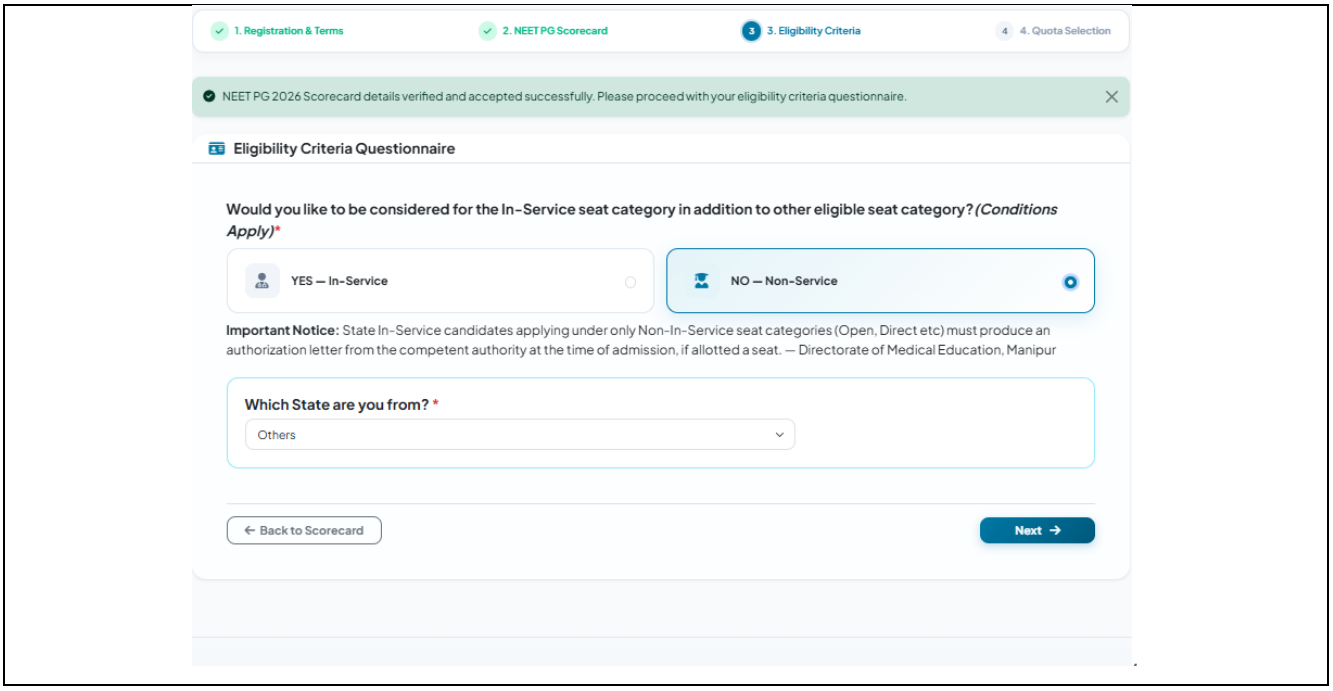
A. Verify your NEET PG scorecard data

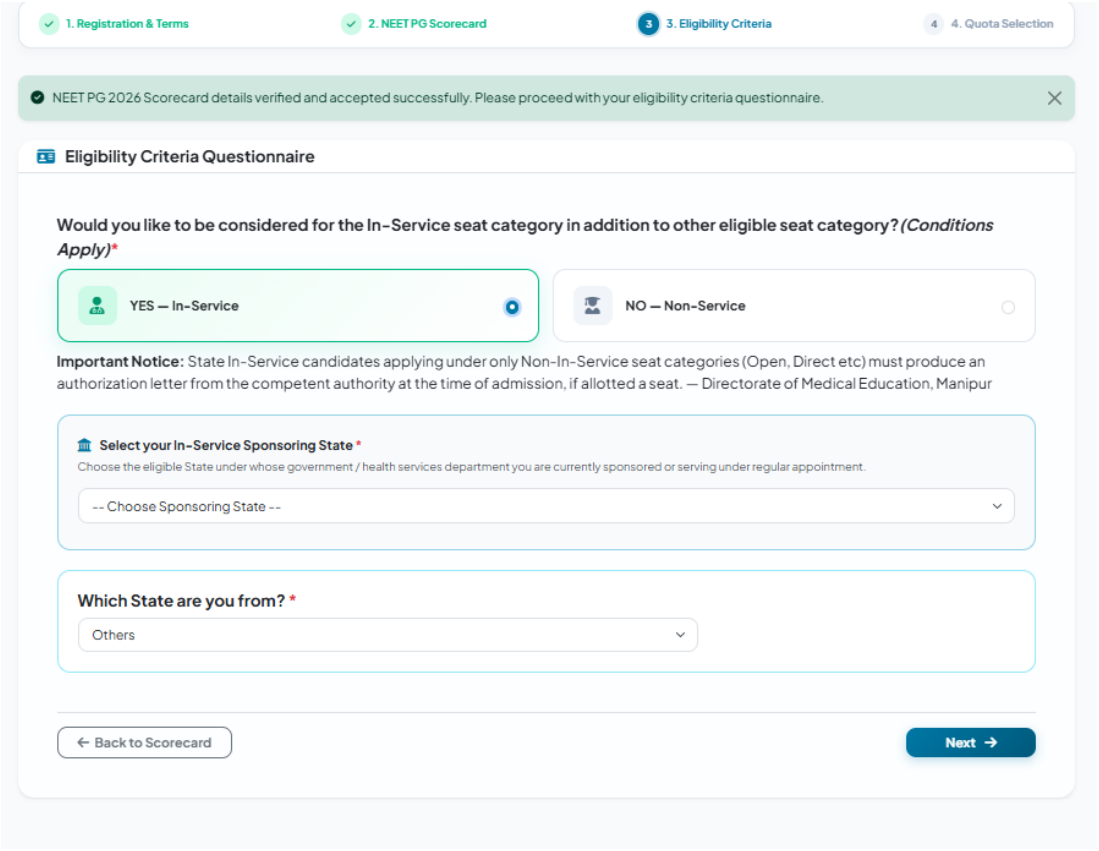
1. Review the NEET PG scorecard details retrieved by the portal from your NEET PG 2026 data.
2. Confirm that the displayed details match your scorecard. If any detail appears incorrect, follow the portal's correction/help instructions before proceeding.



B. Complete the Eligibility Criteria Questionnaire

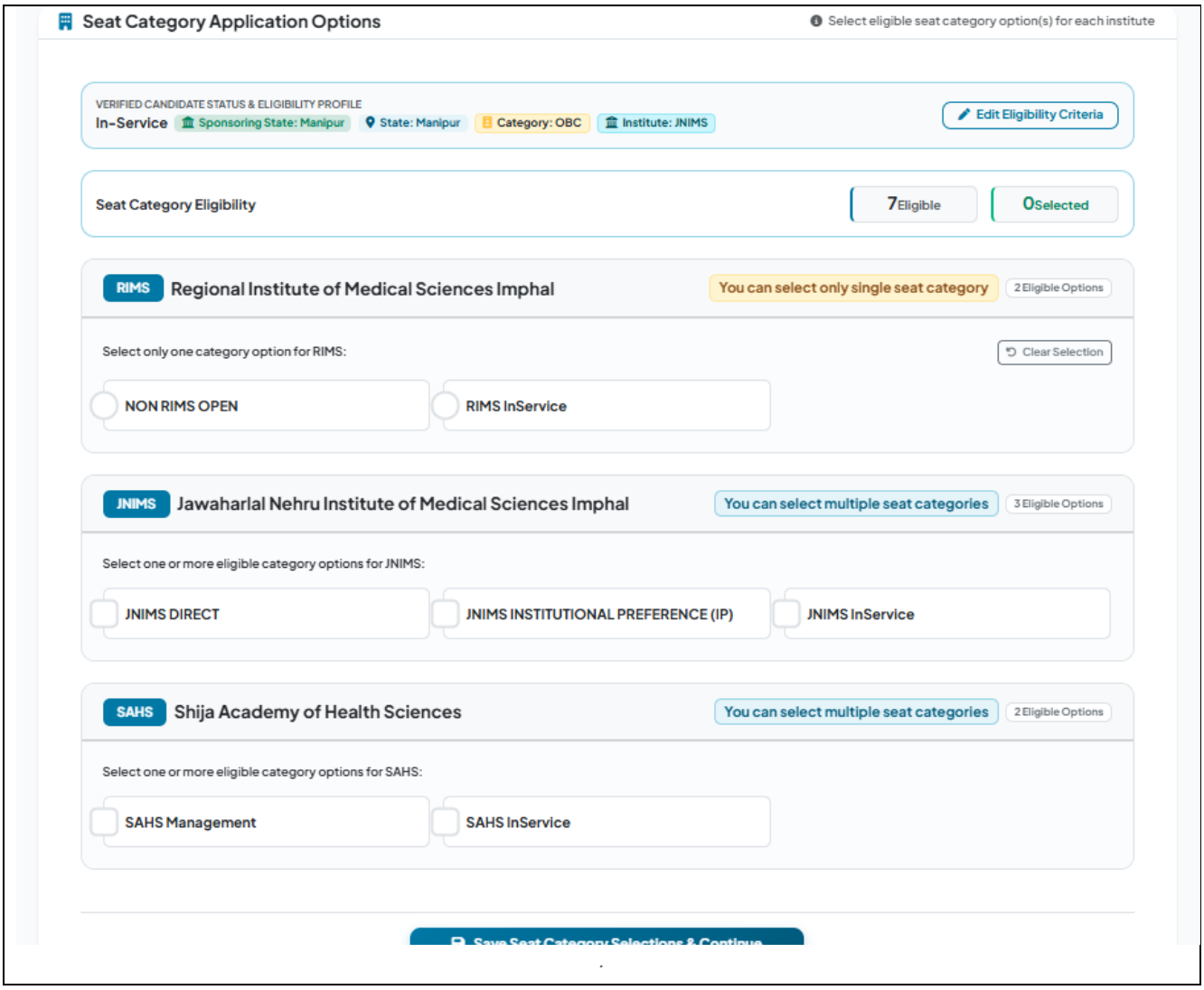
1. Answer the eligibility questions carefully. These answers are used to identify the **seat categories** for which you may be eligible.
2. Provide your In-Service status and select the state to which you belong, as requested by the portal.
3. Review your answers before continuing. Incorrect answers may affect the **seat categories** displayed to you.





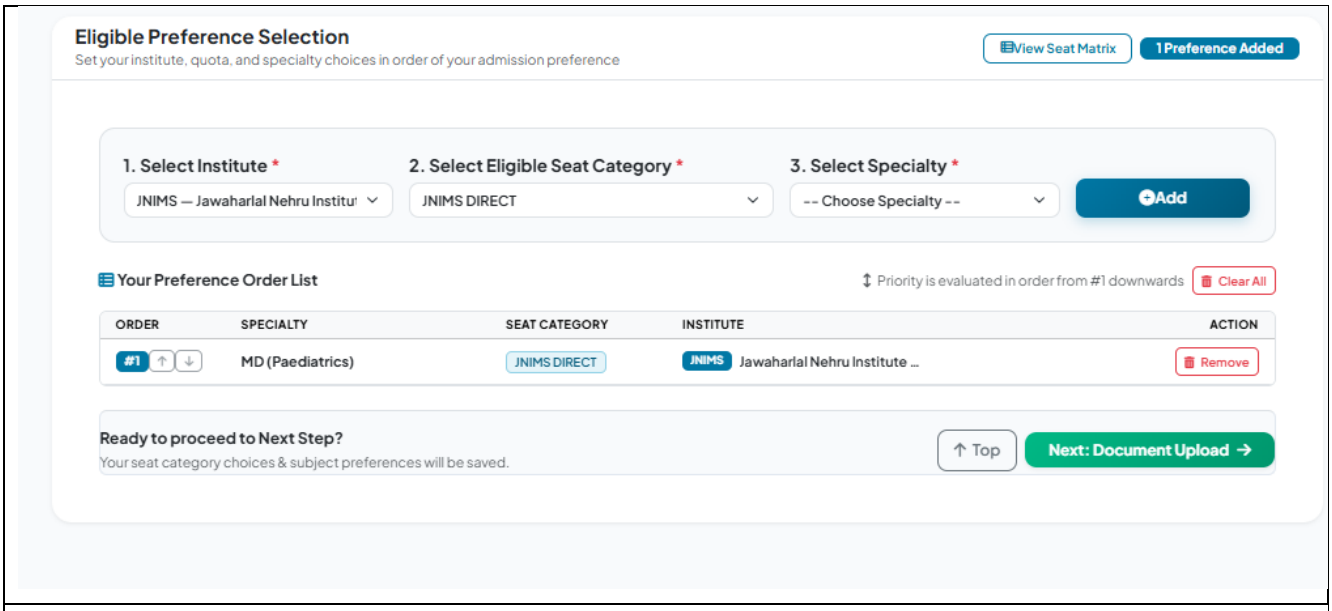
C. Review and select eligible quota(s)

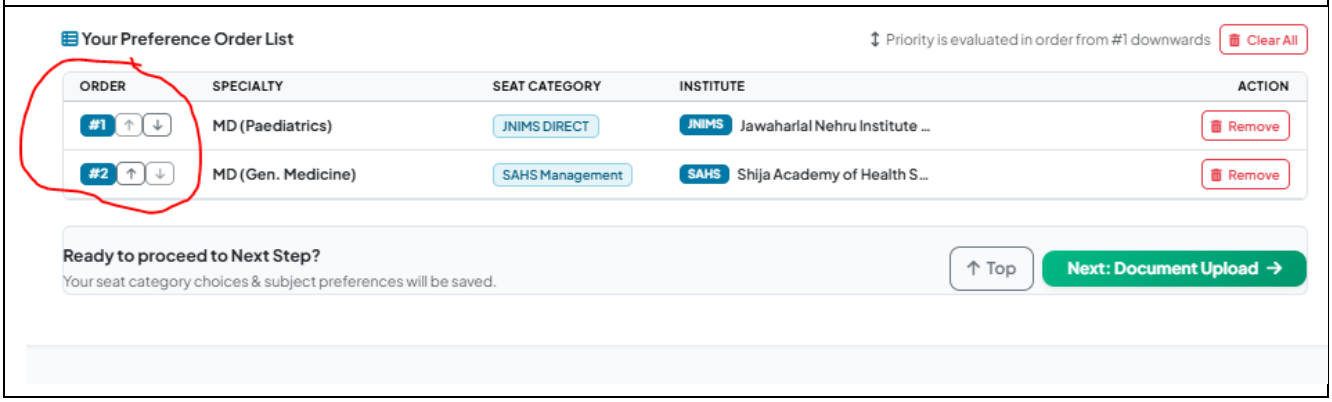
1. Based on your NEET PG scorecard data, In-Service status and state information, the portal will list the seat categories available for your Round 1 application.
2. Select a category to view its minimum eligibility rules and the additional documents required for that category.
3. Select the appropriate category(s) and click **Save and continue**.



D. Choice Filling: Select institute, Seat category and specialty preferences

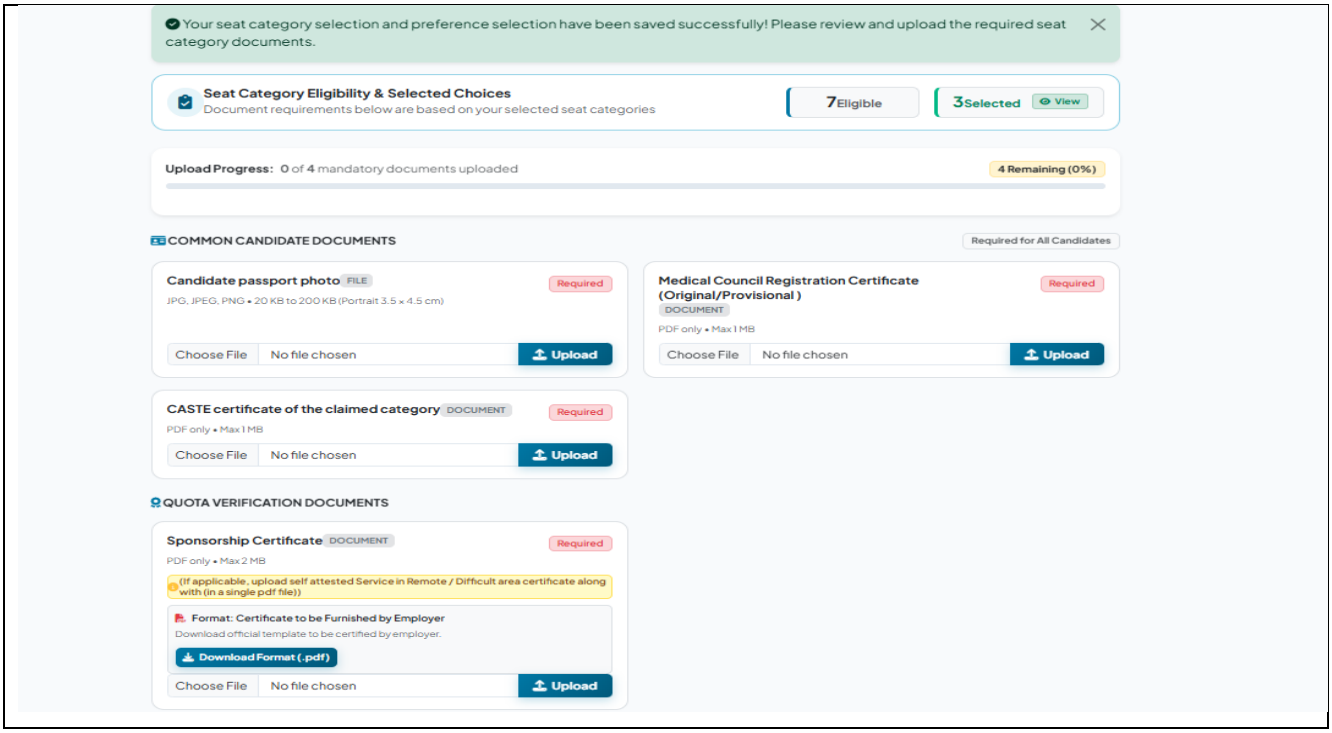
1. Choose your preferred institute, seat category and specialty combinations from the options available to you.
2. Add preferences in the order you want them considered. Review each selected institute–seat category–specialty combination.
3. Use the Move Up and Move Down controls against a preference to change its order. The order shown is your preference order.
4. When satisfied, save your preferences and proceed to the document-upload page.

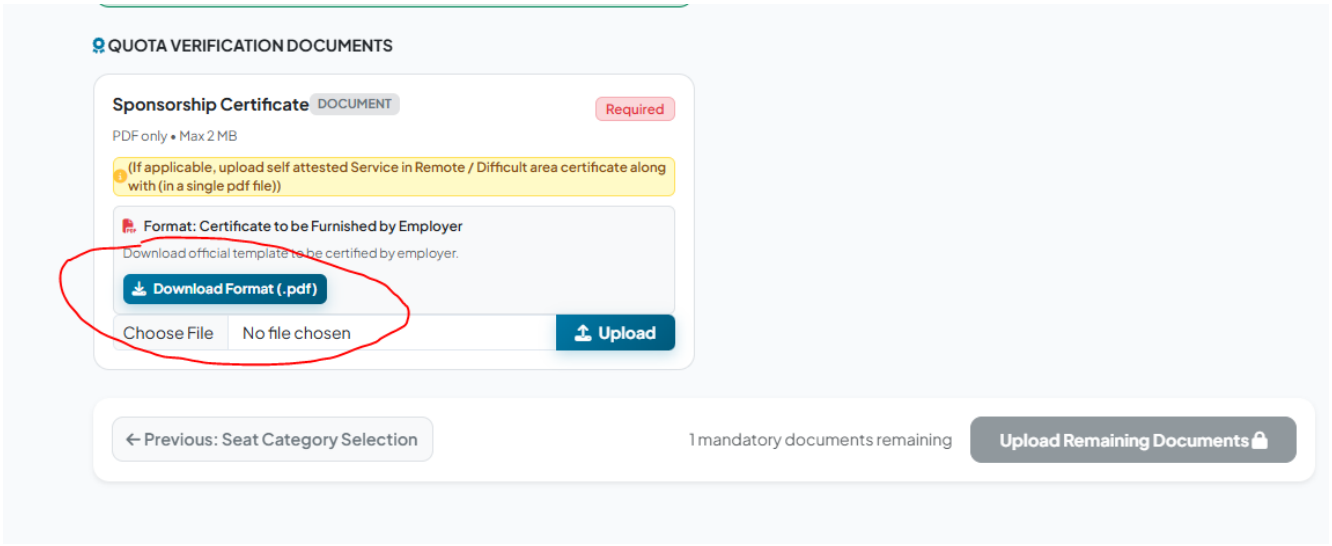




E. Upload the required documents

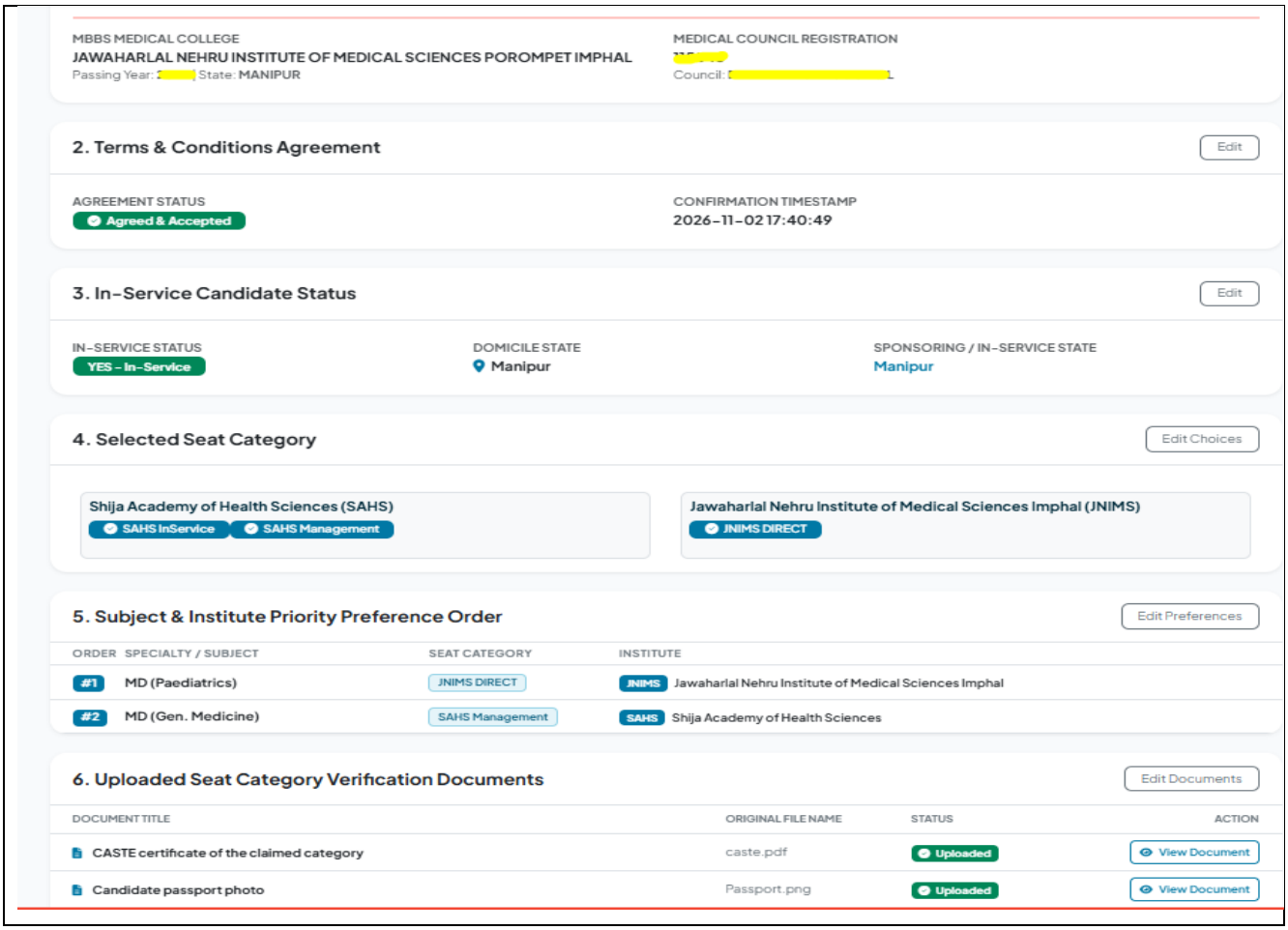
1. Review the document list and upload each document required for your selected seat category(s).
2. Follow the portal's instructions for each document, including permitted file type, file size and any other upload requirements. (*As given above Page 1*)
3. Check that each file is legible, complete and uploaded in the correct document field. Confirm that the portal shows the upload as successful.
4. ***For Sponsorship Certificate, download the template sign and upload***

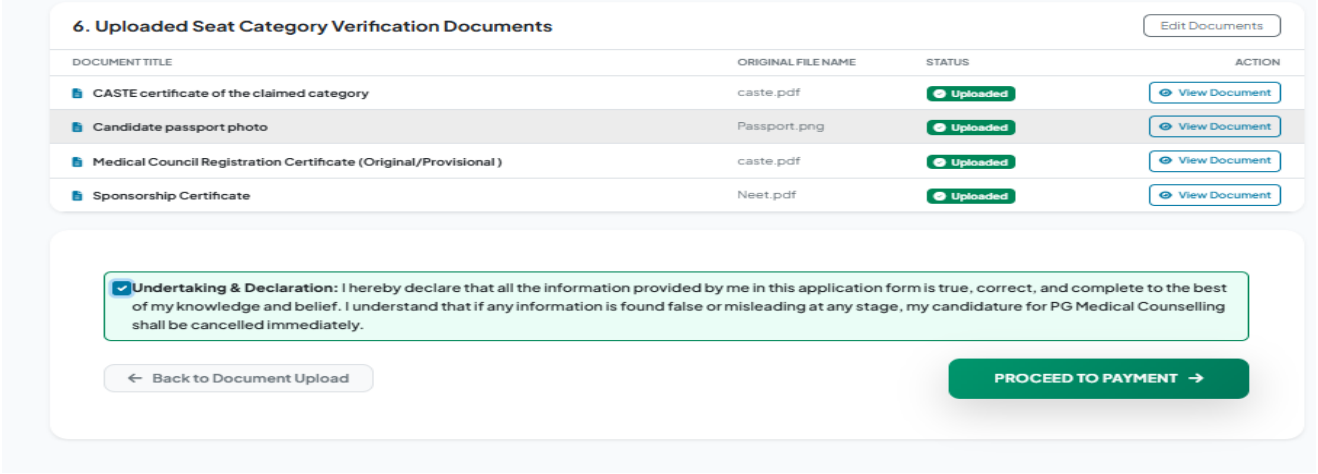




F. Preview and check your application

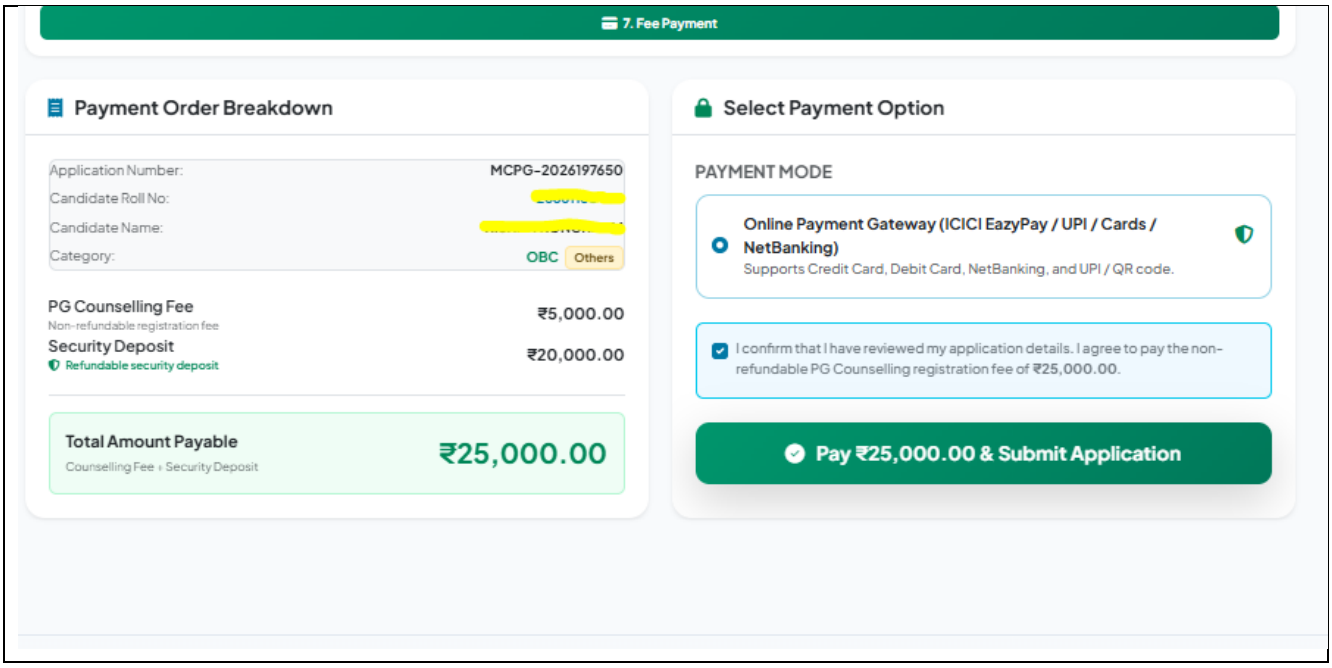
1. Open the application preview and carefully review your personal details, eligibility answers, selected quotas, preference order and uploaded documents.
2. If any correction is required, use the appropriate Edit/Back button shown on the portal and follow the on-screen instructions.
3. After making changes, save them and review the updated preview again.
4. After satisfied, click to **Proceed To Payment to complete application**

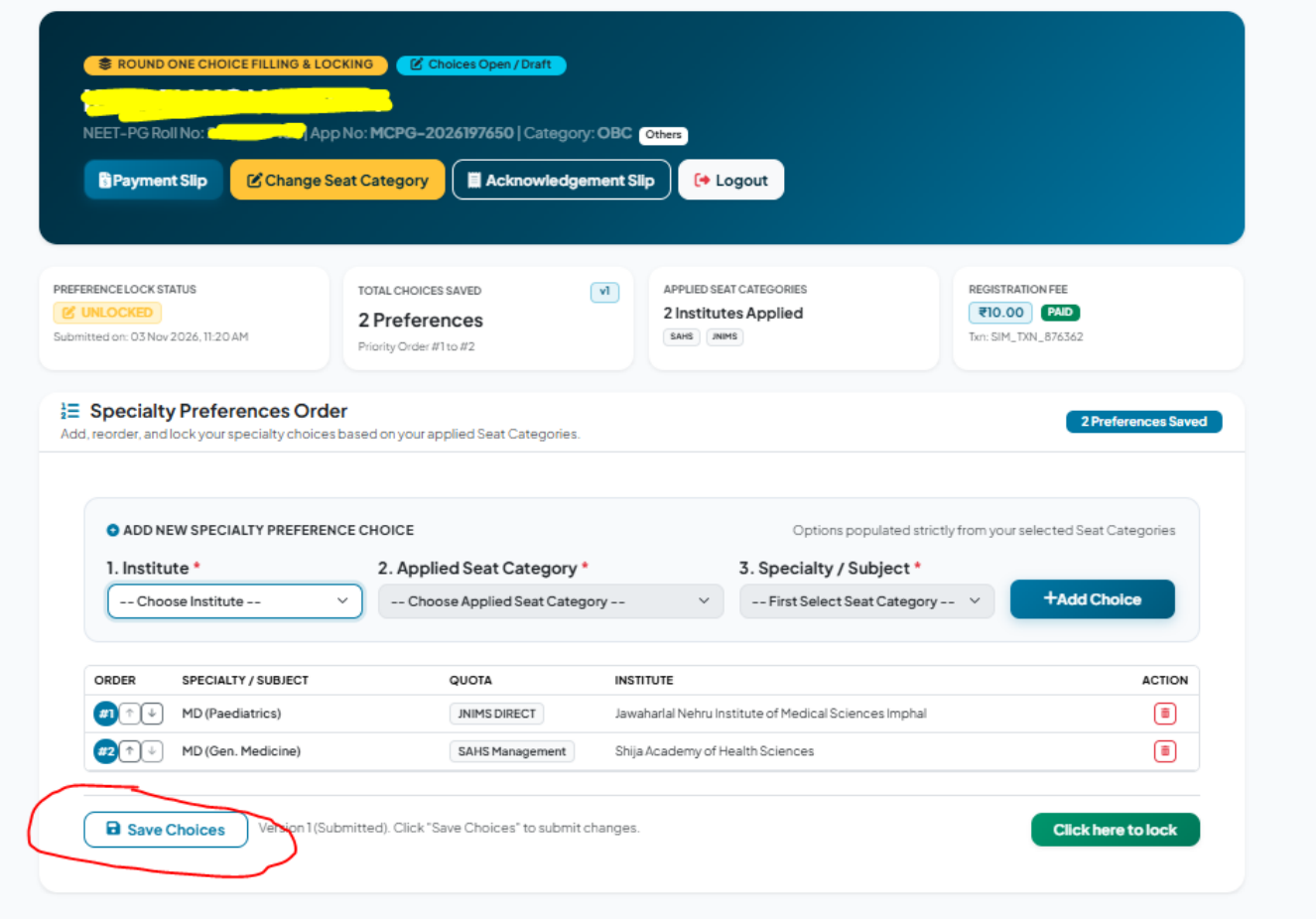




G. Confirm, pay and submit the application

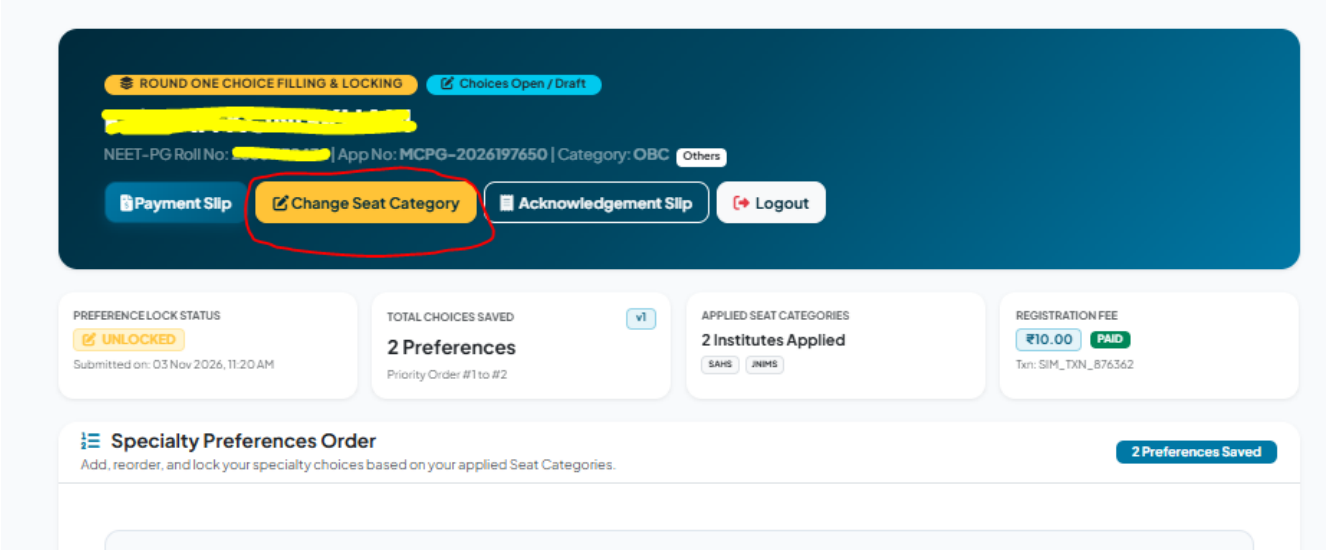
1. When all information is correct, complete the final confirmation step shown on the portal.
2. Proceed to the payment section and pay the applicable counselling fee using the available payment option.
3. Wait for the payment result and follow the portal instructions to complete submission. Do not close or refresh the page while a payment is being processed.
4. After submission, check the portal for the application status and download or print the submitted application. Keep the payment receipt for your records.





After Successful payment, you will be directed to the candidate dashboard, where you can

1) Lock your choices before the last date (if not locked, it will be auto-locked)
2) Edit your choice filling, add, re-order choice preference (If any changes in preference, click Save Choices to save the changes)
3) *Change seat category / Service Status etc. (however, it will reset your seat choices, documents etc. and refilled again and submit before stipulated time. Fees already paid will be retained)*



Important reminders

- Complete all steps within the dates and times announced in the official counselling schedule.
- A saved application or saved preference list may not mean that the application has been finally submitted. Check the portal status.
- Keep your login credentials, OTPs and payment details confidential.
- For any discrepancy or technical issue, follow the official helpdesk/contact instructions published on the counselling portal.

Please refer to the official portal notices for the latest schedule, rules and instructions.