

## APPENDIX-IV

### Important Instructions for Applicants Filling AIIMS PG/Postdoctoral Online Application Form Just Follow Easy 4-Steps (i.e. Step-1, Step-2, Step-3 and Step-4) to fill up Online Application

**NOTE:** Ensure you have completed all the 4-steps (i.e. 1 to 4). No claim for registration in respect of incomplete Forms/Steps will be entertained.

#### **Step-1** ) Create Account by using your existing Email-ID

NOTE: Applicants to provide Email-ID and password which will be their Username and Password for accessing online application form. **Applicants must remember their Email-ID and Password and note it down somewhere safely because if they forget their Email-ID and password, the online application form cannot be accessed.**

**All the details once submitted cannot be changed later on. So, ensure you have filled up the correct and complete information.**

1. **The application form must be filled by the applicants only.**
2. Your **< Email-ID >** (Email-ID should be already existing, active and should be valid for atleast one year so that AIIMS can communicate with the candidate). Email-ID once filled cannot be changed in future. Ensure Email-ID is correctly filled, failing which no communication will occur and the responsibility lies on the applicant.
3. Write **< Password >**
4. Write **Applicant's Full Name** : Write Candidate's full name in BLOCK LETTERS as given in the records of Secondary Education Board/ University.
5. Write **Father's Name** : Write the Father's name in BLOCK LETTERS as given in the records of Secondary Education Board/ University.
6. **Date of Birth** : Select your date of birth as recorded in Secondary School Leaving Certificate or equivalent examination.
7. Select **Category** : **Category once declared in the application cannot be changed later on.** The candidature of such OBC candidates who are covered under the 'Creamy Layer' will be considered only under the general category.
8. Select **Centre Choice**
9. Click **< Create Account >** button ;
10. Web page will open with a declaration, if acceptable, then **< select >** the declaration and write down your Email-ID and Password as shown on screen/webpage and remember the same for further access in order to complete the other steps of online form and future communication with AIIMS.
11. Click **< Submit / Next >** button to reach the next Step – 2 (i.e. **Challan Webpage**).

#### **Step – 2** ) Make the Payment to SBI Bank and fill payment details to your AIIMS Online Application.

##### **1) How to make payment**

1. Click **"Please Click here to get Challan Form"** link. A challan form opens. This Challan form has three copies (on single page with perforations)
  - **Bank Copy** - One for Bank
  - **Student Copy**-Second copy must be retained by the candidate.
  - **AIIMS Copy** –Third copy should be brought along with Admit card which is to be handed over to invigilator in the class room during attendance, failing which you will not be allowed to appear in the Entrance Examination.
2. **Print the Challan Form.**
3. Go to nearby SBI bank branch and make the payment through Challan. The **Bank staff will enter following details on their computer records** while taking payment against Application-cum-Examination fee.
  - **Challan Number (Mentioned on Challan Form); and**
  - **Applicant's Name (Mentioned on Challan Form)**
4. Bank staff will write **Unique Transaction Number/Journal Number, BRANCH CODE and DEPOSIT DATE and put the Banks' Stamp** on all the three copies of Challan Form. Ensure that information has been filled on Challan Form and signed by the bank staff on all the three copies.

5. Banker retains **Bank Copy** of Challan Form and return you the **Student and AIIMS copy** of Challan Form.

II) **How to fill payment details**

6. Come back to website [www.aiimsexams.org](http://www.aiimsexams.org) and as you have already created an Account with AIIMS (no need to create account again), **Click** on Green button with **Key symbol** and **“Login”** with your **Email-ID** and **password** as already in use (do not fill new registration details). It will directly go to payment page.
7. Fill the webpage fields of
  - a. **Unique Transaction Number/Journal Number** ,
  - b. **BRANCH CODE** and
  - c. **Deposit Date** written by Bank Staff on Challan Form Copies.
8. Click **< Submit/Next >** button on Challan Form webpage. You are shown with **“Application Form”** webpage. Click **“submit”** button only when you have completed all the fields correctly on this page. Please note that the details once entered **cannot** be changed later on.
9. Internet Browser opens **“Online Application Form Webpage”**, Follow **Step 3**.

**NOTE: Bring AIIMS COPY of Challan Form along with Admit Card at the time of Examination without which you will not be allowed to appear in the Entrance Examination.**

**Step - 3) Fill Application form completely and submit the application.** (Instruction for filling the form as available with each field of Application form and as provided in the Prospectus).

1. Applicant can edit the Application details only before submitting application. Once **“Submit”** Button is clicked by Applicant, he/she will not able to edit the details. So, Click **“Submit”** button only when you have completed all your Online Application Form details **correctly and completely** (because after that no edit/alteration is allowed).
2. Use **< Save As Draft >** button to **save your incomplete Online Application Form** details. So, there is no need to type details again and again.
3. Use your Email-Id (as username) and password for accessing Incomplete Online Application form.
4. When you have completed all fields of Online Application Form click **< Next >** button.
5. Page to verify the contents filled by applicant, **“Application Form details”** will come up on screen, verify your entered Application Form details then accept declaration and click **< Submit >** Button (Use **< Back >** button on webpage if any changes required). Application details once submitted cannot be changed. So, **click submit button only when you have completed your application details in all respects correctly.**
6. After clicking **< Submit >** button, webpage to **“upload passport photograph and signature”** will appear.
7. Internet Browser will open **“Upload Photo and Signature Webpage”**, Follow **Step 4**.

**Step – 4 ) Preview and Upload Passport size Photograph and Signature**

**NOTE: You must upload photograph and signature to correct specified fields. Do not make any mistake in uploading candidate signature and photograph. Photo/Sign should be in “.jpg” format.**

1. Candidate must have softcopy/digital of passport size photograph **“CandidatePhotograph.jpg”** provided by photographer as per the **“ AIIMS instruction for Photograph”** (provided in prospectus). Keep size of photograph minimum as maximum size limit is 500 KB.
2. **Put candidate signature in an area of 2” X 1” on paper with a black ball point pen.** Scan that paper. Cut Signature area of 2” X 1” and Save it as **CandidateSignature.jpg”**. Keep size of Signature minimum as maximum size limit is 300 KB.

**NOTE: MUST NOT UPLOAD signature in A4 size format/complete paper as this later on result in difficulty in getting their admit cards.**

3. To upload **“CandidatePhotograph.jpg”** Click **“Browse”** Button right to the photograph field. Select the Scanned **“CandidatePhotograph.jpg”** file from saved location and click **“Open”** Button.
4. To upload **“CandidateSignature.jpg”** Click **“Browse”** Button right to the signature field. Select the Scanned **“CandidateSignature.jpg”** file from saved location and click **“Open”** Button.

5. **Preview of Candidate Photo and Signature must be clearly visible to candidate, if photo/signature image is coming small or not visible in preview on website online then it mean photo/signature is not as per the AIIMS prescribe format and your application will be rejected. So, be careful while uploading your photo and signature.**

A sample of quality of acceptable and non acceptable photographs/signatures is given below for the guidance of the applicants.

**Acceptable Photo:**



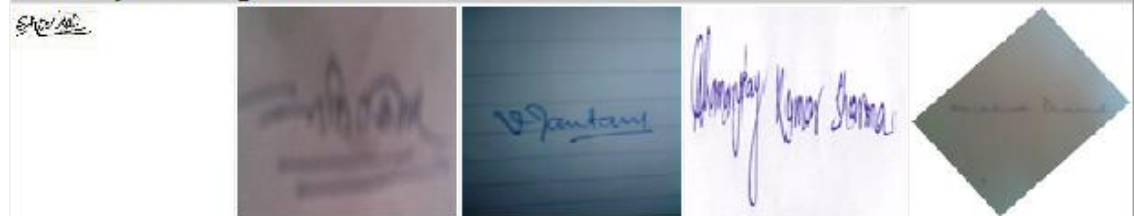
**Acceptable Signature:**



**Unacceptable Photo:**



**Unacceptable Signature:**



6. After you are satisfied with the photo and signature preview online. Click **“Next”** button. After clicking **“Next”** Button you cannot change your photo and signature. Registration Slip page appears.

**Do not send Registration Slip and AIIMS Copy of Challan by POST to AIIMS Examination Section. But always keep these with yourself safely as an proof of your candidature or in case of any discrepancy.**

## **NOTE:**

- 1) Ensure you have completed all the 4-steps of Help Manual i.e. 1 to 4. No claim for registration in respect of incomplete forms will be entertained.
- 2) After completing four steps process check all fields of Registration Slip must be complete and correct in all respect. If Registration slip is incomplete/incorrect your candidature will be rejected at any stage.
- 3) Only Candidate with Successful registration get SMS to their Mobile. No SMS will be sent to candidate who have incomplete Forms/Steps(i.e. 1 to 4).
- 4) All candidates must print Admit Cards from our website [www.aiimsexams.org](http://www.aiimsexams.org) from date mentioned in AT A GLANCE of prospectus. No Admit Cards are being sent by POST.
- 5) Do not send Registration Slip and Challan (AIIMS Copy) by POST to AIIMS Examination Section. But always keep these with yourself safely as an proof of your candidature.
- 6) Bring Challan Form-AIIMS COPY along with Admit Card at the time of examination and hand over the AIIMS copy of Challan to the Invigilator in your room, without which you will not be allowed to appear in the Entrance Examination.
- 7) Always keep following documents with you (helpful to sort out candidate problem in case they do not get their admit cards from website [www.aiimsexams.org](http://www.aiimsexams.org)):
  - i. Original Registration Slip.
  - ii. Original Challan Form (Student copy)

Do not miss above mentioned documents. If you have lost any document then AIIMS cannot help you in any way.

## **Very Important Note:**

1. All information and provisions in detail are mentioned in the prospectus. So, applicant must read the Prospectus of concerned Entrance Examination available on website (i.e. on Home Page of [www.aiimsexams.org](http://www.aiimsexams.org) Website in "Prospectus" Section) before start filling up the form.
2. In case information furnished on online form found to be false at any stage then applicant's candidature/registration/admission/service will be cancelled/terminated.
3. Some Hints to fill up the fields of form also provided with each field of Online Application Form.
4. Making payment in no way entails you to claim candidature. You must complete the application form as per the instruction in steps 1 to 4 and take print out of Registration Slip before closing date.
5. Please do not wait for Last date to fill application form. **To avoid last date hurry you are advised to made payment via challan atleast one week before last date and ready with Photo and Signature softcopy as per the instructions of Help manual and Prospectus.**
6. Please note that **payment by challan is not refundable in any case** i.e incomplete online application or ineligibility as per the prospectus or any other reasons. Therefore payment should be made only after checking the eligibility criteria and completion of application form and proper uploading of photo and signature is mandatory. The candidate must get a Registration Slip and have Challan Form to make claim. It should also be noted that a candidate should complete these requirements within the time-limit fixed in advertisement.

7. Correction required if any in Online Application form should be sent via FAX or SPEED POST immediately on or before closing date. Any late presentation of correction or change thereafter cannot be entertained in any case
8. Always keep following documents with you:
  - a. Original Registration Slip.
  - b. Original Challan Form (Student copy)
9. Always remember following information provided by you for accessing online Application & result and for future communication with AIIMS:
  - a. Email-ID (as Username)
  - b. Password
  - c. Unique Transaction Number/Journal Number written by Bank on Challan Form while making the payment in bank against Challan form generated online after submission of online application data.
  - d. Registration Number/Application Form Number generated after submission of application online
  - e. Date of Birth

**How to sort out your problem:**

In case of communication with AIIMS Exam Section for sorting your problem on urgent basis Contact AIIMS Exam Section using instructions given below:

1) **Email-ID: [exams.ac@gmail.com](mailto:exams.ac@gmail.com)**

Always write in **subject** of email to AIIMS following things

- i. "Exam Name with session and year" and
- ii. "Challan No./Registration No./Application No."

**For Example:** Email Subject will be like: "**DM Jan2012 - 2051000038**"

And in **Email message always mention** following things:

1. Problem description
2. Entrance Exam Name with session and year
3. Registration/Application Number
4. Candidate Name
5. Email-ID
6. Mobile Number/any other contact number

2) **FAX NO.- 011-26588789**

While sending FAX always **write on each FAX page Following things:**

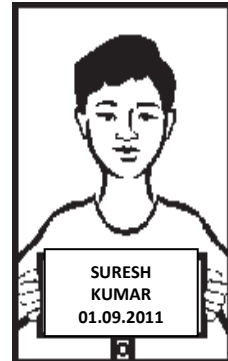
1. Entrance Exam Name with session and year
2. Registration/Application Number
3. Candidate Name
4. Email-ID
5. Mobile Number/any other contact number

## INSTRUCTIONS FOR PHOTOGRAPHS

### INSTRUCTIONS FOR PHOTOGRAPHS

1. One (1) recent colour passport size photograph with light background is required. Black & white/ Polaroid photographs are **NOT** acceptable.
2. Photograph **MUST** be snapped on or after 01-09-2011.
3. Photograph must be taken with name of candidate (as in application) and date of taking photograph.

Example :



### IMPORTANT :

- (i) The photograph must be snapped with a placard while the placard is being held by the candidate indicating name of candidate and date of taking photograph. In case name and date are written on the photograph after taking it, the application will be rejected.
- (ii) The name and date on the photograph should be legible.

**NOTE:** Candidates must upload photograph and signature to correct specified fields. Do not make any mistake in uploading signature and photograph.

1. Candidate must have in softcopy/digital of passport size photograph and save it as "**Candidate Photograph.jpg**" provided by photographer. Keep size of photograph minimum, as the maximum size limit is **500 KB**.
2. Candidate put his/her **signature in an area of 2" x 1" on paper with a black ball point pen**. Scan that paper. Cut Signature area of 2" x 1" and save it as "**Candidate Signature.jpg**". Keep size of Signature minimum, as the maximum size limit is **300 KB**.
3. To upload "**Candidate Photograph.jpg**" Click "Browse" Button right to the photograph field. Select the Scanned "**Candidate Photograph.jpg**" file from saved location and click "Open" Button.
4. To upload "**Candidate Signature.jpg**" Click "Browse" Button right to the signature field.  
Select the Scanned "**Candidate Signature.jpg**" file from saved location and click "Open" Button.
5. Click **Submit** button. Registration Slip page appears.

**Note:-**

- The information will appear in the website as per time schedule laid down in the prospects. Telephonic queries/written requests prior to the scheduled date mentioned in the prospectus regarding receipt of application, acceptance, hosting of admit cards etc. will not be entertained.

**For enquiries relating to Entrance Examination please contact :**

Assistant Controller (Exams)  
Examination Section  
All India Institute of Medical Sciences (AIIMS)  
Ansari Nagar, New Delhi – 1100 608

Tel : 26589900, 26588500, 26588700 Extn. 4499, 6421, 6422, 4971  
Fax : 011 2658 8789