

Important Instructions for Applicants Filling AIIMS PG/Postdoctoral Jan 2012 Online Application Forms
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 “Login and Password” and Verify candidate Email-ID

NOTE: Applicants provide Email-ID and password will be their username and password for accessing online application form. **So, applicants must remember both of them and note down in his/her diary because if he/she forget them then 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 applicant.**
2. **Your < Email-ID > (Email-ID should be already existing, active and valid for atleast coming one year so that AIIMS can communicate with the candidate). Email-ID once filled cannot be changed in future. Ensure email-ID must be correctly filled by you in case filled incorrectly then communication failed to reach applicant (if any) is the responsibility of applicant only.**
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 name in BLOCK LETTERS as given in the records of Secondary Education Board/ University.”)
6. Write Your **Date of Birth** (“Select the date of birth as recorded in Secondary School Leaving Certificate or equivalent examination.”)
7. Select **Category**
8. Select **Centre Choice**
9. Click “**Create Account**” button
10. A Webpage open up with a declaration, if acceptable then select the declaration and **write down you email ID and Password as shown on screen /webpage and keep safely** for further access /to complete the other steps of Online Form and communications with AIIMS.
11. Click “**Submit/Next**” button to reach the Next Step 2 i.e. Challan Webpage

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

i) 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 at examination centre without which you will not be allowed to appear in the Entrance Examination and candidate has to handover it to invigilator only during attendance.
2. **Print the Challan Form.**
3. Go to nearby SBI bank branch and **tell the Bank staff to enter following details to their computer record** while taking your payment against Application-cum-Examination fee.
 - **Challan Number(Mentioned on Challan Form), and**
 - **Applicant Name (Mentioned on Challan Form)**
4. Bank staff will write **Unique Transaction Number/Journal Number, BRANCH CODE and DEPOSIT DATE** on all the three copies of Challan Form. Ensure that information must be written by bank staff on all the three Challan copies.
5. Banker retains **Bank Copy** of Challan Form and Give you **Student and AIIMS copy** of Challan Form.

II) How to fill payment details

6. Come back to website www.aiimsexams.org and as you have already create a Account with AIIMS (no need to create account again) .So, Click on Green button with Key symbol to “Login” with **Email-ID** and **password** to your online application (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.**NOTE:** Applicant must write these details carefully and correctly.
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 fields correctly on this page as details once entered cannot be changed later on.
9. Internet Browser open “**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 available with each field of Application form and also in detail in 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 Applicant “**Application Form details**” come up, verifies 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 respect correctly.
6. After clicking “**Submit**” Button webpage to upload passport photograph and signature appeared.
7. Internet Browser open “**Upload Photo and Signature Webpage**”, Follow Step 4.

Step – 4) 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:



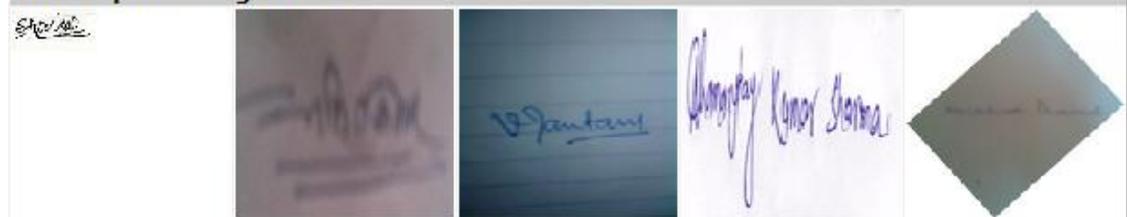
Acceptable Signature:



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 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):
 - 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 Website in "Prospectus" Section) before start filling up the form.
2. In case information furnished on online form found to be false 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. In case of doubt refer to prospectus.
4. Always keep following documents with you:
 - a. Original Registration Slip.
 - b. Original Challan Form (Student copy)
5. 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**

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: ***"MBBS July2011 - 1013000038"***

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:**

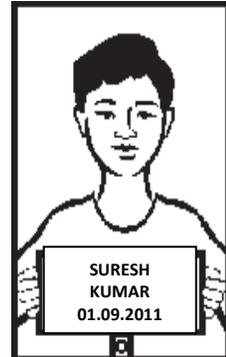
1. Entrance Exam Name with session and year
2. Registration/Application Number
3. Candidate Name
4. Email-ID
5. Mobile Number/any other contact number

INSTRUCTIONS FOR PHOTOGRAPHS

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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 prospectus. 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

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Fax : 011 2658 8789