

**IMPORTANT INSTRUCTIONS FOR ONLINE APPLICATION FORM
AFMC MBBS ENTRANCE EXAMINATION - 2012**



Steps to fill up Online Application: METHOD I & METHOD II

METHOD – I (Will be available till from 06 February 2012 till 05 March 2012)

(NO DOCUMENTS ARE TO BE SENT BY POST)

Step A – REGISTRATION AND LOGIN

(a) Create your Login and Password – On the website <http://www.afmc.nic.in> click the AFMC MBBS Entrance Examination -2012 link. You will be redirected to the web page <http://www.afmcdg1d.gov.in>

(b) New applicants, will register by clicking on the “NEW APPLICANT – CLICK HERE TO REGISTER” link. Candidate shall be redirected to a new page where he/she will have to enter Name (First Name, Middle Name, Last Name (as mentioned in your Class X/SSLC/Higher Secondary/CBSE certificate). This is important step. Please check the name that you have entered thoroughly before proceeding further. This is the name that you shall be registered for the examination.

(c) Valid E-mail id – This is the e-mail id that you may create on any portal like google.com/ yahoo.com/ rediffmail.com. Your e-mail id is mandatory and will be essential means of communication. Please keep your e-mail id handy along with the password till the completion of the admission procedure. You can register only once with one e-mail id.

(d) Landline No: is optional however the Mobile no: is mandatory.

(e) Qualifying exam – The qualifying exam will be either 10+2, or BSc as mentioned in para 10 of the prospectus. Choose carefully since once you have selected, you will not be able to make any changes.

(f) Date of Birth (as mentioned in your Class X/SSLC/Higher Secondary/CBSE certificate). Enter only the correct date of birth. Any change in the date of birth at a later stage will not be accepted and the candidature of the applicant will be rejected.

(g) Enter the letters in the image correctly. They are Case sensitive.

Note: You can use your e-mail id ONLY once to register. If you have wrongly submitted the form, you will not be able to register again with the same e-mail id.

(h) A password shall be generated when you click submit which will be sent to your registered e-mail id.

(j) You will have to open your registered email and use this password to login. This should be done within 24 hours of first registration or else this registration will be null and void. On login however you will have to create a new password for yourself. This password will be of minimum 8 characters with minimum of two characters in Capital, with two special characters and two numericals.

(k) Applicants can login to their account by entering the login name i.e. e-mail id and new login password.

Step B - FILLING OF FORM ONLINE AND GENERATION OF CHALLAN

(a) Once logged into your account, fill up all relevant details. You may save your data regularly. Fill up your application form deliberately and with caution. All fields marked with a red star (*) are mandatory. Please keep the following ready before you attempt to fill up your application form.

(i) Recent colour digital passport size photograph (in .jpeg format with max size of 500KB Only). The photograph must indicate clearly the name of the candidate along with the date of taking the photograph. It should be without cap or goggles. Spectacles are allowed. Photograph of the candidate should NOT BE ATTESTED. **Candidates must keep 8-10 identical photographs ready in reserve for use on the Admit Card of entrance examination/ Interview / Admission.**

Candidates not complying with these instructions or with unclear/ illegible photographs are liable to be rejected.

(ii) Scanned copy of your signature (in .jpeg format with max size of 500KB Only). Please be careful when you upload the scanned signature. This signature will be checked at the examination centre. In case any candidate signature does not match, he/she will not be allowed to appear in the examination. Any request for a change of the signature that has been submitted once will not be accepted.

(b) Fill your father / mother name correctly and with caution.

(c) Fill up your correct and complete postal address along with the Pin no: as applicable. The correct address will ensure that all communication sent from AFMC by post shall be received by the candidate on time.

(d) Centre choices have to be filled diligently. The choices shall be on a dropdown list along with the centre codes. Please check the centres as mentioned in Appendix "B" of the prospectus. You have to fill three different choices or else you shall not be able to submit the form.

Please note that the centres will be allotted on a first come first serve basis only.

(i.e. if a candidate chooses Cochin, Bangalore and Chennai as Centre no: I,II and III respectively, he shall be given Cochin. However if Cochin centre is filled up then he will be given Bangalore and if even that is filled up then he shall be given Chennai. However if all the three are filled up then he shall be allotted the nearest centre based on availability of seats. The first come first serve basis will be dependent upon the time of final submission/ payment of challan fees by the candidate.

(e) Challan for payment of the application form will be available only once the postal address is filled completely. This challan form containing the “bank copy”, the “student copy” and bearing the name, registration number of the candidate, date of birth and mobile number will have to be printed on A4 size paper. Sample challan form is placed at “Appendix D” in the prospectus.

(f) Continue to fill up your application form and upload your photograph and scanned signature as mentioned earlier .

(g) Check thoroughly whether you have filled all your relevant details correctly. Click on preview button. You will be able to see the completed form. Please double check whether you have filled up all details correctly.

ONLY when completely sure that you have filled all fields correctly, THEN you may hit the submit button. You may go back if you feel that the details that you have entered are not correct.

“Once you have submitted the form it cannot be edited any further”

(h) A pdf copy of the completed form shall be generated which shall always be available for downloading and printing in your login account.

Step C - PAYMENT

Visit your nearest SBI Bank branch on the next day i.e. on the day after registration.

For example: If you have registered on the website on 15 Feb 2012, you should visit your nearest SBI bank branch on 16 Feb 2012, to make the payment of ₹.280/- (Application + Bank charges)

(a) **AT THE BANK:** Carry the printout of the challan to your nearest branch of State Bank of India. The window clerk shall verify your details from the challan and then enter your payment. A journal number will be generated by the bank and this will be written/ stamped on both copies of the bank challan. The bank shall retain the bank copy while candidate shall be given the student copy.

(b) Ensure that the journal number is written on the student copy along with the seal of the bank. (Please keep a copy of this safely as this will be your proof for having paid the application charges and bank fees)

Step D - STATUS CHECK:

(a) Your application may be accepted or rejected. You will be able to do your status check any time by logging in to your login account at any time.

(b) The status of your application i.e. dates of submission of form and the date of clearance from the bank will be available immediately as and when these events happen. Your status will be communicated to you within 15 days of the last date for submission of the application forms.

METHOD – II (Will be available till from 28 February 2012 till 05 March 2012)

(DOWNLOADED APPLICATION FORM WITH PHOTOGRAPH AND SIGNATURE AFFIXED HAS TO BE SENT BY POST TO AFMC PUNE)

(Meant only for those candidates who find it difficult to submit the online application form by uploading photograph and signature, METHOD -II will be available)

- (a) In this method, all procedures in METHOD – I has to be followed EXCEPT uploading of photo and signature in the digital format.
- (b) The candidate using this method will have to submit the form online without the digital photo and signature but will have to generate the completed form which has to be downloaded and printed.
- (c) Photograph of size 4.5 x 3.5 cms with name and date of taking the photograph has to be pasted at the relevant place. Candidate is advised to keep at least 8-10 photographs of similar nature for use in admit card/ during the admission procedure.
- (d) The form will have to be signed at the relevant place and then sent by post to AFMC Pune.

Note: Any application received at AFMC by this method without the mandatory photograph and signature will be rejected.

- (d) The last date of acceptance of such applications by post only at AFMC Pune, Admission cell will be 07 Mar 2012 (1700 h).

The candidate should send it at the address given below.

**AFMC MBBS Entrance Examination – 2012 (METHOD – II)
OIC Admission Cell
Armed Forces Medical College
Wanowarie – Post office
Sholapur Road, Pune - 411001**

“Application form through couriers will not be accepted”

“YOU MAY CONTACT OFFICER IN CHARGE - ADMISSION CELL AT AFMC PUNE REGARDING ANY ASSISTANCE FOR FILLING UP OF THE ONLINE APPLICATION FORM”

Time for contact –

0900h to 1200h (On all working days)

1430h to 1700h (On all working days)