HELP MANUAL
Important Instructions for Applicants Filling SR/SD Jan-2012 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 Applicant should completed all the 4-steps i.e. Step 1 to 4 and get Registration Slip. 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 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 after Online form last date. 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 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 your **Password**
4. Write **Applicant Full Name :** Write the 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. Select your appropriate option for **OPH Status, Nationality, DM/MCH Status**.
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. Fill you Date of **Completing Junior Resident tenure** and **Date of passing Qualifying Degree** Exam.
9. Write Your **Date of Birth** (**"**Select the date of birth as recorded in Secondary School Leaving Certificate or equivalent examination.")
10. Select your **In-Service Status in Govt. Hospital/Institution**.
11. Read Undertaking, if acceptable, then < **select** > the Undertaking.
12. Click "**Create Account**" button
13. Message opens on your screen. Check information is correct. **Write down your Email-ID and Password as shown on Pop up message and remember the same for further access** in order to complete the other steps of online form and future communication with AIIMS.
14. 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 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 **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.

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 **"Next/Submit"** button on Challan Form webpage. You are shown with "Application Form" webpage. Click "Next/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 Challan Form-AIIMS COPY along with Admit Card 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 Advertisement.)

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 the bottom of Help Manual).Keep size of photograph minimum as maximum size limit is 100 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 100 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 your are satisfied with the photo and signature preview online then only Click "**Next**" button. After clicking "Next" Button, **Registration Slip** page appears.

Applicants must not send Registration Slip and Challan (AIIMS Copy) by POST to AIIMS Examination Section as per the Advertisement. But always keep copy of these with themself 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. Step 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. Step 1 to 4).**

4) **All candidates must print Admit Cards from our website *www.aiimsexams.org* from date mentioned in ADVERTISEMENT. No Admit Cards are being sent by POST.**

5) **Don't send Registration Slip and Challan (AIIMS Copy) by POST to AIIMS Examination Section as per Advertisement. But always keep copy of these with yourself safely as an proof of your candidature.**

6) **Bring Challan Form-AIIMS COPY along with Admit Card without which you will not be allowed to appear in the Entrance Examination.**

7) **Always keep following documents with you (will be helpful to sort out candidates problem in case they do not get their admit cards from website www.aiimsexams.org, immediately contact Assistant Controller (Exams),AIIMS):**
   - i. **Copy of Registration Slip.**
   - ii. **Copy of Challan Form (AIIMS and Original Student copy)**

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

Very Important Instructions:

1. **All information and provisions in detail are mentioned in the Advertisement and Help Manual. So, applicant must read the Advertisement available on website www.aiimsexams.org 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/appointment/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 Advertment.**

6. Please note that **payment by challan is not refundable in any case** i.e incomplete online application or ineligibility as per the Advertment or any other reasons. Therefore payment <u>should be made only after</u> 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. **Registration Slip (i.e. get after completing all 4 steps) is editable till last date of Online application. So, correction required if any in Online Application form should be done by applicants on or before closing date. Any representation of correction or change thereafter cannot be entertained in any case.**

8. Always keep following documents with you:
   a. Copy of Registration Slip.
   b. Copy of Challan Form (AIIMS and Original Student copy)

9. Always remember following information provided by you for accessing online Application & result and for future communication with AIIMS:
   c. Email-ID (as Username)
   d. Password
   e. 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.
   f. Registration Number/Application Form Number generated after submission of application online
   g. 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 your email to AIIMS following information:

      i.   "Your Exam Name with session and year" and

      ii.   "Your Challan No./Registration No./Application No."

    For Example: Email Subject: "*SR/SD Jan 2012 - 7051000038*"

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

 3) **SPEED POST:** "*ADDRESS:Asstt. Controller (Exams),Examination Section,AIIMS ,*
                Ansari Nagar,New Delhi-110608"

  In speed Post send following documents:
1) Registration Slip Copy ,
2) Challan Form PhotoCopy and
3) Application in favour of Asstt. Controller (Exams) requesting correction signed by applicant alongwith relevant document proof photocopy

         NOTE:- Changes will be subjected to approval by higher authorities.

INSTRUCTIONS FOR PHOTOGRAPHS

1. One recent clear passport size Coloured photograph **with light background** is required. Polaroid photograph is NOT acceptable.
2. Photograph MUST be snapped on or after 17-12-2011.
3. Photograph must be taken with name of candidate (as in application) and date of taking photograph.

Example :

ABC
17-12-2011

Important : (i) The photograph must be snapped with a placard 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 must be clear and legible.

4. Photograph should not have cap, or goggles. Spectacles are allowed.

5. **Applications not complying with these instructions or with unclear photograph will be rejected.**

6. Keep a few identical photograph in reserve for future use at the time of Interview.